

**Arts in Corrections
Coordinating Organizations RFP – FY 2016/17
PUBLIC QUESTIONS AND RESPONSES**

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Q. As for as showing relationship to facilities or demonstrating the ability to develop a relationship, should contact be made prior to submitting the RFP? Is it enough to outline the way in which a relationship will be developed? 8

Q. I see that there is training provided by CDCR. Where can we find out more information on the costs associated so we can include it in the proposed budget? 8

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Q. Will you give priority to programs that utilize the art instructor also as the program manager? Or, do you prefer programs that have a program manager who handles logistics with the art instructor focusing solely on instruction?..... 9

Q. We currently operate at gardening program in prison where the program manager running that program is a credentialed artist. Our organization currently does not have sufficient funds to support this person. Could we apply for this grant to sustain and support this person as an art instructor and program manager?..... 10

RESPONSES

Q. Do Arts Providers who plan to continue to work with AIC Coordinating Organizations need to submit an RFP?

A. This RFP is for Coordinating Organizations, not individual Arts Providers. Arts Providers of the AIC Coordinating Organizations should not apply for the RFP. Arts Providers should communicate with the Coordinating Organization that they work with to plan for continued work. As the RFP states,

“The goal of this RFP is to identify and contract with appropriate AIC Coordinating Organizations. Coordinating Organizations are nonprofit arts organizations, arts-related units of government, or other entities that can appropriately coordinate the appropriate personnel (Arts Providers) to implement arts curricula for inmate participants for the AIC program.”

Q. Is this RFP applicable for AIC programming in federal prisons?

A. No. The RFP is only for AIC programming in the state prisons in California. As the RFP states,

The California Arts Council (CAC) and the California Department of Corrections and Rehabilitation (CDCR) enacted an interagency agreement continue to implement an Arts in Corrections (AIC) program in California State Adult Correctional Facilities from June 2017 – June 2018 with the possibility to extend the programs for up to 2 additional years. Funds for this program will come from CDCR's rehabilitation funding.

For additional information on California institutions, please see page 4 of the RFP.

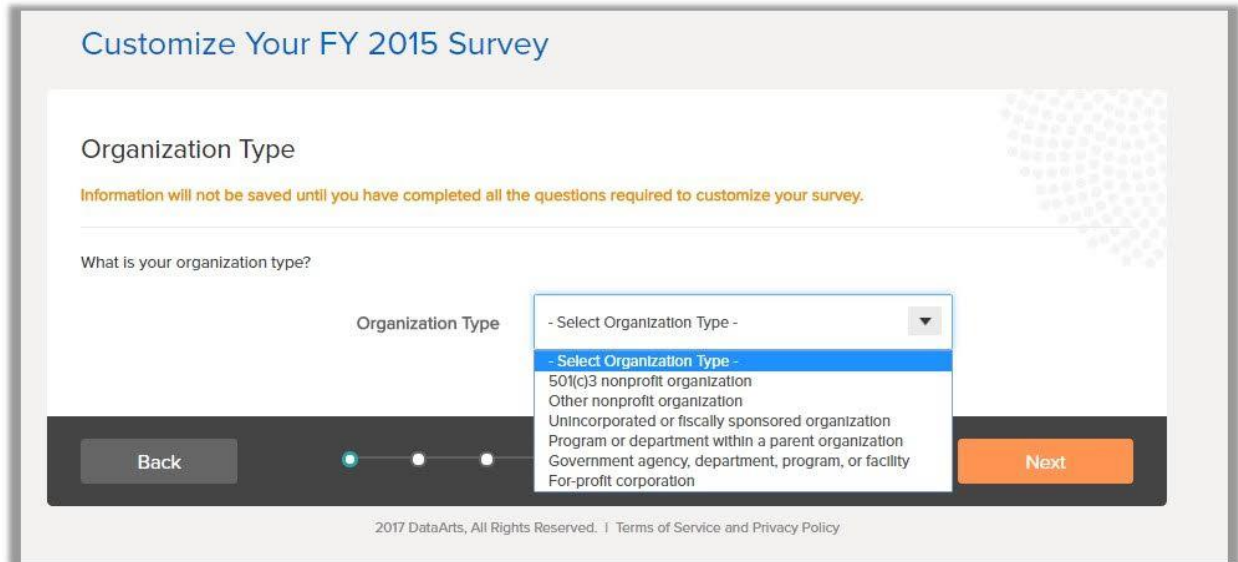
Q. How long will the contract cover for AIC programming?

