

REQUEST FOR PROPOSAL – Secondary
Release Date: March 25, 2019

Notice to Prospective Proposers – Multiple Awards
Arts in Corrections – Program Development
RFP # 2018-03

ESPAÑOL: Si necesita una interpretación o una traducción por escrito de la Propuesta de Solicitud, [haga clic aquí](#) para enviar un correo electrónico.

TAGALOG: Kung kailangan mo ng isang interpretasyon o nakasulat na pagsasalin ng Kahilingan para sa Panukala, [mag-click dito](#) upang magpadala ng isang email.

You are invited to respond to this Request for Proposal (RFP) pursuant to [Public Contract Code sections 10340 to 10345](#). If you submit a proposal, it must comply with all the instructions listed in the RFP.

The California Arts Council (CAC) believes this RFP is complete and does not require any further explanation. If you have questions about this RFP, they must be responded to in a public manner. You may submit your questions via [email](#) to Mariana Moscoso by the two due dates listed below in the *Quick Reference*. The responses to Round 1 and Round 2 questions will be [posted online](#) by the dates listed in the *Key Action Dates* on page 8.

You are also invited to complete the [RFP Feedback Survey](#) and anonymous [Demographic Survey](#) related to this RFP, even if you do not submit a proposal. See *Section A* of this RFP on page 3 for more information.

The California Arts Council is committed to the accessibility of its materials. Call (916) 322-6371 if you do not have Internet access and need a hard copy of this RFP or would like a large-print version of this RFP. If you need an interpretation or written translation of this RFP in another language, [click here](#) to send an email and indicate the language in the body of the message.

Please note that no information given verbally will be binding upon the State unless such information is issued in writing as an official addendum.

Quick Reference of Important Dates (for all *Key Action Dates*, go to page 8):

- **Round 1** Questions Due April 3, 2019 at 9:00 a.m.
- **Round 2** Questions Due April 17, 2019 at 9:00 a.m.
- **Proposal Submissions Due April 22, 2019 at 3:00 p.m.**

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Prior to reading this RFP, we recommend reviewing the Appendix 1: Glossary of Terms starting on page 15.

A. Optional Surveys

The CAC is committed to the continual assessment of our program and program materials to reflect equitable practices, clarity, and accessibility. To that end, we invite you to complete two surveys related to this RFP, [even if you don't submit a proposal](#).

All responses to the surveys will remain anonymous and will not impact a submitted proposal. The responses are for data collection purposes and a summary report will be posted on the California Arts Council website after the RFP closes.

Each survey will take no more than 5 minutes to complete. Click on the survey name to access the [RFP Feedback Survey](#) and [Demographic Survey](#).

B. Purpose of the RFP

The CAC's Arts in Corrections (AIC) program contracts with [nonprofit organizations](#), [fiscally sponsored organizations](#), arts-related units of government, certified Small Businesses or other entities (called Coordinating Organizations) to provide arts classes to people in incarceration. The Coordinating Organizations oversee teaching artists (called Arts Providers) working in cultural, folk & traditional arts, literary, media, performing, and visual arts.

The main responsibilities of AIC Coordinating Organizations include:

- The administration of arts programs at contracted institutions throughout the state.
- Providing training and professional opportunities to organization staff and Arts Providers using consultants, the mentorship of experienced AIC Coordinating Organizations, and attendance of relevant workshops and conferences.
- Ensuring all Arts Providers fulfill their required trainings with the California Department of Corrections and Rehabilitation (CDCR).
- Working collaboratively with CAC to collect data about their AIC program.

The CAC recognizes that prison arts programming is highly specialized and that there are several real barriers to doing work in correctional settings. This RFP seeks to dismantle some of those barriers by providing the financial support to organizations and artists interested in providing arts programming through the AIC program in the future.

For the purpose of this RFP, “program development” encompasses many types of activities, such as: **assessment and/or evaluation of a program, curriculum development, mentoring, professional development, training, and/or an innovative project.**

Proposers can be current AIC Coordinating Organizations or organizations that have an interest in becoming an AIC Coordinating Organization. If you are a teaching artist interested in becoming an AIC Arts Provider, you must be associated with a nonprofit organization, fiscally sponsored organization, arts-related unit of government, certified Small Businesses or other entity to submit a proposal.

