

## **Request FOR PROPOSAL – Secondary**

### **Round 2: Public Questions and Responses Posted 04/10/2020**

#### **Arts in Corrections Program – Coordinating Organizations**

##### **RFP #2019-01**

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

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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## COVID-19

- 1. Due to the COVID-19 situation, our offices are closed until further notice and we are all working remotely. This will make it extremely difficult to obtain original, wet signatures and a USB drive, followed by coordinating a package delivery to the CAC office. I am also concerned about potential shipping delays. Can you please let us know if this submission can be arranged electronically during this pandemic?**

Unfortunately, as the RFP is part of the state's competitive bidding process, all submissions must be physically mailed or delivered to the CAC Office. We are aware of the challenges COVID-19 poses on this process but cannot make any exceptions to the state's competitive bidding process. However, CAC did extend the deadline to May 11<sup>th</sup> at 9:00 AM.

- 2. Do you have expectations around alternative programming content to be applied in this RFP? Or should all programming information be focused on traditional in-person programming?**

Organizations should not plan on proposing alternative AIC programming as a result of COVID-19. If necessary, program adjustments will be made prior to the contract start date.

- 3. Should alternative programming be added into the new proposal due to the current climate?**

No. See the response to question 2 in this section for more information.

- 4. Considering the current COVID situation, and the uncertainty about when programs will resume, would it be advisable to submit both in-person workshop curriculum and an alternate programming plan as well? If we did this, would we simply fill out two program plan sheets and two curriculum descriptions?**

No – submit only one curriculum for in-person AIC programming. See the response to question 2 in this section for more information.

- 5. Are the funds for the next AIC contracts tied to a budget that might be impacted by the Covid-19 crisis?**

AIC Contracts are funded by the California Department of Corrections and Rehabilitation and the California Arts Council. At the moment, this unique situation has not yet impacted either of these agency's budgets.

**6. Do any of the parameters and priorities set before COVID-19 now change for this RFP? How should we address this in our proposals?**

None of the RFP processes, criteria, or materials have changed other than the extended deadline to May 11<sup>th</sup> at 9:00AM.

## Eligibility

### 1. What types of organizations can apply?

There are many types of organizations that can apply. The qualifying types of organizations are listed on the RFP, which states organizations must:

- *Be a California-based nonprofit, unit of government, or other entity that can coordinate the appropriate personnel for the AIC program.*
- *If the applicant is a multi-state organization with headquarters in another state, the applicant must have physical offices in California and currently provide services to California residents.*

## Training and Readiness for the Institution

- 1. The RFP asks us to indicate what training and Professional Development opportunities are provided to artists in the area of Cultural Competency, Equity and Inclusion. However, the only Training Costs allowed in the budget are for the CDCR required training. Does this assume that CCEI Training will be absorbed/covered by the organization submitting the proposal and that we are being asked to provide training without those costs being covered? Or is there some other place within the budget to account for those costs?**

In the budget, there is an opportunity to add other costs in the tab labeled “5-Other” of the Budget Table template, where you may include costs and a justification. The AIC team intends to have virtual training(s) for AIC Coordinating Organizations. However, the details and logistics for this have yet to be determined.

- 2. Does CAC have a policy on paying Teaching Artists' when modified programs (e.g. lockdowns or other non-access issues) occur during a scheduled grant period?**

Arts in Corrections is not a grant, it is an art service provided inside only CA state adult correctional facilities. Organizations are expected to create their own policies and make sure they fulfill and align with the contractual duties (i.e. complete the number of instruction hours).

- 3. Do we need to provide biographies or work samples for guest artists? Are there any minimum qualifications for guest artists?**

If possible, yes. Guest Artists are required to have the same minimum qualifications as Arts Providers, which can be found in the RFP under “F. Expected Competence and Minimum Qualifications.” If they do not have at least one year of providing art services in a comparable setting, they will need to be accompanied by an experienced Arts Provider or an institutional sponsor (this is contingent upon approval of the institution and passing all necessary security clearances).

## **Institutions**

- 1. We are applying to a couple of institutions that are not listed in Appendix 2 and have secured one letter so far. I reviewed the Project Plan Template (attached) and noticed that the drop-down arrows on the 4<sup>th</sup> tab prohibit me from manually entering in an institution in the 1<sup>st</sup> column. I attempted to type in "CCTRP" but kept receiving an error message due to the drop-down menu. Can you please let me know to proceed? We are applying to two facilities that are not listed in Appendix 2, which are CCTRP (Custody to Community Transitional Reentry Program) and BJN Juvenile Hall (Barry J Nidorf).**

Arts in Corrections only provides programming in California adult facilities. We do not provide programming in either of those institutions.

