



# REQUEST FOR PROPOSAL



## CONSULTANT TO PARTNER WITH NATIVE COMMUNITIES

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**Webinar – Thursday, April 3, 2025**

We will begin at 12 P.M.





# MEGAN MORGAN

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Race & Equity Manager  
California Arts Council

# WEBINAR

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RFP Review for Consultant  
to Partner with Native Communities



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# ACCESSIBILITY NOTES

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- Today's session is being recorded and will be posted to Cal eProcure and our YouTube channel.
- Captioning is available live, and transcripts of this recording can be sent out upon request.
- Simultaneous American Sign Language (ASL) and Spanish Language interpretation is also available.
- As is increasingly common practice for accessibility purposes, each speaker today will be introduced and provide a brief description of their role and how they present visually.



# Translation & Interpretation



Chat



Raise hand



Q&A



Transcript



Show captions



Interpretation



# SUBMITTING QUESTIONS

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- **No questions will be answered live today**
- Please submit questions through the Q & A function on zoom or through email to: [Carla.Pareja@arts.ca.gov](mailto:Carla.Pareja@arts.ca.gov)

All submitted questions are due by Friday, April 4, 2025, at 5:00 pm and will be answered via an addendum on the CalEProcure website no later than Wednesday, April 9, 2025, by 5:00 pm

<https://caleprocure.ca.gov/event/8260/0000034798>

# Q & A



Chat



Raise hand



Q&A



Transcript



Show captions



Interpretation

# AGENDA

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- Land and People's Acknowledgement
- Welcome and Introductions
- Project Background
- How to Respond
- Evaluation Process
- Required Documents Review
- Cal eProcure Walkthrough
- Which required attachments/documents applies to you?

# LAND & PEOPLES ACKNOWLEDGEMENT



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# LAND AND PEOPLES ACKNOWLEDGEMENT

*The California Arts Council acknowledges the original inhabitants of the lands now called California and that California continues to be home to many Indigenous communities. Generations of tribal communities developed deep understandings of the land and continue longstanding relationships with the land, water, air, plant and animal beings through ceremony, culture, and stewardship. These communities are not only an important part of our history as contemporary Californians but are also important voices in our understanding of this place.*

*In acknowledging the violent history of the founding of the State of California, its support of state-sponsored genocide, the misrepresentation of Indigenous peoples and their culture, and the erasure of their contributions to our shared history, we at the California Arts Council recognize our responsibility to these Indigenous communities and we are compelled to support tribes, tribal organizations and related organizations (including arts organizations) in their efforts to uplift Indigenous people and communities.*

*With these ideals in mind, we recognize today that the California Arts Council is a statewide organization with staff and Council members residing in numerous occupied territories of tribal nations and its offices are located on the traditional homelands of the Maidu, Miwok, Nisenan, Patwin and Wintun peoples of the Sacramento region, and to also acknowledge and honor the Wilton Rancheria, the only federally recognized tribe in Sacramento County.*





# DANIELLE BRAZELL

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Executive Director  
California Arts Council

**“** All of you are a miracle. You're all survivors. And so I think that we're at the beginning of embarking on what's going to be kind of a painful, but also a valuable journey for all of us to be able to reclaim our stories, process what we are going through in modern society—and in a modern society that doesn't always acknowledge us for who we are. And when they do acknowledge us, tries to put us in a box or take our stories from us, profit from them.”

— Christina Snider,  
Governor's Tribal Advisor

**“** Thank you for the opportunity to be a part of leading today's meeting. I am humbled to participate. This was a condensed day, and we were able to do a lot. I'm very happy and proud to be a part of this and work toward something better..”