Proposals may be submitted for up to a maximum budget of \$25,000. Budgets that exceed the maximum amount may not be considered during evaluation. If funds are available, contracts may be negotiated after the Intent to Award is released.

We expect to award multiple contracts through this RFP process. The term of the contract will be for one year (July 2019 - June 2020). A contract may only be extended if the project needs additional time for completion. The maximum extension will be for one additional year and will not provide additional funds. All extensions require approval from the AIC Program Manager. All terms and conditions must be agreed upon by you and the CAC. If a mutual agreement cannot be met, or the project no longer aligns with the AIC vision, the awarded contract may be terminated.

C. Proposal Template

Proposers must respond to this RFP using the template provided and must follow all the instructions provided in this RFP, *Template Instructions and Submission Requirements for RFP# 2018-03, Proposal Template, and Budget Table Template*. All the documents related to this RFP, including any Addendums (see page 9), are available for [download online](#) and in eProcure.

D. Background

Administered by the California Arts Council and made possible via an interagency agreement with the California Department of Corrections and Rehabilitation (CDCR), California’s Arts in Corrections program is designed to have a positive impact on the behavior and attitudes of people in incarceration. Arts education can increase critical thinking skills, build positive relationships and promote meaningful interactions between participants and their peers, facility staff, loved ones, and other individuals and community groups both inside and outside of the boundaries of their institution.

Services provided span the full spectrum of art disciplines, with organizations offering instruction in visual; literary; media; performing; and cultural, folk and traditional arts.

Now in its sixth year, arts programming has grown to reach all 35 state adult correctional institutions. For more information about the program, visit the [California Arts in Corrections website](#).

About the California Arts Council

The mission of the California Arts Council, a state agency, is to advance California through the arts and creativity. The Council is committed to building public will and resources for the arts; fostering accessible arts initiatives that reflect contributions from all of California's diverse populations; serving as a thought leader and champion for the arts; and providing effective and relevant programs and services. To learn more about the CAC, visit our [website](#).

E. Scope of Work

The purpose of this project is to develop skills, gain knowledge, expand the prison arts field and/or build capacity to provide arts-based programming specifically for people experiencing incarceration in CDCR facilities. Projects must have specific goals and include any activities that further these goals to achieve the intended short- and long-term outcomes.

Project Ideas and Examples

There are many types of projects that can be supported through this RFP. For example, your proposal can focus on the intersection between an art form and a subject not traditionally considered an art form (for example, gardening or meditation). You may also explore projects that build public awareness and support for prison arts programming. You can create a curriculum that centers [transformative justice](#) approaches and methods. You may also propose a project that develops an online training tool for new AIC Coordinating Organizations. You may also consider a project that can also be a step toward providing arts-based instruction through the AIC program, whether you are a current Coordinating Organization/Arts Provider, or have never provided prison arts programming,

The above examples are ideas of simply a few potential projects. You are not limited to those ideas. This RFP is an opportunity for proposers to innovate and challenge the status quo of prison arts programs.

Regardless of the project you choose to develop, proposals may include the hiring of trainers, consultants, etc. outside of your organization that may advise, train, or otherwise inform the development of the project so that it may reach its intended impact. You are responsible for finding and hiring your own trainers, consultants, etc.

to carry out your project. The AIC staff is unable to provide any suggestions during the RFP process.

Institution Involvement in the Proposed Project

If a project awarded from this RFP needs to do some or all the activities related to the project goals inside a CDCR institution at any time, the Proposer should anticipate working cooperatively with CDCR institutional staff. Additionally, the Proposer must understand that the project must be approved beforehand by the appropriate CDCR institutional staff at the institution where the project is to take place before initiating the project activities. Additionally, the Proposer must adhere to all CDCR rules and policies, including the [California Code of Regulations, Title 15 \(15\)](#) and [Programs and Parole Regulations](#) in Adult Institutions. For information about CDCR facilities, visit the CDCR [Facility Locator Map](#) webpage.

