

## REQUEST FOR PROPOSAL – Secondary

### **Round 2: Public Questions and Responses** **Posted 04/19/2019**

#### **Arts in Corrections – Program Development**

#### **RFP #2018-03**

The questions included in this document were submitted by members of the public regarding the Request for Proposal (RFP) indicated above. **There are no more public questions and responses available for this RFP.**

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If you have not done so already, please complete the [RFP Feedback Survey](#) and anonymous [Demographic Survey](#) related to this RFP, even if you do not submit a proposal. Your responses will help us improve the RFP application and process. **All responses to the surveys will remain anonymous and will not impact a submitted proposal.**

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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## **Arts in Corrections Sites**

Information about Coordinating Organizations can be found on the Arts in Corrections website.

**1. I would like to inquire about the sites that the Arts in Corrections grant may be used for. Is there a list of which sites are applicable?**

This funding opportunity is not specific to any institution. It is about evaluating, developing, and/or testing arts education programming intended for any student population that is currently experiencing incarceration. It is the CAC's hope that programs that come out of this opportunity will come back to us as proposed programs for the Arts in Corrections program during a future RFP for Coordinating Organizations.

To view a map of CDCR adult facilities, all of which are served by the Arts in Corrections program, [click here](#).

## Fiscal Sponsors

Information about Fiscal Sponsors can be found in the RFP, Section B: *Purpose of the RFP* (page 3). For detailed information on Fiscal Sponsors, click the *fiscally sponsored organizations* link.

- 1. ACB Organization is both a small business and a fiscally sponsored organization. Our AIC and other contracts have been awarded to us as a small business; numerous grants that require a 501c3 are fiscally sponsored. In section 1, we are asked if we are a small business and if we are fiscally sponsored. I have answered YES to both. will this be confusing?**

No, it is not unusual for an entity to be both, as 501c3 status is required for most grant opportunities. This opportunity is not a grant, therefore 501c3 status is not required. However, on the Payee Data Record, you will either include information for your small business OR your fiscal sponsor, depending on which entity would receive contract payments if you are awarded.

- 2. My fiscal sponsor had a few concerns on Attachments 3 through 5 (Proposal Certification, Payee Data Record, Contractor's Certification Clauses). She is a bit worried about some of the clauses attached as it is a bit out of her realm and she's not sure what exactly they will be legally responsible for with this proposal.**

If a Proposer using a fiscal sponsor is awarded a contract, the fiscal sponsor will be legally and financially responsible for the contract. Contract payments will be made to the fiscal sponsor. The fiscal sponsor is then responsible for distributing funds to the Proposer.

The Proposer will be the one to develop and execute the proposed activity and to complete all the deliverables. The fiscal sponsor will need to check in with the Proposer to make sure the funding is used in accordance with an approved contract.

- 3. I am fiscally sponsored through a small organization that offers grant writing services and I fall underneath their nonprofit status. Should**

**Attachments 3 through 5 be filled out and signed under my fiscal sponsor's organization or by myself?**

Your fiscal sponsor should complete Attachments 3 through 5:

- Proposal/Proposer Certification
- Payee Data Record (STD.204)
- Contractor's Certification Clauses

Attachments 3 through 5 are directly relevant to the entity that will be accepting payment from the CAC. When a project is fiscally sponsored, it is the sponsor who will receive payment on the Proposer's behalf.

**4. Is the payee data form required for each proposed artist, or is the form to be filled out by the head of the applicant organization?**

The Payee Data Record (STD 204) form must be filled out by the person or entity that will be fiscally responsible and cashing the payments of the contract. This is typically the organization and the organization's tax ID for nonprofit organizations. For small businesses, it is typically the small business owner and their Social Security number.

**5. Do the certification clauses in attachment 5 apply to an individual who is fiscally sponsored, and if so, is my fiscal sponsor legally responsible for these clauses?**

Yes. The fiscal sponsor will be responsible for the clauses in the proposal because they are the legally responsible party for the proposal. If a contract is awarded, they will also be the legally responsible party for the contract. For more information about fiscal sponsorship, [click here](#).

## Crafting a Proposal

Information about the components of a complete proposal can be found in Part 2 of *Template Instructions and Submission Requirements for RFP# 2018-03* and Section I, *Additional Submission Notes and Requirements*, of the RFP (page 8).

**1. Is there a suggested length of the narrative responses in the application, or a maximum number of proposal pages that will be accepted?**

There are no length or page requirements or restrictions for proposals in response to this RFP. It is recommended that you keep your responses brief and straightforward descriptions.

**2. Are you asking for Course Curriculum or a yearlong lesson plan?**

This opportunity is not meant to support the execution of programs. It is meant to support the evaluation, development, and/or testing of programs. Ideally, once your program idea is fleshed out over the course of the contract period it would then be ready to be implemented in correctional institutions. However, that implementation is not covered by this opportunity. The introductory workshop we will offer to successful Proposers will provide information on the Arts in Corrections program, including how programs are selected for implementation.

While curriculum development is an acceptable project under this RFP, you are not required to submit either course curriculum or lesson plans with your proposal. If you feel it will enhance Reviewers' understanding of your project and display artistic or teaching ability, you may attach curriculum or lesson plans as work samples.

