

REQUEST FOR PROPOSAL - Secondary

Public Questions and Responses

Posted 3/2/2018

Arts in Corrections Program – Coordinating Organizations

RFP #2017-01

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

A. 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. We have never applied for a State contract. Does this automatically rule us out?

A. No, a Proposer who has never applied for a State contract is not ruled out. The CAC encourages entities to submit proposals regardless of prior experience in applying for a State contract.

3. I missed the AIC RFP webinar. Is there any way that I am able to view it?

A. Yes, the CAC recorded the webinar and it is posted on Cal eProcure and on the CAC website. You are able to view the webinar by going to the "Links" section of CAC website, located on the right of the Arts in Corrections webpage. Please see the following Arts in Corrections page link:

<http://www.arts.ca.gov/initiatives/aic.php>.

4. Can I please have a URL for a copy of materials that was referenced in the webinar?

A. All information referenced in the webinar are listed in the RFP. To obtain a link to the RFP, please click on the following link, which is also listed on the CAC website (Arts in Corrections Initiative tab):

<https://caleprocure.ca.gov/event/8260/0000008364>

5. Where are the Key Action Dates section of the RFP located?

A. The Key Action Dates section is located on page 14 of the RFP.

6. If we currently have funding through the CAC for AIC, can we apply for the same facility that is currently funded to provide the additional programs sought?

A. Yes, a current contractor can submit a proposal for this RFP to provide additional AIC programming in the correctional facility in which the contractor is currently providing services.

7. If I currently have a contract with CAC and I am awarded to provide additional AIC programming, would the additional programming be added to my existing contract?

A. No, the additional AIC programming (this RFP) would be a separate contract from your current contract. The CAC plans to still amend existing AIC contracts for another year.

8. How much money do you recommend we ask for in the RFP proposal?

A. The CAC is not able to recommend an amount because the RFP is a state bidding process. Proposers should request an amount appropriate to the services to be rendered.

9. What is the overall total award amount to establish contracts through this RFP?

A. The CAC may invest approximately \$1,500,000 to \$2,100,000 in this RFP for multiple contracts. However, this amount could decrease based on the number and quality of the proposals submitted. There is no set investment amount per institution.

10. Do we need letters of support from each facility?

A. No, a support letter is not required from a correctional facility. However, Proposers are required to submit *Attachment 10: Proposers References*. If a Proposer would like to include letters of support, that is optional. Letters of support may be used as supplemental information to support the references provided.

11. What is the final date AIC services can be provided?

A. The final date will be June 30, 2019, which is based on the contract end date. Contracts awarded for this RFP will be subject to amend for an additional year.

12. My company is an unincorporated small business. For grants that require 501c3 status, I use a fiscal sponsor. In the RFP, it includes that a Proposer could be an *other entity* that can coordinate the appropriate personnel for the AIC program. Does “other” refer to a small business or organization that is not a non-profit?

A. This Request for Proposal (RFP) is not for grants. This RFP was developed to establish contracts with Arts in Corrections (AIC) Coordinating Organizations to provide direct services for the California Arts Council (CAC). The RFP states,

“The Proposer must be a California-based nonprofit, unit of government, or other entity that can coordinate the appropriate personnel for the AIC program. If the applicant is a multi-state organization with headquarters in another state, the applicant must have physical offices in California and currently provide services to California residents.”

“Other entity” includes small businesses and for-profit organizations. If the Proposer is submitting a proposal as a small business, the Proposer will need to submit and an application for certification to the Department of General Services (DGS)/Office of Small Business & Disabled Veteran Business Enterprise Services (OSDS) by 5:00pm on March 5, 2018. For more information on the certification process, please review the Preference Programs section, located on page 24 of the RFP.

13. Can an individual fiscally sponsored apply?

A. No, an individual cannot apply; however, the fiscal sponsor can apply for the RFP as long as they meet the qualifications. Please refer to the above RFP language listed in the previous question.

14. If I am a formerly tenured professor of English who is no longer working for an academic institution, can I still apply?

A. Individuals cannot apply as an Arts Provider. The Proposer must be an AIC Coordinating Organization, which could include a certified small business. The RFP says,

“Coordinating Organizations are nonprofit arts organizations, arts-related units of government, or other entities that can coordinate Arts Providers to implement arts curricula for inmate participants for the AIC program.”

15. Is this the type of situation where a non-profit entity can fiscally sponsor a company that provides creative healing modalities?

A. A non-profit organization can submit a proposal as a sponsor for a company that provides creative healing modalities as long as it is in the art form that is being requested in the listed institutions in the RFP.

16. Do all instructors from an organization need one year experience in teaching prisoners or is training from someone sufficient?

A. Arts Providers need to have at least one year of providing arts services in correctional settings or comparable settings. Training would not substitute this requirement.

