

REQUEST FOR PROPOSAL – Primary

Round 1: Public Questions and Responses Posted 09/25/20

Arts in Corrections Program – Training

RFP #2020-01

The questions included in this document were submitted by members of the public either by email or during our optional webinar regarding the Request for Proposal (RFP) indicated above.

If you missed the first Question and Answer deadline, there is still another opportunity to submit questions during Round 2. **The deadline to submit questions for Round 2 is October 14, 2020 at 4:00 PM [by email](#)** to Roman Sanchez. All questions received by the deadline will be [available online](#) on October 16, 2020 at 4:00 PM.

Also, if you have not done so already, help us improve the RFP application and process by completing an optional survey about the RFP, even if you do not plan to submit a proposal. **All responses to the survey will remain anonymous and will not impact a submitted proposal.** The survey will take no more than 5 minutes to complete. To access the survey, [click here](#).

The submitted questions have been divided into categories for the ease of the reader. See the *Table of Question Types* on the next page for more information.

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ELIGIBILITY

1. Our organization was recently awarded the AIC provider grant for this fiscal year and are providing programming at one prison. Would we be eligible to apply to this grant to also be a training organization?
 - a. Are Arts in Corrections PD grant recipients eligible to apply?
 - b. Is [organization name redacted] eligible to apply since we received an AIC Professional Development grant to become a Coordinating Organization, after providing services inside under the [organization name redacted] for the past six years?
 - c. If I am a former leader of a past grantee (and past trainer, artist, and artist facilitator) but now with a new organization, can I apply?

Yes, all current and past Coordinating Organizations, Program Development Organizations, and CAC grantees are eligible to apply.

2. Is [organization name redacted] eligible as a non-profit submitting on behalf of a university?
 - a. Are LLCs eligible to apply? Yes
 - b. Is this grant available as a conduit through a nonprofit? Yes
 - c. Can you submit a proposal if you are not an LLC or organization of any sort? Yes

More information about the minimum qualifications for a proposer's eligibility can be found on pages 5 and 6 of the RFP.

3. Can you clarify eligibility of "individuals of organizations"? Does that mean only individuals that are part of Coordinating or Program Development organizations?

No, any individuals may apply if they meet the eligibility requirements as found on pages 5 and 6 of the RFP.

4. Does the proposing organization have to be a current or past provider of services?

No.

5. Does an organization need to have had a previous contract to deliver these services to qualify?

No.

6. Is this a matching grant like in the past?

This is not a grant, it is a contract for a service. Contracts do not require matches.

7. Does an organization need to have previously provided services in a correctional setting?

No.

8. I have noticed that under the Small Business Preference Section, bidders receive an additional 5% of the total points to the highest scored responsive and responsible non-small business bidders. This also includes completing a required CUF form. I am a small business owner and a registered vendor with the city of Sacramento. I am in the process of becoming certified small business. My concern is that the Small business certification process may not be complete by RFP submission deadline. I do not want to miss out on the entire opportunity in case the certification time exceeds the RFP submission date. I am willing to submit without the additional 5% of the total points awarded. I am willing to update my certified SB and CUF status upon receiving them. My question: As a bidder, is submitting as a certified small business optional? Although I operate as a self-employed small business, may I move forward with my RFP submission without the actual SB and CUF certification?

- a. I operate as a small business however I'm still in the process of being certified. is this SB classification status an CUF form optional or may I submit of the RFP without the SB status?

Yes, Small Business status is optional for bidders. If a proposer does claim Small Business status, however, not all of the corresponding documentation and certifications are due with the proposal's submittal if the proposer's small business appears in the [Department of General Services](#) small business database.

9. Can previous Program Development Organizations apply under the same scope of work they were previously awarded for and/or to expand on their previous scope of work?

It is at the Proposer's discretion if their previous scope of work aligns with the Purpose of this RFP.

10. Is [organization name redacted] eligible to apply since we received an AIC Professional Development grant to become a Coordinating Organization, after providing services inside under the [organization name redacted] for the past six years? (Clarification: [organization name redacted] is interested in both; being the

recipient of trainings for our teaching artists, and additionally [individual's name redacted] possesses a wealth of Arts in Corrections knowledge that other organizations could benefit immensely from.)

Yes, all current and past Coordinating Organizations, Program Development Organizations, and CAC grantees are eligible to apply. Participants will be identified through conversation between the AIC Team, Coordinating Organization leadership, and the Trainers.

AIC PROGRAM

1. In term of Youth Incarceration, what are the limitations or parameters one should consider?

AIC provides programming only in California Adult Institutions – not in juvenile facilities.