— River Garza



Image by California Arts Council Staff

# How we got here, and where we're going.



## REBECCA RATZKIN

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Equity Measures  
& Evaluations Manager  
California Arts Council

# HOW TO RESPOND TO THE RFP



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# KEY ACTION DATES

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- **RFP Re-release date:** March 24, 2025
- **Optional Webinar:** April 3, 2025
- **Deadline for Questions:** April 4, 2025
- **Questions Posted to Cal eProcure:** April 9, 2025
- **Proposal Submission Deadline:** April 18, 2025
- **Interviews (if conducted):** May 5-7, 2025
- **Notice of Intent to Award:** May 12, 2025
- **Project Timeline (approximate):** June 1, 2025 – November 1, 2026

# RFP SUBMISSION COMPONENTS

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- **Proposal Narrative:** What is your approach to the work?
- **Team Description and Roles:** Who are you and what will everyone do to accomplish the work?
- **Work Samples:** What have you done similar to this project?
- **Detailed Timeline:** When will activities happen?
- **Cost Proposal Worksheet:** How will you spend funds?
- **References:** Who can speak to your experience?

# RFP SUBMISSION DOCUMENTS

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- **Mandatory Business Documents (if applicable):**
  - Proof of Insurance
  - Business certifications (Small Business, Disabled Veteran Business Enterprise, etc.)
  - Business License
  - Copy of 501(c)3 status
  - Copy of Certification from the CA Secretary of State
- **Details on Mandatory Business Requirements starts on Section VII or page 10 of the RFP and in Attachment 16.**

# RFP SUBMISSION INSTRUCTIONS

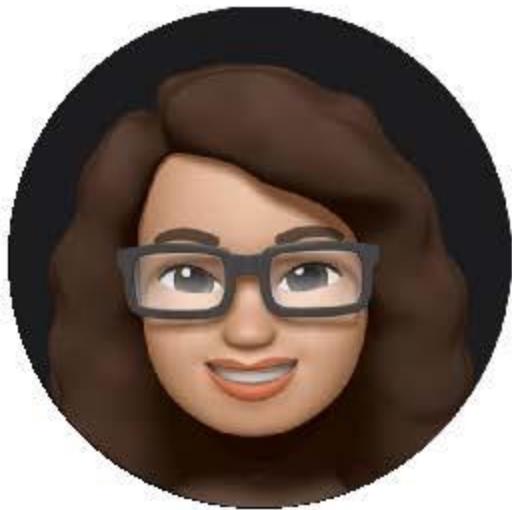
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- Review RFP in detail and follow procedures and requirements
- Submit in PDF format, except for Cost Proposal Worksheet
- Submit the entire package in one email.
  - Not separate pieces in separate emails.
  - If unable to submit one document via email, contact Procurement Analyst, Carla Pareja ([Carla.pareja@arts.ca.gov](mailto:Carla.pareja@arts.ca.gov)), immediately
  - Notify Procurement Analyst if notice any ambiguities, errors or conflicts
- See page 12, Section VIII

# WHO ARE WE LOOKING FOR

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- **Community Connection:** At least 2 years working with NA communities
- **Participatory Engagement Practice:** Knowledge and experience in participatory design and engagement
- **Equity Frameworks:** Knowledge and experience with equity design and data principles
- **Institutional Experience:** Knowledge and experience of government/philanthropy/nonprofits
- **Diverse Communities:** Experience working in partnerships
- **In-Person Engagement:** Ability to conduct and attend in-person meetings



## **CARLA PAREJA (they/them)**

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Procurement Administrator  
California Arts Council



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# EVALUATION PROCESS



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# EVALUATION PROCESS

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- Phase 1: Administrative Criteria
- Phase 2: Technical Criteria
- Phase 3: Cost Criteria
- Initial Ranking
- Final Adjusted Ranking
  - Refer to attachment 16 – Evaluation Plan and Scoring Rubric
  - Additional incentive points (small businesses, disabled veteran business enterprise)