**3. Section 1 also asks us for our current fiscal year budget. Since our fiscal year is a calendar year, and we have applied for numerous grants and contracts that we won't find out about until May, our current budget is much lower than it will be by the end of FY 2019. Will this impact our chances for receiving the contract? Should we include an explanation about projected income?**

When we review the proposals, we look at the current fiscal year budget to assess the fiscal health of the organization according to the information available at the time of submission.

- 4. In Section 2 it asks to provide a brief biography for any consultants we are hiring. With the exception of a Cultural Competency trainer, all of the workshop presenters are Our Organization's artists. Should we include a brief bio for each artist, or will the artist samples be sufficient?**

Any artists working on the project must submit a bio. For both the bios and the proposal in general, include information will best help Reviewers to understand and evaluate your project.

- 5. In the References section, can one of our references be the institution where we are currently delivering an AIC program? Can the contact person be the CRM and the value of the service be our CAC contract amount? Or should we substitute a reference that represents other work?**

Yes, one of your references can be the Community Resource Manager (CRM) at an institution where you currently deliver an AIC program. In such a case, the value of the service would be the CAC contract amount for that institution.

Generally speaking, your references should be people who can speak to your experience doing work related to your project. However, as this is a program development opportunity, the CAC understands you might not have direct experience in the prison arts field. It is not required. You should provide references who can speak to your ability artistically, your capacity for growth and development, as a provider of arts education, and/or as someone with experience working with incarcerated populations.

- 6. Please confirm that this AIC application is specifically for the training for staff of the proposed program, and not for the implementation of it.**

This RFP is *not* for the implementation of a program. Training of staff (professional development) is one of the expenditures that could be covered by this RFP. For a full list of activities that can be covered by this RFP, see RFP *Section B*, particularly the first paragraph on page 4.

7. The proposal states, "List below three references for services performed in the last five years, which are similar to the scope of work provided in this proposal." Could you please elaborate on this question? If this is the first time we have proposed a project of this type, will personal references of people we have worked with in the past suffice?

Again, because this is a program development opportunity, the CAC understands that you may be interested in exploring an avenue you have not explored before and may therefore not have directly relevant, apples-to-apples experience. Consequently, we are asking for references that can speak to *similar* work. As long as your references can speak to your artistic, teaching, and/or population experience, they will suffice.

## Submitting a Proposal

Information about proposal submission can be found in *Template Instructions and Submission Requirements for RFP# 2018-03*.

- 1. The labels for the flash drive ask for different labels for each section. Section 1-2. No problem. Then it asks for a separate label, “Section 3” but Section 3 is part of the same document as 1-2, not a different attachment, so how can I label it and make it a separate document? The only separate document of Section 3 is the Payee Data Record, the other 4 attachments are all part of the Sec 1-2 document. Does that make any sense?**

If you are unable to separate out Section 3, label your Sections 1-3 *ABC Arts\_Sec1-2-3.docx*.

- 1. If we don't apply this year can we next year?**

This is the first time we are offering a Program Development opportunity of this kind. Based on the response and interest we have gotten, we will likely re-open the opportunity on an on-going basis. In that case, applications will be accepted year-round and will be reviewed periodically throughout the year.

- 2. Can we add more sites next year?**

This opportunity does not require you to go into any institutions. It is designed to scaffold the development of programs that *could* go into prisons. To get any programs that come out of this opportunity into institutions through the Arts in Corrections program, you would need to apply to the next RFP for Coordinating Organizations. To be sure you receive information about upcoming opportunities, sign up for the [CAC's newsletter](#).

- 3. I am preparing a proposal but it is unclear how get it to the CAC. Do I print the application and the supplemental documents and send the chip with the video material? If yes would you please give me the address and to whom I should address the packet? Does it need to arrive at the CAC by April 22nd or be postmarked by the deadline?**

You should send one original hard copy of your proposal along with a flash drive containing a digital copy of your proposal and your work samples to the CAC at 1300 I Street, Suite 930, Sacramento, CA. You can mail it or drop it off, but it must be *received* by 3:00 p.m. on Monday, April 22. Proposals received after this time and date *will not* be considered.

Before submitting your proposal, read the *Template Instructions & Submission Requirements* document carefully, as it provides full instructions on how to prepare and submit your proposal.

**4. Is there a method to send electronically? If yes would you direct me to the instructions of how to submit?**

We are not accepting fully electronic submissions. You must mail or drop off your proposal. Please note that, as part of your complete proposal, you must submit:

- One hard copy of your full proposal with original (wet) signatures
- One flash drive with:
  - One digital copy of your full proposal
  - All work samples

Before submitting your proposal, read the *Template Instructions & Submission Requirements* document carefully, as it provides full instructions on how to prepare and submit your proposal.

## **Introductory Workshop**

Information about the Introductory Workshop can be found in Section F, *Deliverables*, of the RFP (page 5).

**1. When and where will this workshop take place, and is it only for organizations whose proposals are accepted?**

This workshop will be for the organizations that are awarded a contract. The workshop will likely take place in Sacramento, but the details have not yet been set. We are open to any suggestions, including if you believe that non-awarded organizations should be present and why. Email any suggestions you may have to Mariana Moscoso at [mariana.moscoso@arts.ca.gov](mailto:mariana.moscoso@arts.ca.gov).