

Arts-in-Corrections Coordinating Organizations RFP – Fiscal Year 2013-14

May 15, 2014 Informational Webinar (Optional)



Agenda

- General Overview
- Contract/RFP vrs Grant Application
- Institutions and Regions
- Proposal Components & Attachments
- Important Dates
- Questions*

* Arts Council reserves right to answer questions online.



Introductions

- Craig Watson, Director, Arts Council
- Scott Heckes, Deputy Director
- Mary Beth Barber, Special Projects
- Ian Branaman, Contracts/Procurement
- Wayne Cook, Program Specialist
- Caitlin Fitzwater, Public Info Officer
- Rodger Meier, Deputy Director, Rehabilitation Division, CDCR



What is Arts-in-Corrections?

- Direct instruction & participation for inmates in correctional settings in arts
 - visual
 - performing
 - literary
 - media*
 - Media arts can be problematic due to security protocols concerning cameras, computers, phones, etc.
- Inmates are “Participants”
- Multiple awardees expected
- Total Coordinating Organizations 2013-14 funding slated: just under \$712,000



Contract for Services

- RFP process – different than grant applications
 - Contractors with the state of CA
 - Prescribed process (RFP-Secondary)
 - Prescribed list of institutions for services
 - Publically available Request-for-Proposals
 - All questions responded to in public forum



Differences from Grant Programs

- No “guidelines” – RFP instead
- Proposals evaluated by staff, not panel of peers
- Prescribed point system
- Different format – main workplan w/ attachments (not “grant application”)



Differences (continued)

- Budget devised by proposer (no set “ask” or cap on overall budget)
- Payment for services - earned income (not contributed)
- Cash flow – NOT upfront funds; invoicing *after services performed* (likely monthly)
- Liability insurance reminder



Regions & Institutions

- State separated into 9 regions
- Some regions with 1 institution; others with up to 5
- Not required to provide services to all institutions within a region
- May propose for more than one region
 - If applying in more than one region, consider separating out proposals by region
- 19 institutions eligible
- Not all institutions and/or regions may end up with programs



Designated Enhanced Programming Yards

- Priority for Arts-in-Corrections program
- Designated by CDCR- part of the Correctional Realignment plan
- Region 2 (High Desert, 1), Region 6 (Central Valley, 5) and Region 7 (Central Coast, 1)
- 5% point advantage due to priority



Region 1 – 2

- Region 1 – Upper coast
 - Pelican Bay State Prison
- Region 2 – High Desert
 - **High Desert State Prison***

* High Desert is an Enhanced Programming Yard



Regions 3 - 4

- Region 3 – San Francisco Bay
 - San Quentin State Prison
 - California State Prison-Solano
- Region 4 – Sacramento Valley
 - Mule Creek State Prison
 - Sierra Conservation Center
 - California State Prison-Sacramento



Region 5

- Region 5 – Central Valley
 - **Valley State Prison***
 - **Pleasant Valley State Prison***
 - **California State Prison-Corcoran***
 - **Substance Abuse Training Facility***
 - **Kern Valley State Prison***

* All facilities in Region 5 are Enhanced Programming Yards



Region 6 - 7

- Region 6 – Central Coast
 - * **Salinas Valley State Prison**
- Region 7 – Los Angeles
 - California Institution for Men
 - California Institution for Women
 - California Rehabilitation Center

* Salinas Valley State Prison is an Enhanced Programming Yard



Regions 8 - 9

- Region 8 – San Diego/Imperial
 - Centinela State Prison
 - Richard J. Donovan Correctional Facility
- Region 9 – Southeastern Desert
 - Ironwood State Prison



Proposals

- Read the RFP!
- Components
 - Main proposal
 - Required attachments
- Informational FAQ available from Arts Council
- Public Questions and Responses available
- www.arts.ca.gov and BidSync



Proposals (cont.)

- Attention to “Work Plan and Work Schedule Requirements” (Page 17)
 - Starts upon approval of contract, for 12 months (complete by June 2015)
 - Work plan created by proposer
 - Hands on programming schedule created by proposer
 - Realistic and flexible plans – incl. training
 - **REQUIRED: total number of program hours to Participants**



Proposals (cont.)