# REQUIRED DOCUMENTS REVIEW



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# RFP SUBMISSION

## REQUIRED DOCUMENTS (Must be submitted in noneditable PDF)\*

Attachment 1 - Required Attachment & Documents Checklist	Attachment 9 – Workers' Compensation Certification
Attachment 2 – Bidder Certification Sheet	Attachment 10 – Individual & Sole Proprietor
Attachment 3 – Bidder Declaration GSPD-05-105	Attachment 11 – Payee Data Record STD 204
Attachment 4 – DVBE Participation Incentive Form	Attachment 12 – Contractor Certification Clauses
Attachment 5 – Confidentiality Statement	Attachment 13 – GenAI Notification Clause
Attachment 6 – Commercially Useful Function (CUF) Certification	Attachment 14 – DGS PD 843 DVBE Declarations
Attachment 7 – Cost Proposal Worksheet* (in Excel)	Attachment 15 – Confirmation Letter DVBE Subcontractor
Attachment 8 – Darfur Contracting Act	Attachment 16 – Evaluation Plan & Scoring Rubric

# Cal eProcure WALKTHROUGH



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# Refer to Attachment 1: Required Attachments & Documents Checklist

<b>Required Attachments (Must be filled in, signed, dated and in PDF)*</b>	<b>Required if applicable to the bidder, only (Must be in PDF)</b>
Attachment 1 – Required Attachments and Documents Checklist	Attachment 4: DVBE Participation Incentive Form
Attachment 2 – Bidder Certification Sheet	Attachment 8 – Darfur Contracting Act
Attachment 3 – Bidder Declaration GSPD-05-105 (Please certify at the bottom of the page by providing an authorized signature, date signed, and name of business)	
Attachment 5 – Confidentiality Statement	
Attachment 6 – Commercially Useful Function (CUF) Certification	
Attachment 7 – Cost Proposal Worksheet (in Excel only)*	

# [Continuation] Refer to Attachment 1: Required Attachments & Documents Checklist

<b>Required Attachments (Must be filled in, signed, dated and in PDF)</b>	<b>Required if applicable to the bidder, only (Must be in PDF)</b>
Attachment 9: Workers' Compensation Certification (for businesses with an employee or employees only)	Attachment 14 – DGS PD 843 DVBE Declarations (For DVBE bidders and/or for each DVBE subcontractors, if any.)
Attachment 10: Individual and Sole Proprietor Statement (for businesses with <u>no</u> employee/s only).	Attachment 15 – Confirmation Letter Form (If bidder is using DVBE subcontractor/s. A Confirmation Letter Form must be completed for each DVBE subcontractor listed on your Attachment 3 – Bidder Declaration GSPD-05-105.)
Attachment 11: Payee Data Records STD 204	
Attachment 12: Contractor Certification Clauses CCC 04/2017	
Attachment 13: GenAI Notification Clause	