17. What type of certification is required? For example, will a lifetime credential for an instructor suffice?

A. No, a certification is not required for an instructor. Please refer to the above RFP language listed in the previous question.

18. Does the Proposer have to have three years of experience working in correctional or similar setting?

A. The Proposer does not have to have three years of experience working in a correctional or comparable setting in order to submit a proposal; however, they must meet qualifications that are listed in the Minimum Qualifications for Proposers section, located on page 13 of the RFP. Art Providers need at least one year experience working in a correctional or comparable setting. The RFP says,

“Biographies of all proposed Arts Providers that demonstrate both artistic and service experience. Biographies should include evidence that the Arts Providers have actively participated in their art form for at least three years and have provided arts services in correctional settings or comparable settings for at least one year.”

19. There are a number of arts organizations that are in many institutions and have a long track record. How does an arts organization that has limited experience compete for this program?

A. Contingent on meeting the requirements indicated in the RFP, the RFP allows arts organizations with less experience to apply. A proposer with less experience should begin to build rapport with institutions and other individuals and/or organizations of expertise in order to gain familiarity of AIC. Also, the quality of the proposal may assist in the competitive nature of an organization’s submission.

20. We have been doing literary arts in juvenile facilities. Does that count as the one year of work with incarcerated individuals?

A. Yes, work in juvenile facilities such as juvenile hall or Division of Juvenile Justice is acceptable for the experience requirement.

21. The number of inmates served is a high number of points but there could be limitations on the number of students based on space, etc from the institution. What do you suggest based on your communication with California Department of Corrections and Rehabilitation?

A. Beginning on page 6 of the RFP, there is a list of institutions that provide specifications on capacity per class, space, and time availability. The number of inmates served is utilized in determining the cost per inmate. The RFP says,

▪ **Cost**

Cost is measured by the overall expenditures (the sum of all costs, including administrative, oversight, management, travel, artists' fees, etc) of the proposed budget divided by the number of inmates being served, which determines the cost per inmate.

The Lowest cost proposal 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 other proposer
Other Proposer's Cost

EXAMPLE: Lowest cost proposal = \$250 per Inmate Participant

Proposal 1 = \$400 per Inmate Participant

Proposal 2 = \$325 per Inmate Participant

60 cost points available

$(\$250/\$400) = 0.625 \times 60 = 37.5$ cost points awarded to Proposal 1

$(\$250/\$325) = 0.769 \times 60 = 46.14$ cost points awarded to Proposal 2

Note: The proposed AIC Coordinating Organization that submits a proposal with the lowest cost per inmate will be scored higher than another proposer who submitted a proposed budget with a higher cost per inmate.

22. Is there a preferred format to the overall cost? Your example showed per inmate, but would we be able to give a rate for a maximum, say, 20 inmates?

A. Part of the scoring criteria includes adherence to the Budget Table (this table includes various budget line items that results in the overall costs) provided by the CAC that is located on page 18 of the RFP. The cost per inmate is another part of the rating/scoring criteria, which is located on page 22 of the RFP. Please see answer above.

23. The contract period is for one year with a possibility of an extension for additional one or two years. Do you foresee the CAC opening up a new RFP next year? Or if the initiative is extended, would organizations have to be in it during this round? Will it be not open again until possibly three years from now?

A. At this time, the CAC does not foresee opening an RFP next year. However, if your proposal is awarded, the contract may be amended for an additional year. Lastly, there could potentially be another RFP open in 2020. The RFP states,

“The purpose of this RFP is to identify and contract with AIC Coordinating Organizations in order to further diversify the arts disciplines in the provided specific institutions and increase the number of current programs based on assessed needs. Multiple contracts are expected to be awarded through this RFP process to Coordinating Organizations. The term of this contract is for one year (June 2018- June 2019), with the intention to amend the contract for another year, contingent upon funding resources and performance of the contractor.”

24. Is there a list somewhere of what AIC programs are already offered in each institution?

A. There is not a list of programs that are already offered in each institution; however, starting on page 6 of the RFP, there is a list of institutions that indicates the assessed programming needs.

25. Are only correctional facilities listed in the tiers 1, 2, and 3 applicable?

A. Yes, only the correctional facilities listed in the tier system are applicable to this RFP.

26. Can I apply for an institution that is not listed on the RFP?

A. No, you cannot submit a proposal for a correctional facility that is not listed in the RFP.

27. Is Andean flute class accepted as a music class?

A. The CAC accepts an Andean flute as a music class. However, due to certain restrictions in the institutions, it would be important to get approval from the institution you plan to provide the AIC services. If awarded, the contractor can adjust the music class (ex: replace with drumming, guitar, etc) to meet the institutional needs prior to starting the program.