If you are unable to complete your project in whole or in part because CDCR will not approve the project or an approval of the project has been revoked, be ready to submit an alternative resolution of the contracted project to the AIC Program Manager for approval. Failing to find an alternative resolution in a timely manner may result in the termination of the contract.

F. Deliverables

The projects resulting from this RFP will:

1. Include any or all the following activities:
 - a. The **planning, assessment, or evaluation** of existing program(s) and/or program component(s), or **the planning and development of a new AIC program** with the commitment to cultural competency
 - b. The **development of a new or the improvement of an existing curriculum** using evidence-based teaching approaches and methods
 - c. Provide **professional development and/or training** of organizational personnel and Arts Providers to gain new skills and/or knowledge to improve the experiences of AIC Participants and people in incarceration
 - d. The **development of a new AIC training and/or training tool** intended for organizations interested in becoming, and/or for existing, AIC Coordinating Organizations
 - e. The **development of projects that build public awareness and support** for prison arts programming

- f. An **innovative project** that expands and/or challenges the status quo of arts education to AIC Participants in CDCR institutions
2. **Meet all the additional responsibilities** outlined in the Proposal Template, Attachment 1: Additional Contractor Responsibilities (page 8).
3. **If you do not currently participate in AIC as a Coordinating Organization, you will be required to participate in an introductory workshop facilitated by CAC.** The workshop will include an overview of the AIC program, how to become involved, and will require active participation. You will receive compensation for your time, travel expenses, and meals using the State's travel reimbursement rates. See the [CalHR website](#) and the Budget Table Template for details.

G. Minimum Qualifications

You should review, understand, and make sure you meet the minimum qualifications outlined below before submitting a proposal. Proposers must:

- Be a *California-based* [nonprofit organization](#), arts-related unit of government, certified Small Business, or other entity.
 - If your headquarters are in another state, you must have physical offices in California and currently provide services to California residents.
 - **Fiscal Sponsors are allowed.**
- Demonstrate the ability to administer the project efficiently and effectively to meet the desired outcomes stated in the proposal.
- **Have at least three (3) years of administrative experience.**
- **Artists must have actively participated in their arts practice for at least two (2) years.**

H. Key Action Dates

EVENT	DATE	TIME
RFP Documents are available	March 25, 2019	10:00 a.m.
Round 1 Questions about the RFP are due	April 3, 2019	9:00 a.m.
Round 1 Responses posted online	April 5, 2019	11:00 a.m.
Round 2 Questions about the RFP are due	April 17, 2019	9:00 a.m.
Round 2 Responses posted online	April 19, 2019	11:00 a.m.
RFP Proposal is due	April 22, 2019	3:00 p.m.
Committee will review Proposals (closed to the public)	April 23 to 25, 2019	9:00 a.m.
Notice of Intent to Award posted online	April 26, 2019	4:00 p.m.
Awardees notified by email	May 6, 2019	4:00 p.m.

Work Schedule Requirements

The CAC anticipates that projects will start in July 2019. The actual start date depends on when a contract is approved and signed by the CAC Executive Director.

The timeline you include in your Proposal will become the timeline of the contract. **Revisions made to your project, timeline, or completion may be made after the contract is awarded and must be approved by the AIC Program Manager.**

I. Additional Submission Notes and Requirements

1. Make sure you downloaded the *Template Instructions & Submission Requirements for RFP# 2013-03* document [online](#) or in eProcure.
2. If a proposal does not contain all the required sections and attachments, the proposal does not meet the basic proposal requirements and may be rejected.