- 2. RFP pages 5-6 states: "If a proposal is submitted for an institution not listed in Appendix 2, it must include a letter from the institution's Warden of Community Resources Manager requesting your program." Getting a physical letter on institution letterhead is challenging to get and time consuming for the CRM. Can the "letter" be a copy of an email response from the institutions CRM requesting our organizations proposed programs in a reply to the Coordinating Organizations proposal email sent to them?**

If the approval is an email from the CRM requesting the program, it is an acceptable replacement. However, this does not guarantee a contract award.

- 3. Since organizations may include a letter from the Warden or Community Resource Manager requesting our program, we are unsure as where to include this letter in the RFP. We were thinking to add a line item on the "Required Attachment Checklist" of "Section 3 Additional RFP Documents" as "(Optional) Attachment 9: Institution's Warden/Community Resource Manager Request Letter"? Is there another suggestion for this letter to be added to the RFP?**

The letter would be part of your Section 2 packet. Ideally, following the *Section 2: Proposed Institution* template.

- 4. RFP 2019-01: Round 1 Q & A page 15. Why is there not any weight given to any specific artistic discipline, if there was a survey completed by institutions CRM prioritizing their artistic discipline interests?**

As noted at the top of Appendix 2, the institutions requesting additional programming are listed in the order of highest programmatic need. However, none of the Scoring

Criteria weighs proposed institutions or artistic disciplines because not all institutions listed disciplines in a priority. Given that the Scoring Criteria is for all institutions, weight was not given to specific disciplines.

## Budget

1. Can you please let me know if [organization name withheld for privacy] is allowed to use our overhead rates negotiated with the State in California (see below)? We are planning to use the 25% rate for off-campus activities.

<https://www.ucop.edu/research-policy-analysis-coordination/policies-guidance/indirect-cost-recovery/state-of-california.html>

Yes, by law we must adhere to this agreement unless the proposer voluntarily chooses not to uphold this rate and they are awarded a contract.

2. On the budget template, it indicates that “fringe benefits” is considered as “indirect costs”. At [organization name withheld for privacy], our accounting system is set up to code fringe benefits as “direct costs”, which means overhead must be assessed as they are directly linked to salaries. Can we update the formula to account for overhead on benefits? I am doing so on our end so that our bottom-line figure matches our internal budget.

Yes, this can be done. Please provide a budget justification for the change.

3. How many years of fiscal info are required for the Funder Report?

The last two years are enough.

4. Can the rate for prep hours be greater than half the teaching hourly rate? In the budget table first tab it says that prep hours "should be half of the Teaching Hours hourly rate." In the direct labor tab, it says "For prep hours, all artists should be paid at an hourly rate of *at least half* their teaching hourly rate." (emphasis mine)

In the Budget Table template, it states that Prep Hours should be paid at an hourly rate at half their teaching hourly rate. An organization may opt to pay more than half, but we do not recommend it because it will increase your cost points.

## Proposal Evaluation Criteria and Process

- 1. Question regarding document 4\_Section3-AdditionalDocs.pdf. On page 6, paragraph 8, can you help explain where to find a listing of the high and low priority programs?**

As noted at the top of Appendix 2, the institutions requesting additional programming are listed in the order of highest programmatic need.

- 2. RFP 2019-01: Round 1 Q & A Page 19-20 states program goals are to increase diversity by encouraging small organizations with a "racial equity focus". What does CAC consider to be key indicators for an organization to be considered as exemplary in culturally competent, racial equity, and inclusion? How does CAC evaluate and measure each of these?**

Key indicators for an organization to be considered exemplary in culturally competent, racial equity, and inclusion will depend on the proposer's response and examples in the Section 1 template (Prompt B) as it adheres and is committed to the items outlined and defined in "I. Cultural Competency, Equity, and Inclusion" (Attachment 3). Proposer responses will be scored using the "Percent of Maximum Points Allotted to Criterion" in the RFP (page 12).

- 3. How could AIC coordinating organizations maximize equitable opportunities and impact? What ways could organizations reduce racial disparities and advance racial equity?**

This is a very complex question that does not have a singular response. We suggest conducting your own research. The State of California participated in the [Government Alliance on Race and Equity](#) (GARE) to address institutional racial disparities and advance racial equity. You may want to refer to their resources as a starting point.