2. All CAC AIC service providers were required to take out non-CDCR training costs from our FY21 contract budgets. But [organization name redacted]'s teaching artists are part-time temporary employees under AB5. We must pay them their standard rate to attend these trainings, regardless of whether stipends are available. Will the contracted training providers in each of the 4 areas be prepared to reimburse [organization name redacted] for the costs of our employees to attend the trainings if they are required? Is training required for service providers and/or employed teaching artists?

The trainings are not required. Only stipends are available to participants and how they are distributed is up to the Proposer.

3. Are there any gardening programs? For which a proposal could be made?

No current Coordinating Organizations are currently contracted to provide gardening services or garden design programs.

4. What if you don't have a training video as requested? Could we provide some photos and feedback instead?

The video sample does not need to be of a training – it can be a video highlighting the trainer(s)' "style, skills, and experience" such as an interview, performance, audition tape, speech, etc.

BUDGET

1. Is there a sample budget available for viewing?

Yes, in the RFP, under Section 2.

2. Is there a recommended minimum stipend amount for program participants (the same way that there is a minimum pay rate for AIC artists)?

No, this is at the discretion of the Proposer.

3. Could you explain a little more the cost points?

The Cost Points' formula can be found in the RFP on pages 10 and 11.

4. I noticed 3 different types of proposals in the RFP packet can you clarify if these models are what we are to request or is this what will be allocated based off of our scores?

[Question was clarified by a potential proposer. The question refers to the Cost Points example on pages 10 and 11] The examples on page 10 and 11 of the cost points are examples only. You do not need to follow those models when you submit a proposal. It is at the discretion of your organization to decide the number of participants, the number of training hours, and the grand total of your proposed budgets. Using these variables in the formula on page 10, the evaluation team will create your cost points.

5. When you reference stipends for the participants, are you talking about the individuals or the organizations that are participating as AIC coordinating organizations?
 - a. Are participants stipends what we pay participants taking the training?

Yes, participant stipends are stipends given to the individuals (from the Coordinating Organizations) who participate in the training.

6. Is there a typical stipend award amount? is there a % that needs to be set aside for attendees/ trainees?

It is up to your organization to decide what an appropriate amount is for a participant stipend. A way to determine a stipend amount is to create an hourly rate and determine the total stipend by multiplying the stipend by the number of hours the training participant will be in a training. Per the RFP Packet, Section 2, item 6, "Your budget must include stipends for training participants, totaling a minimum of \$5,000 to maximum of \$10,000."

7. Will the CAC cover the cost of the training infrastructure, ie. Zoom and technical assistance or is this part of the contract?

Yes, there are line items built into the Budget and Budget Example that illustrate examples of training costs (Zoom, technical platform, subscriptions, etc.).

TRAINING: LOGISTICS AND COORDINATION

1. How many participants are anticipated for each training? How many hours are anticipated/recommended for each training session?
 - a. Is there a preferred length for the training? 2 hours, full day, weekend, or longer?
 - b. Is there a required number of trainings that must be provided?
 - c. Can organizations propose short term workshop programs, or is long term preferred?
 - d. Does the training need to be conducted via live webinar/meetings or can it include online embedded options?

It is the proposer's responsibility to determine the training logistics, timeline, and frequency. The training(s) will all be virtual.

2. Does having a teaching credential matter?

No.

3. How many organizations are needing training? Will there be multiple?
 - a. What are the coordinating organizations that you are looking to have trained?
 - b. Are the RFP applications, applying for the opportunity to provide training to the 10 organizations listed on the AIC Program website? I.e., Jail Guitar Doors, Actors Gang, etc.?

RFP proposers (if a current Coordinating Organization or any of their subcontractors) are not submitting proposals to apply to a training opportunity. This RFP is to contract training services for Coordinating Organizations.

A full list of our current Coordinating Organizations can be found on the Arts in Corrections website, <https://www.artsincorrections.org/providers>. Jail Guitar Doors is not a Coordinating Organization, they are a subcontractor of the William James Association.

4. Are they programs provided virtually? If program happen onsite, what are the precautions around COVID protection?
 - a. Will there be in-person training options?

No, this RFP is for virtual trainings only.

5. Are you looking for separate trainings on each of the four topics or a single training that incorporates all?
 - a. Is it in the applicants' interest to develop programs that cover all four listed areas? Race and Equity & so on?

We are not looking for a training that incorporates all of the training topics into one.

6. If we have sections of the template completed from previous proposals (references for instance) can we use those or should we redo each page in the current RFP template?

Proposals must be submitted using the new RFP Template and Sections.