## [Continued] Refer to Attachment 1: Required Attachments & Documents Checklist

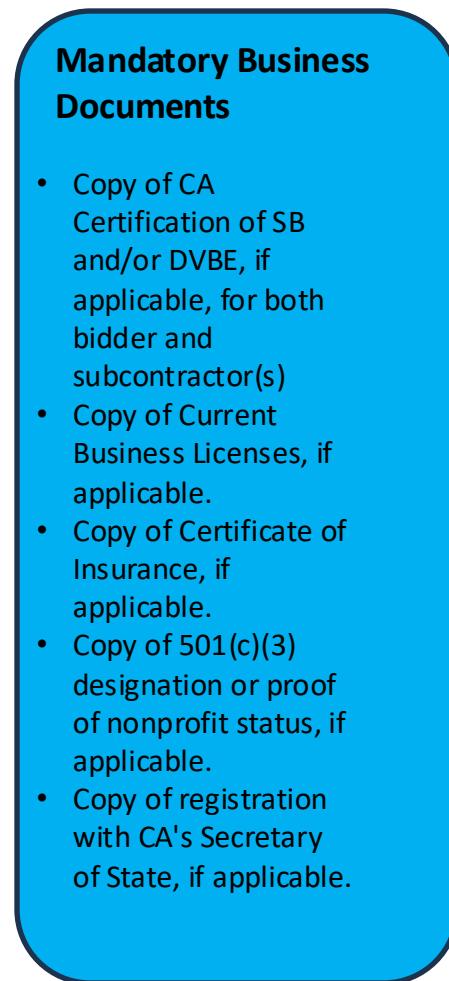
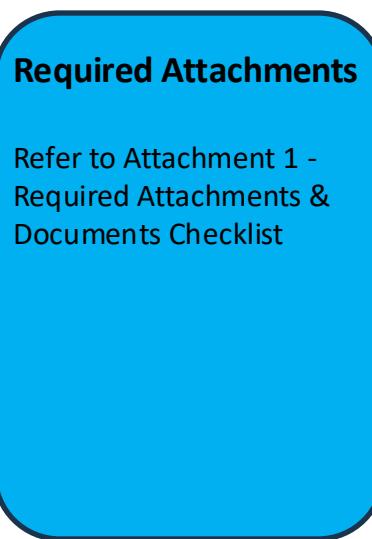
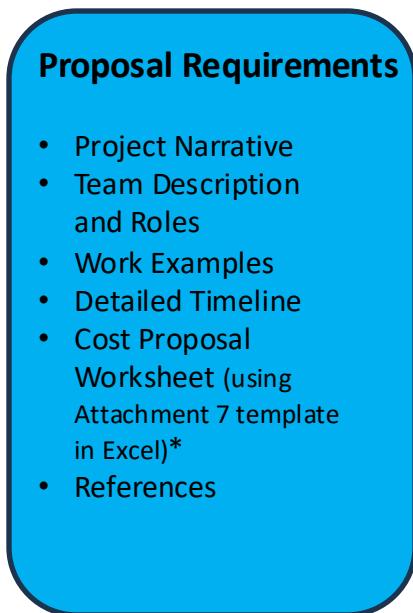
Mandatory Business Documents	Is this required for your business?
Bidder: Copy of Small Business (SB) California Certification – Must be active	Only if bidder is a SB.
Subcontractor: Copy of Small Business (SB) California Certification – Must be active	Only if you (the bidder) will be subcontracting with a SB. If multiple SB subcontractors, will need a copy of their respective SB certification.
Bidder: Copy of Disabled Veteran Business Enterprise (DVBE) California Certification - Must be active	Only if bidder is a DVBE.
Subcontractor: Copy of Disabled Veteran Business Enterprise (DVBE) California Certification - Must be active	Only if you (the bidder) will be subcontracting with a DVBE. If multiple DVBE subcontractors, will need a copy of their respective DVBE certification.
Secretary of State Registration	Not required for bidders that are individuals or sole proprietors.

# Continued – Refer to Attachment 1: Required Attachments & Documents Checklist Mandatory Business Documents)

Mandatory Business Documents	Is this required for your business?
Copy of Bidder's Business or General License – Must be active	May not apply for individuals/sole proprietors.
Copy of Bidder's Insurance Coverage – Must be active	May not apply for individuals/sole proprietors.
Copy of Bidder's IRS Confirmation Letter	Applicable for 501(c )(3)s or nonprofits only.
Copy of other business documents	Depending on your business entity type. For example, joint powers of agreement (JPA), will need to submit a copy of the executed JPA.

Examples of business entity types: Individuals/Sole Proprietorship, Partnerships, Small Business (SB), Disabled Veteran Business Enterprise (DVBE), Non-profit 501(c)(3), for Profit, Joint Powers of Agreement and the like.

# RFP-24-004 Complete Bid Package (summary)



# WALKTHROUGH OF EACH ATTACHMENT

(Optional: The last 10 minutes of this webinar will be going over each attachment/forms.)



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## Thank You & Closing

- Links & Resources
- Where & How to Send Questions

# KEY ACTION DATES

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# SUBMITTING QUESTIONS

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## Zoom

Submit questions until the end of this session right here on Zoom using the **Q & A function** on your screen.

## Email

Email CAC Procurement Analyst Carla Pareja:  
[carla.pareja@arts.ca.gov](mailto:carla.pareja@arts.ca.gov)

## CalEProcure

Questions are due by 5 PM PST on **April 4, 2025** and will be answered via addendum by **April 9th** at:

<https://caleprocure.ca.gov/event/8260/0000034798>

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