- 4. What factors may be producing or perpetuating racial inequalities in the current AIC programming?**

See the response to question 3 in this section for more information.

- 5. What ethnic/racial group is being most disadvantaged in the current AIC programming?**

There is plenty of resources that examines prison disparities, albeit none that directly study AIC. Two good starting points on general information are [Prison Policy Initiative](#) and [Public Policy Institute of California](#).

- 6. Referring to page 3 of the RFP, second to last paragraph, can you please talk more about what "expand the art and cultural disciplines" mean and please give examples?**

The goal of the AIC program is to focus on healing and well-being, this means the team is also open to different intersections of arts and other practices that will expand the current AIC art disciplines and program offerings.

- 7. Please define "cultural competency, equity and inclusion"? What does the coordinating organization that demonstrates the highest expectations of "cultural competency, equity and inclusion" look like? Page 12 of the RFP, please discuss what is the "expected criteria" for "cultural competency, equity and inclusion"? Please give specific examples.**

Refer to Attachment 3, "1. Cultural Competency, Equity, and Inclusion" for a definition. The expected criteria are based on the response of the proposer and their commitment to race and equity. There are many ways an organization can demonstrate their commitment. See the California Arts Council's [Racial Equity Statement](#) and [Strategic Framework](#) as examples.

- 8. Can please define your expectations in a coordinating organization that shows "cultural competency, equity and inclusion"? Can you please give specific examples?**

See the response to question 7 in this section for more information.

- 9. AIC RFP 2019-01 page 3 states the purpose of this RFP is to "promote healing and well-being" through the arts. What is the current baseline of healing and well-being in the Arts in Corrections programs? What is AIC's goal and definition of "healing and well-being"?**

We recommend watching the [AIC webinar on the program name change](#) for a better understanding of the vision and goals of the AIC program.

- 10. How do Coordinating Organization exemplify and promote "healing" and "well-being"?**

This depends on the organization's ability to exemplify their commitment in their proposal. This commitment can be demonstrated through the responses in Section 1 and the proposed curriculum. For example, organizations that demonstrative restorative/transformational justice practices throughout their proposal and work would be considered an organization that exemplifies and promotes healing and well-being.

**11. What are indicators of success in "healing and well-being" for CAC, the organizations, staff and participants? How would organizations measure progress? How is AIC measuring progress or effectiveness of programs and at what level? How will impacts be documented and evaluated by CAC?**

Measuring processes can be performed through program evaluations. It is up to organizations to create a data collecting system that allows them to evaluate their successes and identify areas of improvement.

**12. In AIC RFP page 6 states that grant recipients may apply for the same institution currently awarded if grant curriculum is different from RFP curriculum. Is this true also for Coordinating Organizations that have a current AIC contract? do they need to apply with different curriculum, if they already have a contract and are applying to the same institution?**

This only applies to organizations that have a CDCR Innovative Programming Grant. This does not apply to AIC contracts. A current Coordinating Organization may apply with the same curriculum at the same (or new) institutions.

**13. How does inviting a Guest artist benefit an organization in the bidding process with cost points and scoring criteria?**

This is a proposer's decision to evaluate the cost/benefits of having a guest artist.

**14. What components is CAC looking at when awarding maximum points for "reasonable resource allocation" in the rating/scoring criteria?**

This is measured by adhering as close as possible to the "% of Grand Total" in the Budget Table template.

**15. In Section 2: Proposed Institutions #3 - Past Performance in the AIC - this field is not able to be edited in the document/template. Is the verbiage there for informational purposes only? It seems we are unable to input the data from our mid-year evaluations.**

Data does not need to be provided by the proposer because the AIC team will have the evaluation data necessary for this question.

**16. Several the templates include large sections that are highlighted in yellow without the ability to edit the document to remove the yellow highlights. Is this intentional? Or should we use the template as a guide and create a separate Word document with the same information but that allows us to provide it without it being highlighted?**

The document should be editable. If you are unable to edit the document, you may create a copy of it to submit with your responses.

## **Award**

- 1. We have an AIC-18 contract where an amendment has been submitted. We want to propose additional programming at that same institution through the RFP and two additional institutions. If the total number of institutions awarded is limited to 3 then does the amendment for the current contract count as one and only 2 other contracts can be awarded? Is it possible to have 3 new contracts with this RFP in addition to the current contract amendments?**

Yes, it is possible to be awarded three (3) new institutional programs as the AIC-18 amendment is considered current programming and does not count as one of the three possible awarded institutions.