7. Does a proposer need to have contracting organizations committed to taking the training at the time of the proposal?
 - a. Who will recruit the trainees and participants? will it be AIC, or will it be the proposer?

No. Once awarded, the proposer will work with the AIC Team and Coordinating Organization leadership to identify participants.

8. Who exactly will be trained in the coordinating organizations?
 - a. Re. staff being trained in the coordinating organizations, who are they? Potential teachers? Counselors? PO officers?
 - b. If I understand correctly, this is for training of staff who may go into institutions to provide services to individuals who are incarcerated. This is not for training that would be conducted inside CA institutions. Is that correct?
 - c. Could I clarify (based on prior reading of RFP), can the correctional facility staff to be trained be youth-serving staff OR adult-serving staff?

Participants of the Trainings will be Arts Providers and Arts Administrators from AIC's current Coordinating Organizations. No one outside of the current AIC Coordinating Organizations will be a trainee.

9. Can proposals include several training modules/components with different participants for each?

Yes.

10. Since we decide how many participants? What is the max, meaning how many people will be receiving training?

There is no maximum amount -- the number of participants and frequency of the training is at the discretion of the Proposer.

11. If awarded, would you assign to us the institutions we would be training?

No institutional staff will participate in trainings.

12. Do we need to have a commitment from a correctional facility in place before applying, or can we apply with the program idea and receive help finding the proper facility to implement?

The trainings are virtual and for Coordinating Organizations. No institutions will be involved in receiving or hosting the trainings.

13. If trainers are quarantining outside of CA. Can they be included as trainers?

Yes, so long as the proposing organization is California-based per the eligibility requirements in the RFP packet on pages 5 and 6.

14. If our organization would like to offer an 8 hour workshop for the providing arts organizations and we think it would be best for 30 participants at a time, can we offer it multiple times to widen the opportunity for more participants to take it over the year of the contract? How do we indicate that in the application?

Yes, you may. You may indicate this in Section 2, item 5 under the overview of the training. Also provide sufficient budget notes that includes the cost accounting for multiple trainings.

15. Would it be possible to see the current and upcoming grantees as well as the organizations who would be receiving the trainings? Also, how many (if any) of these grantees/organizations are mental health professionals? What is the level trauma research and theory integrated into these training programs? Will this be considered in the application/review process?

As a reminder, this is not a grant, it is a contract that will be awarded for training services. In regards to our current Coordinating Organizations (contractors who provide arts services inside institutions) and their history, pedagogy, and mission, you can identify the Coordinating Organizations via our website,

<https://www.artsincorrections.org/providers>. The scoring criteria is in the RFP on page 9 and identifies all of the elements of the proposal that are being reviewed and adjudicated.

16. Will all four trainings be required across all service providers' teaching artists and administrative staff? Ex. Will each of the service providers teaching artists and administrative staff be asked to attend all four trainings?

No.

17. Can we partner with other organizations to submit one application?

Yes.

RFP PROPOSAL, EVALUATION CRITERIA, AND PROCESS

1. Where is the RFP available?

On the Cal eProcure website and on the California Arts Council website at <http://arts.ca.gov/news/atcdetail.php?id=1421>.

2. How much funding is available for this initiative?
a. The RFP states that each training topic may be funded for up to \$25,000. is this correct?

The AIC team has budgeted \$130,000 (this amount is subject to change). As noted on page 4 of the RFP, proposals may be submitted for up to a maximum budget of \$25,000 per training topic.

3. Should an awardee of an existing CAC grant related to the CA corrections system submit an application as a part of the existing grant or as a separate project? The scope of work between the two projects would be slightly different, but related.

The purpose of this RFP is to provide training services to our current Coordinating Organizations—therefore, if the existing grant aligns with the goals and purpose of RFP 2020-01, then it is up to your organization to decide if you will submit a proposal. However, if the project does not align with the purpose and goals we do not recommend submitting a proposal.

4. What is the timeline for the work to be performed?
a. Is there an implementation timeline?
b. Can the contract be extended?

- c. Will these contracts be renewable in future years?

From page 4 of the RFP: The term of the awarded contract will be for a year (January 1, 2021 – December 31, 2021), with the intention to extend the contract to June 30, 2022 with additional funds for additional trainings. The extension is contingent upon funding resources, performance of the Training Organization, and the training needs of the AIC program. Contract rates for the subsequent trainings are negotiable.

The extension, terms, conditions, and prices shall be by mutual agreement between the Training Organization and the CAC. If a mutual agreement cannot be met, the contract may be terminated at the end of the current contract term (December 31, 2022).

5. Are proposals submitted online?
a. How are proposals submitted? Is there an online process?

Proposals may not be submitted online. You may either mail or deliver your proposal in-person by Friday, October 30, 2020 at 4:00PM.

