

Proposal Template Instructions and Submission Requirements for RFP# 2018-03

Part 1: Download and Read the RFP

Prior to completing the Proposal Template, we recommend reading the entire RFP document with special attention to the *Additional Submission Notes and Requirements* (page 8) and the *Appendix 1: Glossary of Terms* (page 15). All the RFP documents can be downloaded on the California Arts Council [website](#) and on eProcure.

Part 2: Instructions on How to Complete Your Proposal Template

A complete RFP proposal must contain the following:

- Required Attachment Checklist
- Section 1: Proposer Information
- Section 2: Proposed Project Information
 - A. Budget Table
- Section 3: Additional RFP Documents
- USB Flash Drive

If a proposal does not contain all the required sections and attachments, the proposal does not meet the basic proposal requirements and it may be rejected.

As you write your proposal, make sure to keep your responses straightforward and provide concise descriptions of your ability to satisfy the programmatic art services outlined in the RFP. We recommend avoiding misleading statements that may misguide the panel reviewers as they evaluate your proposal.

As noted in the list above, the **Required Attachment Checklist** is a required element of the RFP. It ensures that your organization has submitted all the necessary documents.

In **Section 1**, prompts will guide you to provide information about your Organization Information, Organization's Annual Budget, Staff Board Members, and Volunteers, and your organization's mission statement.

Section 2 provides prompts to help you provide information about your Project Description, Project Timeline, Project Goals, Project Impact, and Cultural Competency,

Equity and Inclusion. For Section 2F you will need to complete a separate Budget Table Template. The Proposal Template includes a link to that document. It is also available for download on the California Arts Council [website](#) and on eProcure. Section 2G provides information on who to organize your work samples on your USB Flash Drive. Please also note that a digital copy of your full proposal must be included on your USB Flash Drive.

Section 3 contains six (6) required attachments and one (1) optional attachment. Make sure to read through every attachment in this section because some attachments require additional actions, such as completing additional forms and/or require signatures. After you have read Section 3, you must print this entire section and add any required signatures. Original “wet” signatures, not electronic, are required by the person who is authorized to bind your organization in a contract.

Once you have completed all the sections outlined above, you are ready to compile an original hard copy of the RFP proposal for submission. **One original proposal marked “ORIGINAL COPY” is required and must be submitted.**

Part 3: Submitting Your Proposal

Follow these step-by-step instructions to compile and complete your proposal submission:

- 1. Proposal must be checked for accuracy and completeness.** Accuracy helps evaluators better understand your responses, which improves your organization’s chances at getting awarded.
 - a. Review your Proposal Template for accuracy and completeness.
 - i. Does Section 1A contact accurate and appropriate contact information?
 - ii. Have you responded to all the prompts sections 1 and 2?
 - iii. Does your packet include your budget table?
 - b. Review all the attachments you completed for Section 3.
 - i. Did you follow all the instructions for each attachment?
 - ii. Are the attachments filled out completely and/or contain any required wet signatures signed by a person who is authorized to bind the proposing firm?
- 2. Compile your proposal for submission.**

- a. Print the Required Attachment Checklist and mark it with “Original Copy” for submission.
- b. Print one copy of your completed Proposal Template for your Original Copy.
- c. Make sure your proposal is organized using the Required Attachment Checklist as a reference.

3. Create a digital copy of your RFP Proposal and Label your work sample files correctly. We must receive a digital copy of your RFP proposal on a USB flash drive. Depending on the section or file, there is a different format for labelling your files. Use the table below for instructions.

Template Name	File type	Label's Content	Label Example
Required Attachment Checklist	PDF or Word	Organization name, Checklist, and a PDF or Word file type	ABC Arts_Checklist.docx
Proposal Template: Sections 1-2			
Sections 1-2	Word	Organization name, Sections 1-2, and a Word file type	ABC Arts_Sec1-2.docx
Budget Table	Excel	Organization name, Section 2, budget, and an Excel file extension	ABC Arts_Sec 2_Budget.xlsx
<i>Create a Work Samples Folder on the USB*</i>	Folder	Organization name, Section 2, and Work Samples	ABC Arts_Sec 2_WorkSamples
Work Samples	Any file type	Art form, artist's first name and first initial of the last name, number file, and file type	Drawing_AhmedM_001.JPG
Proposal Template: Section 3			
<i>If attachments are scanned into a single file</i>	PDF	Organization name, Section 3, and a PDF file extension	ABC Arts_Sec 3.pdf
<i>If attachments are <u>separate files</u></i>	PDF	Organization name, Section 3, Attachment Number and a PDF file extension	Org Name_Sec 3_A1.pdf

*Create a separate folder for your Work Samples. Your Work Samples do not have a required file type, but make sure links are not broken if providing weblinks as samples.

- 4. Prepare your submission envelope.** Mark your envelope with your organization information, the RFP number and title, and the words "DO NOT OPEN." Proposals not submitted under sealed cover and marked as indicated may be rejected.

Example:

I.M. Bidder
ABC Arts Organization
123 Main Street
Somewhereville, CA 90000

RFP #2018-03
Arts in Corrections Program Development RFP# 2018-03
DO NOT OPEN

- 5. Mail or deliver your proposal** to the following address by **April 22, 2019 at 3:00 p.m.** Proposals received after this date and time will not be considered. For more information go to *Key Action Dates* on page 8:

ATTN: Laura Littlefield
California Arts Council
1300 I St., Suite 930
Sacramento, CA 95814
Re: "Arts in Corrections Program Development RFP"

- 6. Congratulations, you have submitted your proposal for AIC RFP# 2018-03!**