

Section 1 -- Introduction to AIC

MARIANA:

Hello everyone and welcoming to the Request For Proposals Tutorial Video!

I am Mariana Moscoso, the Program Manager of the Arts in Corrections Program. I am here with Program Analyst, Roman Sanchez, and we will be walking you through the process of submitting a proposal.

The California Arts in Corrections program contracts with nonprofit organizations, arts-related units of government, or other entities to provide arts classes with teaching artists in cultural, literary, media, performing, and visual arts to people currently experiencing incarceration in California Department of Corrections and Rehabilitation adult facilities. The program is a partnership between the California Department of Corrections and Rehabilitation (also known as CDCR) and the California Arts Council.

The California Arts Council—also known as CAC—is currently seeking proposals from potential and returning organizations interested in providing these services.

Before we get started, I'd like to invite you—whether or not you ultimately decide to submit a proposal—to complete our Feedback Survey. Your input will help us build a more equitable, accessible and clearer RFP process. 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.

Roman:

Now, let's begin. Before submitting a proposal, you will need to read the Request for Proposal, or RFP. An RFP outlines the opportunity, who's eligible to apply, what components are necessary in your proposal, and how proposals will be reviewed and selected. Let's take a look.

To download the RFP, go to www.caleprocure.ca.gov. Click on the tile labeled "Get Public Procurement Information." Click on "See Current Bids." In the "Department" search field, enter 8260. That will bring up all current RFPs for the Arts Council.

In the search results, click on Arts in Corrections Program – Coordinating Organizations with the current RFP number. Just a friendly note that the filming of this tutorial was before the release so the example on screen is for a different RFP – BUT the format and presentation is very similar. This will take you to the landing page for our current RFP. On the right, you'll see a list of documents we've provided to help you put together and submit a proposal. However, the RFP is the main document that contains the primary requirements to submit a proposal.

It's important to carefully review the RFP in its entirety. It identifies programming requested by these institutions' CRMs. It lists the expected competencies, qualifications, and deliverables expected of successful applicants. It provides key action dates related to the submission, and review of proposals. It also outlines the review process and includes a glossary of terms commonly used in the documents.

Included on the **eProcure** website are the templates you will use to complete your proposal, along with instructions on how to fill out the templates, and a required checklist you will use as a cover sheet for your proposal. Let's look at these documents a little closer. The templates break down your proposal into three sections: **Organization Information, Institution Information, and Additional Documents.**

Section 1 – Organization Information

Mariana: Section 1 is comprised of a single document. The Section 1: Organization Information template will be filled out once for your organization. Prompts will guide you to provide information about your **Organization Profile, Cultural Competency, Equity and Inclusion, Qualifications of Administrative Personnel, and CDCR Mandatory Training.**

Section 2 – Proposed Institutions

Roman:

Section 2 is comprised of four sub-sections: **Experience in the Proposed Institution or Incarcerated Settings, Project Plan and Curriculum, Qualifications of Art Providers, and Budget Table.** For each institution you are proposing programming for, you must submit a completed Section 2. That means, you will submit one Institution Information template, one Project Plan Table outlining all workshops you are proposing in that institution, as many Curriculum templates as needed to outline all the workshops your organization is proposing for that institution, and one Budget Table indicating all costs associated with the execution of all the proposed programming in that institution, including Administrative Oversight.

All the instructions for the **Project Plan Table** are available in the template under the "Key" tab. To see an example of a completed Project Plan Table, refer to the "Example" tab.

Now let's look at the **Curriculum Template.** This document asks further questions about any and all proposed workshops. It is broken down into sections: Workshop Description, Workshop Objectives, Teaching / Learning Strategies, Response / Evaluation, Workshop Outline, and Workshop Material List. For further assistance, you may also refer to the Curriculum Example.

When creating your curricula, make sure the **Workshop Name** matches the corresponding entry on your Project Plan. Provide names of all the Arts Providers teaching the workshop. You will include the Arts Provider biographies in prompt *D. Qualifications of Arts Providers* in the Institution Information Template.

