

REQUEST FOR PROPOSAL – Secondary

Round 1: Public Questions and Responses Posted 04/05/2019

Arts in Corrections Program – Coordinating Organizations

RFP #2018-03

The questions included in this document were submitted by members of the public either by email or during our optional webinar regarding the Request for Proposal (RFP) indicated above.

If you missed the first Question and Answer deadline, there is still another opportunity to submit questions during Round 2. **The deadline to submit questions for Round 2 is April 17, 2019 at 9:00 a.m. [by email](#)** to Mariana Moscoso. All questions received by the deadline will be [available online](#) on April 19, 2019 at 11:00 a.m.

Also, if you have not done so already, help us improve the RFP application and process by completing an optional survey about the RFP, even if you do not plan to submit a proposal. **All responses to the Feedback and Demographic survey will remain anonymous and will not impact a submitted proposal.** Each survey will take no more than 5 minutes to complete. To access Feedback Survey, [click here](#). For the anonymous Demographic Survey, [click here](#).

The submitted questions have been divided into categories for the ease of the reader. See the *Table of Question Types* on the next page for more information.

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General Questions

1. What is an RFP? Is it separate from grants?

The California Arts Council (CAC) request for proposal (RFP) is a document that solicits proposal(s), made through a State competitive bidding process for direct services for the CAC. The RFP is distinctive from grants. An organization is working for the State as a contractor, rather than the State supporting an organization's program through a grant.

2. Would applying and receiving this grant disqualify us for future CDCR innovation grants?

No. This funding opportunity is *not* a grant, it is a Request for Proposal (see response to Question 1). This RFP is only for the development of a program or project. Funds will not be used to execute regular art programs, therefore awarded proposals from this RFP do not have an impact or disqualify you for a future CDCR Innovative Programming Grant.

Eligibility

- 1. I am not a 501 c3, but I am an arts organization offering group music programs. Can I apply for this grant? There seemed to be some language indicating that I could, but it's not fully clear.**

This funding opportunity is not a grant (see the response in *General Questions*, question 1). Arts organizations that are not a 501 c3 may apply with a fiscal sponsor. Please refer to the information in the [RFP 2018-03](#) on page 7 and our [fiscal sponsor information sheet](#).

Program and Project Questions

1. Can our proposal have a youth focus, or does it need to be CDCR focused?

All projects proposed must be for people inside [CDCR adult facilities](#). You may propose a project that is geared specifically towards youth (ages 18 to 26) inside these facilities.

2. Our organization wants to lead a music program for this RFP. Our conductor could train musicians at your facility for 3 months on Friday evenings in once weekly sessions. Volunteer dancers will develop several dances to perform for the musical selections. Our art director would work once weekly with the artists to create their own scenery for the performance. Our stager/librettist will come for several sessions to stage the performance. Finally, our professional orchestra members will perform the work together with the participants at their facility. A baby grand piano is needed for the conductor to instruct participants for a performance.

We would need to know:

- Are there any musicians, actors and movement performers and artists in your group?
- What instruments do the musicians play?
- Can we access instruments (rent or buy) for instruction?
- Can we access materials i.e. paint, poster board for scenery?
- What space is available for the rehearsal and performance?

Unfortunately, I am unable to respond to this question fully because there are many factors that can impact if and how a program can go into a CDCR institution. Additionally, the question does not state the institution they wish to provide program in. The accessibility of talent, instruments, etc. depends on the institution you would execute the program. A program like the one suggested in the question would have to follow all CDCR policies (such as [Title 15 and other regulations](#)) in addition to the approval from the Community Resource Manager at the intended institution.

However, to reiterate the information about the intent and purpose of this RFP (pages 3-7), contracts resulting from this RFP will not be used for the execution of a program. The funds should be used to develop a program, which includes

training, curriculum development, and the fulfillment of any other activities that lead to the creation and development of a future AIC program.

After a Proposal is Awarded

1. What is the contracting process like?

After an organization has received a notification that they have been awarded a contract, they will be in contact with the AIC Program Manager and Program Analyst for the subsequent process. There may be negotiations that occur on behalf of the AIC staff to adjust projects, if it is determined such a change is needed to ensure the fulfillment of the AIC vision and program needs. Both the organization and the CAC must agree with the changes before a contract is approved.

All contracts will be built from portions of a submitted proposal, primarily to create the Scope of Work and Deliverables of the contract. The other aspects of the contract are standard documents and language of state contract (refer to RFP page 14-15 and Section 3, Attachment 1). After the draft has been completed, the organization will receive a copy to read, sign, and return to the AIC Program Analyst. The contract will then go to the CAC Executive Director for approval.

Once both parties have signed the STD 213, the contract will be active and the organization may commence work. The entire process may take about one to two months after the award notification is received.

2. For the Development grant, do you have to attend the AIC Introductory workshop if you're not currently an AIC coordinating Org, but have previously been for many years?

This can be reviewed on a case-by-case situation and will likely require an explanation from the organization, after the award. The explanation will need to justify why they do not need to attend the workshop once the date and agenda has been released. The introductory workshop will be rich in information does may be helpful even to the most experienced Arts Providers and Coordinating Organizations. Additionally, it will provide opportunities for networking with other organizations in the prison arts field, racial equity training, participation in an AIC RFP feedback session for future RFPs and other relevant AIC activities.

3. What, if any, are the reporting requirements?

Per Section 3, Attachment 1: Additional Contractor Responsibilities under item *E. Monitoring* (page 8):

The Contractor will conference with the CAC in person, by telephone, or by email as often as necessary, but not less than quarterly, to review project implementation, contract monitoring, and compliance.

Additionally, under *G. Performance Measures* (page 9), “The Contractor will complete a final report at the end of the contract, as administered by the CAC.”