A. The contract term is for one year (June 2017-June 2018) with the possibility of renewal for an additional two years. As the RFP states,

“The purpose of this RFP is to identify and contract with AIC Coordinating Organizations. Multiple contracts are expected to be awarded through this RFP process for Coordinating Organizations. The term of this contract is for one year (June 2017- June 2018), with the intention to amend the contract annually for up to 2 years, contingent upon funding resources and performance of the contractor.”

Q. Under the “Minimum Qualifications for Proposal” of the RFP, section H indicates that a proposer must complete and submit a DataArts CAC Funder Report at the time of proposal submission. Is this only for non-profit organizations?

A. No. The DataArts CAC Funder Report can be used for non-profit, units of government, and for-profit organizations. You are able to find the various types of organizations in the Funder Report, in the “Organization Information” section on the first page, there is a line for organization type.



If you are applying for a program within a large for-profit corporation, you should choose “Program or department within a parent organization” so it reflects in the Funder Report the financials just for the specific program.

For additional questions, please contact the DataArts Support Center at [\(877\) 707-3282](tel:8777073282) or help@culturaldata.org.

Q. Who are the reviewers for the RFP and is the Proposal Review a public process?

A. The RFP review is not public. It is a closed process and the reviewing of the RFPs are conducted by a committee of state staff.

Q. What is the minimum hourly rate for Artist Providers (teaching artists)?

A. The minimum rate is \$40 per hour. The RFP states,

“Contractor will establish an hourly rate for the staff providing direct programming at CDCR facilities at a minimum of \$40/hr or more. Hourly rate for these staff includes the required training time and reasonable preparation time. Rates for administration and overhead to fulfill the contract are determined by the Contractor.”

Q. Some of our teaching artists are students. \$40 per hour exceeds the hourly salary range for students. Is there any flexibility about the direct services cost? For example, if there were two students teaching a class could they be paid \$20 per hour for a total of \$40 per hour for direct service?

A. The \$40/hr rate is for lead teaching artists. There must be one lead teaching artist in every session. If proposer is proposing to have assistants (such as students) or apprentices as teaching artists, they may be paid less than \$40, and they still will be assessed in the budget and project plan. As the RFP states,

”AIC is a comprehensive term to describe the direct instruction and guidance in the creation of and participation in the visual, performing, literary or media arts to inmates in correctional facilities. AIC Arts Providers are professional artists who are highly skilled, trained in their artistic discipline and are experienced teaching artists. Arts forms may include the following: music (vocal or instrumental), dance, theater and related forms (spoken-word poetry, acting

workshops), creative writing, visual arts (painting, drawing, sculpture, pottery), and media arts (i.e. photography, film/video).”

Q. Does the California Arts Council (CAC) have, and/or can they provide information about facilities that have the highest demand?

A. CAC will assess the demand based on the number of applications received per region and per institution. The proposer should allow flexibility to meet the needs of the institution.

Q. In the past, additional points in scoring were given for programs that were being offered in facilities that had higher demand (or on certain programming yards). Is that no longer the case?

A. No. There is no priority given to any one institution this year. As the RFP states,

“The AIC program will take place at all 36 CDCR adult correctional facilities throughout California listed below. In order to ensure that AIC programs are implemented in all institutions and distributed across the state, 16 regions have been established for this RFP. Each region for the AIC program has a list of participating institutions included within that region. RFP proposers are expected to indicate the region and the institutions within that region that they intend to implement programs in. RFP proposers are not required to propose programming in every institution within the prospective region; however, proposals that include all institutions within a region may receive a higher point value in the scoring of those criteria.”

Q. The RFP notes that preference may be given to providers who can serve all the institutions in a region. Are there extra points given? Will more than one provider be selected per institution? Is there a specific amount of funding designated per region or per institution?

A. Higher points may be given to those who can serve all the institutions in a region. As the RFP states,

“The AIC program will take place at all 36 CDCR adult correctional facilities throughout California listed below. In order to ensure that AIC programs are implemented in all institutions and distributed across the state, 16 regions have been established for this RFP. Each region for the AIC program has a list of participating institutions included within that region. RFP proposers are expected to indicate the region and the institutions within that region that they intend to implement programs in. RFP proposers are not required to propose programming in every institution within the prospective region; however, proposals that include all institutions within a region may receive a higher point value in the scoring of those criteria. “

The overall intent is to provide AIC programming in all 36 CDCR adult correctional facilities. Depending on the assessed need in the institutions and the variety of proposed arts programming, there may be more than one Arts in Corrections Coordinating Organization selected to provide AIC programming per institution.

There is not a set number of dollars allocated per region. As the RFP states,

“Multiple contracts are expected to be awarded through the RFP process, with the highest-scored responsible and responsive proposal selected first, then the next highest scored responsible proposal, and so on until the contracting needs of the AIC program FY 2017 are met. In the case of a significant imbalance of proposals between institutions (i.e. a large number of proposal for only a few institutions), the CAC may award contracts to the highest scored responsible and responsive proposal to institution.”

Q. How does the point ranking get translated into funding award amounts?

A. The contract will be for the proposed amount. The RFP process is different than the grant process.

Q. Will you give more preference to the programs that dedicate more hours to the program delivery within the prison? For example daily classes vs. weekly classes?

A. The preference of AIC programs are dependent on the evaluation factors that are listed in the RFP, such as quality of project plan and curriculum, facility capacity, etc. There is no preference given to weekly classes or daily classes, but the program will be assessed on the quality of the proposed activities and the appropriate time allotment for those activities.

Q. Will grants be renewed for the second and third year (if funding is available) to continue the programming or for new programming on a different yard and/or facility in the same region?

A. Arts in Corrections Coordinating Organizations are awarded contracts with the state, not grants. The intent is to continue Arts in Corrections programming at the same institutions that are contracted for June 2017 - June 2018 in order to ensure that there is no lapse of programming provided. Contract renewal is contingent of ongoing funding for up to two additional years. There may be an opportunity to provide increased or different programs at the time of contract renewal, based on the assessed needs of Arts in Corrections programming in the institutions.

Q. Can funding be used to continue an existing program?

A. Yes. This RFP funding could be potentially used to continue an existing program, based on the evaluation of the proposal and the institution's capacity for programming.

Q. What does it mean to renew the contract? Can you do different classes over the years?

A. The intent is to continue Arts in Corrections programming at the same institutions that are contracted for June 2017 - June 2018 in order to ensure that there is no lapse of programming provided. Contract renewal is contingent of ongoing funding for up to two additional years. There may be an opportunity to provide increased or different programs at the time of contract renewal, based on the assessed needs of Arts in Corrections programming in the institutions.

Q. Will partial contracts be given? For example, if you overbid the scope of the program in relation to what is available?

A. There will be no partial contracts. Proposers should provide a realistic ability to fulfill contracts and be flexible and willing to possibly provide art programming in other institutions if space and/or programming is not available at proposed institutions. The RFP states:

“Ideally a proposer will provide services to multiple facilities. Proposers are not required to propose programming in multiple institutions. Proposers should be flexible and willing to potentially provide comparable services at other facilities should space and/or programming time become unavailable at the proposed institutions. Proposers must demonstrate the realistic ability to fulfill contracts for all of the institutions for which they are applying, including a description of their current relationship to the institutions.”

Q. Can you please be more specific about what the CAC is looking for in an AIC training plan?

A. It is imperative that all Arts Providers and AIC Coordinating Organizations are appropriately trained to provide the best service as possible to the participants in the AIC program. The training and professional development plan should include the following elements : 1) Participation in AIC conferences. 2) If planning to use Arts Providers that are new to AIC or new to specific institutions, plans to onboard and

professionally train new providers. 3) If applying to go into institutions that the proposer has not provided programming in before, an articulation of the steps that the coordinating organization will take to successfully onboard a new program and train providers to work in the specific circumstances of that institution.

If the proposer is applying to continue existing programming in institutions that they are currently serving, then proposer should articulate that they will maintain annual renewal training, participate fully in AIC conferences, and indicate the depth of experience that the current providers have to provide services.

Additional information from the RFP is listed below.

- **Adequacy of AIC Training Plan:** Plan for training and professional development of AIC Providers. Must include **the following in narrative and in the project budget:**
 - **Training/orientation provided by CDCR** for contractors who provide services within CDCR facilities. There are two types of training for AIC Providers – New Employee Orientation (NEO) for new AIC Providers, and CDCR Annual Refresher (AR) training for AIC Providers who have previously completed the NEO training. The NEO training will consist of at least four (4) days of eight (8) hours each, or 32 total CDCR NEO training hours. The AR training will consist of at least one (1) day of eight (8) hours, or a total of 8 CDCR AR training hours.
 - **AIC Training:** Included in the workplan and budget, all Coordinating organizations will be required to send appropriate staff and providers to 1 AIC convening each year as established by the CAC. Include in your proposed timeline and budget. If new AIC providers are included in the proposal, plan must include details on the training for new providers, including bios of qualified training personnel.

Q. Because there is funding provided for Coordinating Organizations, training and data collection, it seems that this RFP is specifically for Coordinating Organizations. Is there a mechanism provided for organizations that might want to provide training for other (new) contractors?

A. Yes. This RFP is specifically for AIC Coordinating Organizations. The AIC Coordinating Organizations themselves need to develop training plans. Coordinating organizations may choose to partner or contract with another organization for training, and should articulate that in the proposal if that is their intent.

Q. An AIC training conference is indicated in the RFP; however, we don't have details to include in the RFP?

A. Attachment 4: Cost Proposal Worksheet includes the cost information for proposers to include in the RFP. Proposer should include \$300 for each staff or provider that will attend the annual conference.

Q. How can we create a timeline/curriculum (particularly something like a culminating activity) without having made contact with the facility? Or is this like AIS (CAC grant program), where we need to develop a personal relationship with each institution before applying? It seems like it would be sort of like guessing what would work for the institutions.

A. Similar to the Artists in Schools (AIS) grant program, proposers should articulate their relationships with institutions in their proposals, if those relationships already exist. If there is not yet a relationship developed, the proposers should indicate the way in which a relationship will be developed. If the proposers already have an existing relationship with the institutions, proposers can contact institutions

to assess programmatic interest, but should indicate clearly that they are not currently a contractor with the AIC program if that is the case.

Q. As for as showing relationship to facilities or demonstrating the ability to develop a relationship, should contact be made prior to submitting the RFP? Is it enough to outline the way in which a relationship will be developed?

A. Please see the response above.

Q. I see that there is training provided by CDCR. Where can we find out more information on the costs associated so we can include it in the proposed budget?

A. The cost for CDCR training that needs to be included in the budget is the cost per hour for the Arts Provider attending the training. For example, the lead teaching artist minimum is \$40/hr.

Q. Include bios of qualified training personnel – is it intended that we, ourselves, train those who will be providing services on top of the training provided by CDCR.

A. The AIC Coordinating Organizations themselves need to develop training plans. This training can be provided by the AIC Coordinating Organization, if qualified personnel exist, or the Coordinating Organization may choose to partner or contract with another organization for training, and should articulate that in the proposal if that is their intent.