Mariana:

Now let's take a look at the Budget Table.

In the first tab of the Budget Table Template, you will find notes on each line item on the RIGHT. Please read each of them carefully to ensure your budget table is accurate.

The first tab, labeled **Budget Table**, is your Master Budget Table. This entire budget / tab will automatically be populated by completing all of the tabs in this spreadsheet so it is very important to complete each tab in its entirety.

The tab labeled **Data From Project Plan** requires you to populate data that you used in the Project Plan Table.

The tab labeled **Direct Labor** breaks down line items including: Arts Providers Total Teaching Hours, Guest Artists Total Teaching Hours, Total Prep Hours, and Administrative Personnel. At the top of this tab, you will find notes to guide you through the definitions of these line items.

The tab labeled **Training Costs** breaks down the line item CDCR Training. Similar to the previous tab, you will find instructions on how to complete this table at the top of the tab.

The next tab, labeled **Travel Costs**, breaks down the line items associated with travel. As a state agency, we adhere to the state's travel reimbursement rates and mileage rates so please use the two hyperlinks at the top of this tab as a reference.

The last tab, labeled **Other Costs**, breaks down the line items including: Equipment and Supplies, and Other Direct Costs. Additional notes for this tab can be found on the right of the tables – please refer to them for further clarifications.

Once again, by populating numerical data into each tab, your Master Budget Table will automatically update to reflect it. For further clarifications, you may also refer to the Budget Table Example which serves as a model for how data should be properly entered.

Section 3 – Additional Documents

Roman:

Let's move on to Section 3. This section of the proposal includes seven required documents and one optional document. Some of these documents you will need to gather and add as attachments. Make sure to read through every attachment in this section because some attachments require additional actions, such as completing additional forms and/or required signatures. After you have read Section 3, you must print this entire section and add any required signatures. Original "wet" signatures, not electronic, are required by the person who is authorized to bind your organization in a contract.

Once you have completed all three sections outlined above, you are ready to compile an original copy of the RFP proposal for submission. One original hard copy proposal marked "ORIGINAL COPY" is required and must be submitted.

Before submitting, your proposal must be checked for accuracy and completeness. Accuracy accounts for 5 percent of your total score. Although this is a low percentage, accuracy helps evaluators better understand your responses, which improves your organization's chances at getting awarded.

Print the Required Attachment Checklist and mark it with "Original Copy" for submission. Print one copy of completed Sections 1 and 2 for your Original Copy. Combine Sections 1-3 using the Required Attachment Checklist as a reference. Double-check your Original Copy using the Required Attachment Checklist and check off the items as you review. Ensure subsections also follow the order outlined in the Required Attachment Checklist.

Create a digital copy of your RFP proposal and label your digital files correctly. We must receive a digital copy of your RFP proposal on a USB flash drive. Depending on the section or file, there is a different format for labelling your files. Refer to the Template Instructions for information on how to label them.

Artistic Samples must be included in the submission USB flash drive for every proposed Arts Provider who will provide direct services within each proposed institution. Create a unique folder for your Artistic Samples labelled according to the table in the Institution Information template. If you include a document with links to online samples, make sure the links are not broken.

Mark your envelope with your organization information, the RFP number and title, the list of institutions contained in your proposal, and the words "DO NOT OPEN."
Proposals not submitted under sealed cover and marked as indicated may be rejected.

Mail or deliver your proposal to the California Arts Council office by **April 20, 2020** at 9:00 am. Proposals received after this date and time will not be considered.

And that's it. If you have any questions, be sure to review the RFP and Template Instructions. We'll also be hosting an optional RFP webinar on March 5 at 3:00 pm. If

these documents don't answer your questions, you are welcome to submit questions via email to roman.sanchez@arts.ca.gov by no later than 4:00 p.m. on April 8. Both of the Q&As and the webinar will be posted online. See the RFP for more information.

Okay – that's it! Remember to fill out the survey we mentioned at the beginning of the video!

Mariana and Roman: *(enthusiastically)* We look forward to receiving your proposal!