3. Keep your responses straightforward and provide concise descriptions. **We expect your proposal to describe your project, outline expected outcomes, and demonstrate that you'll be able to complete the project development within the contract period.** We recommend avoiding misleading or vague statements. Such statements may misguide or confuse the Review Committee as they evaluate your proposal.
4. The **Required Attachment Checklist** is a required part of your proposal.
5. You must provide the legal name of your organization, even if the proposal is made under a fictitious name, business title or abbreviated name.
6. You are responsible for all costs associated with developing your proposal. Only costs associated with project implementation should be included in the proposal budget. Costs must be incurred during the contract period.
7. The State may reject any or all proposals. A proposal may be rejected if it is incomplete or submitted late.
8. You may withdraw your proposal by submitting a written withdrawal request to the CAC. The request must be signed. You may then submit a new proposal prior to the proposal submission deadline. This is also the process for modifying a submitted proposal. Proposal modifications offered in any other manner, oral or written, will not be considered.
9. **The CAC may modify the RFP by posting an addendum online and on eProcure. No addendums will be added after the Proposal due date.** To receive a notification if an addendum to this RFP occurs, make sure to sign up onto the AIC mailing list, found at the bottom of [this webpage](#).
10. The CAC is not required to award an agreement even after the Intent to Award is released if a mutual agreement is not reached.
11. The State does not accept alternate contract language from a prospective contractor. A proposal with such language will be considered a counter proposal and will be rejected. The State's General Terms and Conditions (GTC) are not negotiable.
12. No oral understanding or agreement shall be binding on either party.

J. Proposal Evaluation Process

Proposals will remain sealed until they are reviewed by the Review Committee. Once opened, each proposal will be checked to make sure all required information is included.

We expect to award multiple contracts through this RFP process. As noted in the State Contracting Manual in section 5.85, "In certain limited circumstances, agencies may develop multi-vendor awards, provided the awards still follow the PCC methodology."

Proposal Evaluation

The point system used to evaluate proposals is defined in this RFP and follows Public Code Contract process methodology. All proposals receiving at least 61 points (according to the below matrix) will be funded, unless doing so will exceed available funding. In that case, **proposals will be selected in order of score** (highest first) until the full \$300,000 set aside for this RFP is exhausted.

The point matrix for the scoring criteria is as follows:

SCORING CRITERION	MAXIMUM POSSIBLE POINTS
Section 1	
Organization's mission aligns with the AIC Program and the proposed Project Goals	5
Section 2	
Strength and clarity of the Project Description	10
Feasibility of the Project Timeline	5
Project Goals are realistic and sustainable	20
Clearly demonstrates the Project's potential short- and long-term Impact	20

Budget Table's resource allocation is reasonable	5
Cost Points	30
TOTAL POSSIBLE POINTS	100

The following point scale will be used to score the responses to each criterion except for the *Cost Points*.

PERCENT OF MAXIMUM POINTS ALLOTTED TO CRITERION
FUNDED Proposal Scores
<p>100 to 91% of the points will be given for responses that exceed the expectations of the criterion. Responses are clear and detailed. The proposer demonstrates a robust ability and capacity to develop the project. The proposer provides an unusual or exemplary insight to benefit the project. The proposer demonstrates they can deliver the project outcomes.</p>
<p>90 to 81% of the points will be given for responses that meet the expectations of the criterion. Responses are mostly clear and detailed. The proposer demonstrates the ability and capacity to develop the project. They demonstrate that they are very likely to deliver the project outcomes.</p>
<p>80 to 61% of the points will be given for responses that meet some of the expectations of the criterion. Responses are adequately clear and detailed. The proposer demonstrates they may have the ability and capacity to develop the project. They demonstrate that they are likely to deliver the project outcomes.</p>
Proposal Scores NOT FUNDED
<p>60 to 24% of the points will be given for responses that meet few of the expectations of the criterion. Responses are not always clear and detailed. The proposer demonstrates they may have the ability and capacity to develop the project. They demonstrate that they may leverage experiences to deliver some of the project outcomes.</p>
<p>25 to 1% of the points will be given for responses that hint at the proposer's ability to meet the criterion, but responses leave the Review Committee with multiple questions about their ability to leverage their experiences to meet the needs of the project outcomes.</p>
<p>0% of the points will be given for responses that do not demonstrate the proposer's ability to meet the criterion due to a lack of a clear, detailed response.</p>

How Cost Points are Evaluated

Cost is measured by the grand total of the proposed budget. The proposal with the lowest grand total is awarded the maximum cost points. Other proposals are awarded cost points based on the following calculation:

Lowest Proposer's Cost/Other Proposal = (factor) X maximum cost points = cost points for the Other Proposal

EXAMPLE with 30 cost points available

Proposal 1 = \$25,000 grand total

Proposal 2 = \$19,500 grand total

Proposal 3 = \$17,500 grand total (*Lowest Cost*)

Proposal 3 = 30 cost points

Proposal 1 = $(\$17,500/\$25,000) = 0.7 \times 30 = 21$ cost points awarded

Proposal 2 = $(\$17,500/\$19,500) = 0.897 \times 30 = 26.92$ cost points awarded

Note: We do not recommend that Proposers under-budget a proposed project in order to increase their Cost Points score. Doing so may jeopardize the efficiency and quality of the project, if awarded a contract.

Award and Protests

- a) Notice of the proposed award shall be posted on the [Arts in Corrections website](#) and in the lobby at 1300 I Street, Sacramento, CA 95814 for five (5) working days prior to awarding the agreement(s).
- b) During this time, any Proposer may submit a written protest if they feel they were not awarded a contract because the CAC did not correctly apply the evaluation standard contained in this RFP. Such protests submitted after the five-day period will not be considered.
- c) If any Proposer files a protest, no agreement(s) shall be awarded until either the protest has been withdrawn or Department of General Services (DGS) has decided the matter. To file a protest, contact the AIC Program Manager and follow the instructions on [DGS website](#).
- d) Within five (5) days after filing the initial protest, the protesting Proposer must provide a detailed statement specifying the grounds for the protest. This statement should be filed with the CAC and with the DGS, Office of Legal Services (OLS).

Disposition of Proposals

- a) Once a proposal is opened, all documents contained within it will become the property of the State of California and will be regarded as public records under the California Public Records Act ([Government Code Section 6250 et seq.](#)) and subject to review by the public.
- b) Your proposal package may be returned only at your own cost due based on the state constitution [Article XVI, Section 6](#) regarding the gifting of public funds.

Agreement Execution and Performance

- a) Work associated with your project will start on a date set by your proposed project timeline and the AIC staff. Work cannot begin until all required approvals have been obtained and the agreement is fully executed. The CAC reserves the right to terminate an agreement if work does not begin at the agreed upon time. Termination requires five (5) days written notice to the Contractor.
- b) All work under the agreement shall be completed on or before the end date listed on the agreement.

K. Preference Programs

The Disabled Veterans Business Enterprise Participation does not apply to this bid.

How to obtain a [Small Business Preference](#): If you are certified with the State of California as a Small Business, 5% of the total points awarded to the highest scored proposal submitted by a non-small business Proposer will be added to your overall score. Scores will only be calculated for proposals that are deemed responsive and responsible. (For more information about the Small Business Preference, see State Contracts Manual Volume 1, Section 8.2).

A bidder may claim the Small Business and/or Micro Business preference if the bidder submits a complete application for [certification](#) at least five business days before the RFP deadline.

[Nonprofits are not eligible for a Small Business preference.](#)

L. Standard Agreement (STD 213)

Standard Agreement (STD 213) is a standard contract form which outlines the contract contents, conditions, and indicates whether a contract has been approved. A sample of the [Standard Agreement \(STD 213\)](#) can be viewed under "Forms". It does not need to be filled out and submitted at this time.

All agreements with the State of California will include, by reference: (1) General Terms and Conditions; and (2) Contractor Certification Clauses.

The [General Terms and Conditions](#) are referenced in the STD 213. You may view and download the [Contractor Certification Clauses](#) on the Department of General Services website.

Appendix 1: Glossary of Terms

All terms defined here are defined within the context of this RFP.

Arts in Corrections is a program of the California Arts Council. It provides arts-based instruction to people experiencing incarceration in California Department of Corrections and Rehabilitation (CDCR) adult facilities. The CAC awards contracts to Coordinating Organizations who oversee the work of Arts Providers.

Arts Providers are teaching artists working in the California Arts Council's (CAC) Arts in Corrections (AIC) program. These individuals are highly skilled, trained in their artistic discipline and are experienced teaching artists.

Coordinating Organizations are nonprofit arts organizations, arts-related units of government, certified Small Businesses or other entities currently contracted with the CAC to implement AIC programming.

Curriculum Development is the planned, purposeful, progressive, and systematic process to create positive improvements in the delivery of arts-based instruction.

Participants are individuals currently incarcerated in CDCR institutions that are or will be participating in an art program coordinated by an AIC Coordinating Organization.

Professional Development is specialized training to advance a person's skills in and understanding of their professional role in the delivery and/or administration of arts-based programming, specifically within correctional settings.

Program Development is a deliberate process through which an entity plans, implements, or evaluates AIC programs.

Programs are defined as a series of arts education workshops/classes provided by a single Coordinating Organization in a single Institution that follow the same curriculum plan.

Projects are defined as a series of activities designed to address one or two specific goals that will advance the Proposer's efforts to initiate or improve existing arts educational programming in California Department of Corrections and Rehabilitation facilities.

Request for Proposal (Secondary Method) is a public competitive bidding process that is used by the State to contract for very complex or unique services, where creative or innovative approaches are needed. For more information on the secondary RFP method, see the [State Contracting Manual Volume 1, Section 5.25](#).

RFP Proposers, in the case of this RFP, are California-based nonprofit arts organizations, fiscally sponsored organizations, arts-related units of government, certified Small Businesses, or other entities that wish to submit or are submitting a proposal to a Request for Proposal (RFP).

Terms Related to California Department of Corrections and Rehabilitation Institutions

Correctional Institutions are State-run facilities that house and detain persons who are in the lawful custody of the government due to being found guilty of an offense under State law.

Enhanced Outpatient Program (EOP) provides care to patients diagnosed with a mental illness who would benefit from the structure of a therapeutic environment that is less restrictive than inpatient settings. These patients do not require continuous nursing care. Often, they are transitioning from inpatient care, or may also have a serious long-term mental illness.

General Population (GP) prison facilities house individuals not assigned to segregated housing, Enhanced Outpatient or Sensitive Needs Yard programs; that are not Reception Centers; and that do not house condemned individuals or those with inpatient medical needs.

Lifers are people sentenced to a life term. Individuals sentenced with the possibility of parole cannot be released on parole until the Board of Parole Hearings (BPH) determines that they are ready to be returned to society. Individuals sentenced to life without the possibility of parole do not receive BPH review.

Mainline are prisons, or facilities within prisons, that are not Reception Centers (where individuals go when they arrive at state prison to go through the classification and institution placement process).

Reception Center is the process every person to be incarcerated must go through upon arrival to state prison to determine their programming and medical needs, security level and where they will be housed. This could take up to 120 days.

Security Levels

- **Level I** - Facilities and Camps consist primarily of open dormitories with a low security perimeter.
- **Level II** - Facilities consist primarily of open dormitories with a secure perimeter, which may include armed coverage.
- **Level III** - Facilities primarily have a secure perimeter with armed coverage and housing units with cells adjacent to exterior walls.

- **Level IV** - Facilities have a secure perimeter with internal and external armed coverage and housing units or cell block housing with cells non-adjacent to exterior walls.

Segregated Housing are more restrictive units that house individuals who have been removed from the General Population and are awaiting decisions as to whether they will be returned to the General Population, transferred to another facility, or assigned to a long-term segregation unit. Individuals may be segregated for disciplinary or for safety and security reasons.

Self Help Sponsors are non-custody staff members who, in addition to their duties in their regular work assignment, act as program facilitators for individuals who voluntarily participate in rehabilitative programs. Sponsors supervise, assist and guide individuals in group activities, help organize events and liaison between prison administrations and the program Participants and instructors.

Sensitive Needs Yards (SNY) often referred to as “soft yards,” house individuals with safety concerns in settings similar to, but separate from, a General Population facility.