28. If an institution forgot to list a certain art form (ex: music), can a Proposer submit a proposal for that art form that was not included in the RFP?

A. No, a Proposer can only submit a proposal for what is requested and indicated in the RFP. The art forms listed indicated the assessed programming needs.

29. For theatre, do institutions request specific types, i.e. musicals or Shakespeare, or can we submit in any genre?

A. Unless otherwise indicated in the RFP, any genre of the requested art form is applicable in the proposal.

30. Is it okay to submit the same proposal for different institutions or do you want it specifically tailored to each institution? If so, what are the essential differences between each besides priority?

A. It is important to tailor each proposal to the assessed needs of the institution, such as priority, space, and availability. Also, depending on the type of program, a Proposer may feel they need to adjust their program based on the custody level. Additionally, the budget may also be different due to travel locations or Arts Providers costs. These are some considerations when creating your proposal(s).

31. If we are applying for contracts in multiple institutions do we need to submit a separate flash drive with artists' samples with each proposal?

A. Yes, you would need to submit a complete package, including a separate USB stick, per proposal. The USB stick would consist of the artistic samples of the proposed arts provider(s) who would be providing direct services in the proposing institution.

32. How many USB drives need to be submitted per proposal?

A. Only one USB drive needs to be submitted per proposal.

33. I see that High Desert is looking for 11 programs and is a priority institution, but it is very far away from us and the travel and lodging expenses would substantially increase our budget. Should we stick to institutions closer to home in order to be more competitive?

A. High Desert State Prison is in a remote location and often remote locations have a high need of programming. If you have an interest in that facility, we encourage you to apply. There are various factors that determine the scoring of an applicant which includes cost; however, the number of applicants also factors the competitiveness of the proposal as well. However, the Proposer should set realistic expectations when considering a proposal. For example, if an Arts Provider has to fly to instruct or drive eight hours to teach a class that would not be the most cost effective method. At times, classes can be canceled due to various reasons and that would need to be considered as well when determining travel.

34. I'd like to request examples of recent successful proposals. I understand that once funded, they become available to the public. How can I request these?

A. This RFP is different than the past RFPs. Therefore, it is not recommended that prior successful proposals be referenced. The RFP provides complete direction on how to submit a successful proposal. You can find this information in areas of the RFP, such as Proposal Requirements (page 15-18), Evaluation Factors (page 21-23), Required Attachment Checklist (page 26). We strongly recommend you read the entire RFP thoroughly to understand the requirements needed for submitting a proposal.

35. Will it benefit our proposal to schedule training in addition to the training mandated by CDCR and the CAC? It seems that there is a big emphasis on coming in less expensive than other bidders. The extra training would make our proposal more expensive but would benefit our artists. Do you have any suggestions?

A. It is important to include CDCR Training/Orientation Training and Supplemental Training (which also includes an AIC conference and/or events). Immediate internal training for Arts Providers is crucial in order to prepare Arts Providers to work in the institutions. Therefore, that should be factored in as well. It is important that Proposers factor all costs to assist in ensuring that the AIC program runs effectively and efficiently. The adequacy of the Proposer's training plan and adherence to the budget table provided by the CAC is part of the rating/scoring criteria.

36. Can the AIC conference dollars be used to attend an out of state AIC conference?

A. No, State funds from the RFP can only be utilized within the state of California. A contractor can attend any training in California.

37. The RFP is competitive and priority driven, we intend to submit more than one to ensure some programming for the year. If the awarded programming is more than our capacity allows for, do we have to accept the award?

A. No, you do not have to accept the award. However, it could delay the proposed award date for other contractors. Therefore, it is not recommended to submit to multiples institutions if you do not have the capacity to provide those services. It is *strongly* recommended to be realistic in the number of facilities you are able to provide AIC services in order to ensure the efficiency of the RFP process.

38. What kind of companies are you seeking? Our non-profit is small. However we can offer teaching expertise in the areas of media, visual arts, film and audio production, audio journalism and creative writing. Can we apply to teach in a specific geographic area or prison (e.g. Vacaville)?

A. The type of art form and/or discipline varies based on the assessed needs of the correctional facilities. Only applications with art forms and/or disciplines that are listed per institution (starting on page 6 of the RFP) will be accepted for the RFP. RFP Proposers are expected to provide a separate proposal per correctional facility they intend to implement AIC programs in. The proposed institution must be listed in the RFP.

39. Are contracts based on areas of teaching expertise?

A. There are various factors that are part of the RFP evaluation process. One of the factors is for the Proposer to be able to provide qualified Arts Providers who have the arts instruction experience, qualifications and competence to fulfill services that are requested in the RFP. More information can be found starting on page 13 and 15 of the RFP. We strongly recommend you read the entire RFP thoroughly to understand the requirements for submitting a proposal.