6. Given that coordinating organization will be receiving the training(s), are they involved in the panel decision-making process?

No, the review panel will consist of scoring panelists AIC Program Manager, Mariana Moscoso, and AIC Program Analyst, Roman Sanchez, another CAC staff and a non-scoring panelist of a Returned Resident (someone who was formerly incarcerated).

7. How will issues of cultural appropriation be addressed during the review process?

We take issues of cultural appropriation seriously and our staff will not award proposals that do not follow the cultural competency requirements, align with AIC values, and the CAC's strategic framework.

8. How much will experience being a teaching artist in corrections be a factor in determining grant awards?

Having experience inside correctional settings is not a requirement of this RFP. However, if a trainer does have experience with the carceral system it will greatly enhance their ability to address the key training topics outlined for the purpose of the AIC program. Be sure to include this information in the Biography of the

Trainers. Biographies of the Trainers can be awarded a maximum of 10 points. The Scoring Criteria can be found on page 9 of the RFP.

9. Is the lowest cost per participant a factor in the scoring?

Yes, per the Scoring Criteria, the Cost Points account for 30 points.

10. I'm assuming advocacy trainings align with the "trainings to make changes to organizational policies" listed under the Race and Equity priority?

Advocacy is not one of the identified training areas. Training categories are identified in the RFP: Healing-Centered Best Practices for Arts Facilitators, Race and Equity, Restorative and Transformative Justice and Strategic Partnership.

11. If a proposer submits multiple Section #2 components will each component be evaluated separately? And if only one or two are accepted, will the contract still be fundable?

Yes, each Section 2 will be evaluated separately. Yes, in this scenario, if only one or two training topics was awarded, the contract would still receive an Intent To Award.

1. Can you focus the training on women?
a. Can you address the LGBTQ community?
a. Can the program be geared only for women or young women?

This is a decision of the proposer if they wish to propose a training directed at a particular community, population and/or focus. Regardless of the focus, you must ensure that the training aligns with the training categories that are identified in the RFP: Healing-Centered Best Practices for Arts Facilitators, Race and Equity, Restorative and Transformative Justice and Strategic Partnership.

AWARD

1. Is it possible for my company to be awarded contracts for more than one training topic?

Yes, dependent on amount of applications for all topics and the proposal's scoring.

2. You said that you have \$130,000 in funding. Are you seeking proposals substantially less than \$25,000 so that you can use the full amount? 130 doesn't divide evenly with 25?

An awarded contract may be less than \$25,000, dependent on what the Proposer bids. \$130,000 is the funding that is allocated to this RFP, but is subject to change.

3. When you say \$130,000 is available to be awarded, is that across all organizations or per organization?

Each contract will be awarded for a maximum of \$25,000.

4. Is there a cap to how many times one could be funded?

No.

5. If awarded, would you assign to us the coordinating organizations and institutions we would be training?

The AIC Team will be in communication with leadership from Coordinating Organization staff to establish participant logistics.

6. Follow through from above, if a proposal is made to train 100 participants, but only 50 persons sign up, will AIC make that modification for the proposer?

Yes, adjustments can be made to the budget once the contract is active if unexpected issues arise or if there are less participants than expected sign up.

7. If the pandemic continues for the duration of the grant, and prisons and jails, etc. are still closed to outsiders, what will happen with the contract?

This is not a grant, it is a contract for a service. This RFP is for virtual trainings so we do not anticipate the trainings to be impacted by pandemic safety protocols.

GENERAL QUESTIONS

2. Can you go into more depth into what it's like to teach in a prison?

This RFP is not to teach in a California Institution, but rather to provide training services to the AIC Coordinating Organizations. You can learn more about the AIC program by visiting our [website](#).

3. Is it okay if Caucasians apply?

This RFP, the CAC, and the State of California does not and cannot discriminate on the basis of race. Additionally, you are not required to provide, nor do we ask

for any demographics or identifiers from Proposers. Please reference the [California Arts Council's Racial Equity Statement](#) for more information.

4. Will the presentation recording be available on the website or circulated via email?
 - a. Can we get a copy of this recording?
 - b. Is this presentation available to review?

Yes, the Webinar will be made available via our website.

5. If we are a currently a coordinating organization, what will be the process for receiving these trainings?
 - a. How are trainees going to be recruited?
 - b. Will each coordinating organization be trained in each area?
 - c. Is your preference to have individuals from multiple coordinating organizations attend trainings together or separately?

These trainings are optional for Coordinating Organizations. The AIC Team will be in communication with leadership from Coordinating Organization staff to establish participant logistics.