Q. Do you need to include CDCR staff bios in the RFP?

A. No. The RFP states:

- 1) Provide information about the proposed Arts in Corrections personnel:
 - a. Bios of all proposed Arts Providers that demonstrate both artistic and service experience. Bios should include evidence that the Arts Providers have actively participated in their art form for at least five years and have provided arts services in correctional settings or comparable settings for at least one year.
 - b. Bios of administrative personnel of Proposing Coordinating Organization that demonstrate ability to manage the AIC program.
- 2) Training Plan: Description of training protocol for new AIC Arts Providers, and professional development for existing providers if applicable. Please include brief description of AIC training curriculum, timeline for training and bios of trainers.

Q. Are there RFPs for training, research, or documentation?

A. There may be an RFP for research released in the summer. Other AIC services are yet to be determined. All RFPs are posted publicly at www.arts.ca.gov.

Q. Have you ever approved a photo-based program? We currently work in detention transition schools and are only able to create symbolic and abstract images (no face/bodies). Is this workable for the spaces you work in? Or absolutely no cameras?

A. Photography is considered an eligible art form, but as with all arts instruction, the Provider or Coordinating Organizations must supply all materials and tools, and must ensure that all materials are permitted inside prisons. All rules regarding materials, objects and tools for prisons apply. As the RFP states,

"Contract applicants must always keep in mind the arts' medium and restrictions of the correctional setting, including objects allowed or not allowed within the facilities for safety reasons, restrictions on multi-media devices within institutions, potential facility restrictions or complications, etc. Proposals with unrealistic expectations of arts

materials and/or activities will be appropriately downgraded during the evaluation process."

Q. Can we submit artistic samples via a weblink.

A. USB drive is the preferable method to submit artistic samples. You may provide a PDF or Word Document of web links on the USB drive.

Q. Can you speak about/give examples of Quantitative Metrics?

A. Metrics to track program success should be based upon the desired outcomes of the proposed program. A proposer may track interest or commitment to the program through the numbers of return participants or program completion. Proposers may track certain learning outcomes such as songs memorized, poems created, lines memorized or drawings completed. Proposers could track evidence of skills built or knowledge gained. The metrics should be measurable and aligned with the proposed AIC activities.

Q. Could you provide an example for RFP question 4a ii, Quantitative Metrics? Is the number you arrive at, the total #, of AIC man-hours of service to inmate participants, then the number you use in the Cost Proposal Worksheet?

Yes. That number should then be divided by the total cost of the proposal to get the average cost.

Q. Will you prioritize program types listed in the beginning of the webinar (eg: theater, music, songwriting, etc.) versus other types of arts programs?

A. No specific art form will be given preference over another art form. Visual, performing and media arts are all acceptable forms. Programs will be assessed based on the quality of the proposal, teaching artists, institution, etc. The rating/scoring criteria for the proposals submitted for this RFP are outlined on page 12 of the RFP.

Q. In the review process, will you give priority to the listed art forms over art disciplines?

A. The CAC supports programs in visual, literary, media and performing arts. If the activities in the proposal are not deemed to be artistic in nature, the proposal will be deemed ineligible.

Q. In the review process, will you give priority to programs that hone in on one discipline vs. programs that make use of a variety of disciplines?

A. No. Priority is not given to any specific art form or to inter or multi-disciplinary programs.

Q. For other disciplines, would you consider a program that engages people in prison in garden permaculture design as a form of art as an art program?

A. Gardening is not considered an art form for the purposes of this program.

Q. Will you give priority to programs that utilize the art instructor also as the program manager? Or, do you prefer programs that have a program manager who handles logistics with the art instructor focusing solely on instruction?

A. There are many different program models, some including program managers and some not. It is up to the proposer to articulate how the design and implementation plan works for that specific program.

Q. We currently operate at gardening program in prison where the program manager running that program is a credentialed artist. Our organization currently does not have sufficient funds to support this person. Could we apply for this grant to sustain and support this person as an art instructor and program manager?

A. This RFP is not meant to support personnel costs unrelated to delivering AIC arts programs to CDCR institutions.