- Personnel
 - Biographies for those providing direct services to Participants (“Arts-in-Corrections Providers”)
 - Arts samples from AIC Providers
 - Biographies for administrators helpful
 - Information on Personnel may apply to “Minimum Qualifications and Expertise”



Proposal (cont.)

- Facilities information
 - Region(s)
 - Facility or facilities within region(s)
- Cost Details
 - Proposed work plan and schedule cost detailed
 - \$30/hr min rate for AIC Providers (no max rate) – incl training, prep.



Submission of Proposal

- Information starts on page 19 of RFP
- Must be received at Arts Council offices by 5pm Tuesday, May 27, 2014
- Not a postmark deadline!
- Monday, May 26 is Memorial Day
- RFP Page 19 for addressing info



Submission of Proposal (cont)

- Fancy paper, graphics not necessary – quality information and detailed plans
- Five copies, plus original (6 total)
- One “ORIGINAL COPY” with original signatures
- All proposals (orig and copies) must have required attachments
- Legal name on all documentation
- Mail entire package to address page 19.



Required Attachments

- Att 1: checklist.
 - To assist when compiling proposal
- Att 2: minimum requirements info
 - Form on page 24, or use additional pages/substitutes
- Att 3: Certification sheet
 - Signatures here! Very important. Page 26 for instructions
- Att 4: Cost proposal worksheet (budget)
 - Use form pg 27, or create one w/required info



Required Attachments (cont.)

- Att 5: Proposer References
 - Must submit references, see page 28
- Att. 6 – Payee Data record
 - Print out link and fill out
- Att. 7 – Contractor's Certification Clause
 - See link
- Att. 8 – Darfur Contracting Act
 - See link



Proposal Rating

- Details on page 21 of RFP – see notes
 - **30 points:** Demonstration of Ability to Fulfill Requirements and Qualifications: 30
 - **15 points:** Effective Use of Resources
 - **10 points:** Effective Use of Project Personnel
 - **10 points:** Effectiveness of Timeline for Programming
 - **30 points:** Cost of Proposal (Average Man-Hour Rate for Service to Participants)
 - **5 points:** Providing of Services in Priority Facilities (Designated Enhanced Programming Yards)
- Total Possible Points: 100



Proposal Rating (cont)

- Cost of Proposal
 - Not overall cost, but based on average per-hour cost of providing direct services
 - Lowest rate awarded 30 points
 - Others awarded points on pro-rate basis
- EXAMPLE
 - Lowest rate average is \$50/hour: 30 pts
 - Other proposal is \$60/hour, or \$10/hr more
 - $\$10/\$50 = .2$, or 20%
 - Points awarded are 20% less than max, or 80% of 30
 - Other proposal receives 24 points in this category



Proposal Rating (cont.)

- Comments on Proposal Evaluation
 - Adequate expertise
 - Workable plan
 - Realistic plan
 - Flexible plan
 - Detailed proposal
 - Requirements fulfilled



KEY DATES

- Last day for questions: Fri, May 16, 2014
- All responses by Mon, May 19, 2014
- Proposals due: **Tuesday, May 27, 2014**
 - NOT A POSTMARK DATE!
 - Need original signatures
- Review on May 28, 2014
- Notice of intent to award: May 29, 2014



Helpful Resources

- Arts.ca.gov
 - See “Arts-in-Corrections RFP” in red on left side under “Opportunities”
 - FAQs – an informational FAQ created by Arts Council Staff
 - Webinar posting - will post this webinar by May 19, 2014
 - Questions from the Public – page with questions from potential proposers and responses from Arts Council
 - Link to PDF of the RFP for downloading, print
- Ongoing opportunities and information
 - “California ArtBeat” weekly newsletter (under “News”)
 - California Arts Council Facebook page
 - Artists Calls / Arts Jobs / Other Grants under “Opportunities”
- Mary Beth Barber, 916-322-6588
mary.beth.barber@arts.ca.gov.



QUESTIONS?