40. Are there any examples of curricula in various subject areas?

A. The RFP does not have an examples of a curricula for each subject area; however, a sample curriculum is located in Appendix A (page 39) of the RFP.

41. Is the curriculum budgeted separately from the teaching hours?

A. If there is an actual cost for the curriculum, you would add it in the Other Direct Costs section of the Budget Table that is provided by CAC. Please refer to Attachment 1: Required Attachment Checklist to obtain the link to the Budget Table.

42. I noticed that extra points will be awarded if one has a small business designation. Can you clarify how this works?

A. A certified small business will have its points increased by 5% of the total points awarded to the highest scored non-small business bidder. Page 24, the Preference Programs section of the RFP, says

“Small Business Preference* – www.pd.dgs.ca.gov/smbus/default.htm Certified, responsive and responsible Proposers with State of California Small Business designation will receive an additional 5% of the total points awarded to the highest scored responsive and responsible non-small business bidder (per State Contracts Manual Volume 1, Chapter 8, Section 8.2). A bidder may claim the Small Business and/or Micro Business preference if the bidder submits a complete application for certification to the DGS/OSDS by 5:00 p.m. on March 5, 2018.

* Nonprofit organizations are not eligible to receive Small Business Preference. See <http://www.dgs.ca.gov/pd/Programs/OSDS/Nonprofit.aspx>”

43. In the Budget Table, there is a prefilled line item for attendance at the AIC conference. In order to include travel, lodging, etc in my budget, I need to know where the conference takes place. Can you clarify or does the \$300 amount cover the expense of attending the conference?

A. The \$300 covers the expense of attending an AIC conference or training event. Travel costs for this should be included in the Other Direct Costs section of the Budget Table. If undetermined, please project the costs of travel to the best of your ability as the contract will only allow invoices paid on actual costs.

44. Is photography an acceptable art form in California correctional facilities or are the art forms that are prioritized the only forms accepted?

A. Only applications with art forms that are listed per institution (starting on page 6 of the RFP) will be accepted for the RFP.

45. If we integrate family members and/or behavioral health therapies into the program, does this still qualify as an arts program?

A. Only art forms that are listed per institution (starting on page 6 of the RFP) will be accepted for the RFP. Integrating family members and/or behavioral health therapies into what is specifically requested for a listed institution would be suitable. If a Proposer was awarded a contract with these programming components, they would need to directly review this with and receive approval from the institution(s).

46. What is the average amount of hours per AIC program? What is the average length of time with each group?

A. The number of hours per program varies based on factors such as the art form and curriculum. Most of the CAC's current AIC contracts consist of one or two classes per week for a particular art form, each class consist of two to three hours per week. It is ideal to have the program running throughout the length of the contract, with exceptions of short breaks if needed. This could consist of the same roster of attendees, which can be difficult to maintain as many participants leave classes as they parole or other factors or different roster of attendees once a class ends.

47. How can a contractor take photos or establish video recordings in the institution?

A. A contractor would need to contact the public information officer for approval in the institution they would like to have video recordings or photos taken.

48. As part of our curriculum, we use video and audio clips as writing prompts and examples of what type of theatre projects we and other artists have provided. Will we be able to include these in our classes? If so, how do we show/play them? Will we have access to a DVD player, monitor, and/or portable sound system? Should we submit examples of these items via the flash drive when we submit our proposal?

A. If awarded, a contractor would need to communicate with the Community Resource Manager (CRM) at the institution about the specific requests for the class. It would be up to the CRM to determine what is permitted in the institution. The flash drive should only consist of the art samples of the Arts Providers that will be in the proposed institution.

49. I understand that we are to number all pages of the proposal. Do you want the cover letter to be page one or do you want page one to begin in the actual body of the proposal? Am I correct in assuming that the attachments (the forms included in the RFP) do not have to be numbered by page, but simply submitted as is?

A. You are not required to number all pages in the proposal. It is only the six required elements that are listed in Proposal Requirement section of the RFP (starting on page 15) that you will need to separate as attachments with separate page numbers. Also, please include the attachment number as part of the header. You can obtain the checklist of required items on page 26 of the RFP. The remainder of the attachments that are not listed as part of the six elements do not need page numbers.

50. Will a variety of contracts be awarded? Is it tied solely to the number of inmate participants?

A. The proposal is not solely contingent on the number of inmate participants. A proposer should submit a proposal per institution. Each proposal will be rated/scored separately per institution based on the various evaluation factors and requirements listed in the RFP.

51. What is the link to the Contractor's Certification Clauses (CCC 307)?

A. The Contractor's Certification Clauses (CCC307) can be found on page 26 (Attachment 1: Required Attachment Checklist). You can also view it by clicking on the following link:

<http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx>