

REQUEST FOR PROPOSAL – Secondary

Public Questions and Responses Posted 01/10/20

California Arts Council Programs Evaluation Consultant RFP #2019-002

The questions included in this document were submitted by members of the public.

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- 1. The RFP mentions the requirement for the contractor to travel to San Francisco for a minimum of 3 in-person meetings throughout the contract. Do you have anticipation of when these in-person meetings will occur or during which phases of the work they will be most important?**

A minimum of 3 in-person meetings will occur at the CAC offices in Sacramento 1) near the beginning of the contract period, 2) approximately 10 months into the contract period, and 3) approximately 20 months into the contract period. Exact dates and times for these meetings will be agreed on by the Contractor and CAC staff. Additionally, the Contractor will make two presentations at public Council meetings, which will be in (approximately) June 2021 and March 2022. The locations of those meetings are yet to be determined but will take place within the state of California.

- 2. The RFP and Cost Proposal worksheet requests for us to provide direct marketing and advertising costs. Do you have anticipation of what types of advertising and marketing pieces may be prevalent in this work?**

Those costs are not required as part of the budget, but may be included to support outreach for participation in the field scan, advisory groups, etc.

- 3. Are there any indirect rate limits that cannot be exceeded as part of this contract? How will indirect rates be factored into proposal scoring?**

Indirect costs should reflect expenses incurred in support of the contracted work (e.g. a percentage of rental costs of the facility at which the work is being done relative to the

total work being done in that space). All costs must be incurred within the contract period.

4. Would it be possible to provide a Word version of the attachment sections of the RFP for ease of editing, etc.?

Yes, a Word version of the attachment sections is available at this link:

http://arts.ca.gov/files/CAC_RFP_2019-002_RequiredAttachments_Editable.docx

5. Organizations have varying expectations and needs for final products. Do you have any examples of reports or products you can share that exemplify your expectations for the quality and style of the deliverables for this work?

A sample of previous contracted work is available on our website:

<http://arts.ca.gov/files/CAC%20-%20Cultural%20Dist%20Report%20-%20FINAL%2012.14.16.pdf> Please note that this work product was for significantly briefer contract periods and for smaller award amounts.

6. Have you worked with other consultants in the past on similar work? Do you have any lessons learned that could inform our working relationship?

Ongoing communication between the CAC and the Contractors has been key in successful project execution in the past. Particularly with such an extensive contract period and scope, regular communication regarding questions, needs, updates, and work product drafts will be crucial for an effective overall program evaluation.