



Scope of Work

Youth Development through the Arts

Arts in Juvenile Camps and Halls

Overview

This opportunity is only open to organizations on the LA County Department of Arts and Culture's Youth Development Through the Arts Pre-Qualified List, as determined through the Request for Qualifications process and notified in March 2020.

Through this Scope of Work, the Los Angeles County Department of Arts and Culture (Arts and Culture) seeks Pre-Qualified organizations to provide arts-based youth development services for youth in Los Angeles County Department of Probation youth detention facilities (Camps and Halls) in the January – August 2021 time frame. (Note that Arts and Culture may amend the contracting period as needed.)

Fees

Between \$12,000-\$33,000 per cycle/season

(Fees vary based on the quantity and frequency of services requested by each site, per cycle or season; organizations may indicate their interest and capacity to provide services at multiple sites concurrently during any given cycle/season)

Deadline

Project Proposals in response to this Scope of Work are **due October 28, 2020**.

Background

The Los Angeles County Department of Arts and Culture is committed to systems-reform efforts that emphasize a coordinated approach for positive youth development. Recognizing that the arts are an integral part of individual and community wellness, our goal is to embed the arts within multiple community-based settings and County systems of care to promote healing and overall well-being, strengthen youth development outcomes, and strengthen protective factors among LA County youth and families who live in communities disproportionately impacted by the justice system and other systemic inequities.

Since 2014, in partnership with the Probation Department, Arts and Culture has contracted with community-based arts organizations to provide year-round, healing centered arts instruction for youth in juvenile detention facilities, juvenile day reporting centers, public housing sites, community parks, and continuation high schools located across the County. This work continues to expand to include more youth and more locations. To meet this growing need, Arts and Culture is expanding the pool of community-based organizations contracted to provide arts-based youth development services.

Arts and Culture is committed to investing in cultural resources and fostering a network of service-providers that is representative of the identities and experiences of the County's richly diverse communities and that understands and is responsive to the unique cultural needs of the populations that it serves. As well, Arts and Culture is committed to supporting the development and deepening of genuine, lifelong relationships between cultural organizations, artists, and the people and neighborhoods in the communities they serve.

Project Description

Between January and August 2021, highly qualified teaching artists from pre-qualified Youth Development Through the Arts organizations (“Consultant”) will provide instruction in creative writing, dance, music, theatre, media arts or visual art for youth at LA County youth detention facilities as assigned by the Los Angeles County Department of Arts and Culture, in partnership with the Los Angeles County Department of Probation (“Probation”). Please see COVID-19 Contingency below.

Consultants will provide arts instruction for youth at each assigned location(s) as follows:

- **Up to three days per week** of instruction (most often scheduled Monday through Friday, though Saturday, Sunday, or evening workshops are sometimes requested)
- **Up to three hours of instruction per day** (this could be split into multiple sessions of varying lengths, but will not exceed three hours total for each day of instruction)
- **Up to 15 youth per session**; and
- **Cycles of instruction that are typically 12 weeks in length.** Cycles generally follow the seasons, with a Fall cycle (September through December), Winter cycle (January through March), Spring cycle (April through June), and Summer cycle (July through August). If selected for one or more of these projects, the Consultant will be expected to deliver instruction during the cycles for which they indicate availability on the Project Proposal Form.

Consultants will ensure that:

- Sessions are taught by a team of two collaborating artists with specific experience in the delivery of healing-centered, culturally responsive arts instruction
- Curriculum is designed to meet youth development and/or social emotional learning outcomes
- Curriculum is aligned with established themes or goals of the site, as determined in consult with the classroom teachers and site administrators
- Work products created by students remain at each site as evidence student learning
- There is at least one demonstration of student learning through performance or exhibition of work per cycle.

There may be opportunities for Consultants to lead and/or propose standalone performances, exhibits, or other types of engagements as part of their project, which would be in addition to the baseline instructional components described above.

COVID-19 Contingency

At the time of writing this Scope of Work, Probation has closed all facilities to in-person programming. Until further notice **all juvenile detention programming will take place through a virtual platform**. There may be the potential to engage in a hybrid in-person/virtual format, to be considered on a case-by-case basis if the facility staff is in agreement and if the artists feel comfortable following the County’s health guidelines. Once the COVID-19 pandemic has stabilized and the County receives clearance from the Department of Public Health to resume broad-scale in-person interaction, Arts and Culture will be in communication with Consultants regarding transition to solely in-person programming.

Since the Safer at Home order has been in place, artists have been facilitating virtual / remote arts instruction through the Microsoft TEAMS platform and conference calls. Class sizes for these sessions have been limited to six youth, and the duration of the sessions average from 45-60 minutes, though longer sessions may take place. Some artists have provided supplies and materials that are made available to youth based on rigorous guidelines enforced at each facility. (For more information on COVID-specific guidelines in detention facilities, please refer to the *Arts in Juvenile Camps and Halls* document.)

Program Descriptions

Juvenile Halls

Juvenile Halls are institutional settings that temporarily house youth for primarily two reasons: prior to their court dates and/or after their adjudication, pending transitional placement/services. A young person may enter juvenile hall if arrested by law enforcement officers for a crime or if referred to court for a “Status Offense” (like truancy). Youth in Halls have their education needs served by the LA County Office of Education (LACOE) during the school day. Arts instruction is provided during out-of-school time, and there are increased opportunities to serve youth on Saturdays and Sundays.

Locations include:

- Barry J. Nidorf Juvenile Hall
- Central Juvenile Hall

Juvenile Camps

Juvenile Camps are residential treatment facilities, where youth stay for between 3-9 months. Their goal, as described by the Probation Department is “to reunify the minor with their family, to reintegrate the minor into the community, and to assist the minor in developing the social skills and behavior management skills needed to lead a law-abiding life.” The Camps provide youth with education, medical, and mental health services, as well as athletics, vocational training, specialized tutoring, and counseling services through partnerships with other County agencies. As in Halls, youth in Juvenile Camps are enrolled in a LACOE-managed school program designed to move youth who have experienced significant trauma, social-emotional and academic challenges towards greater academic proficiency. Additional programming is provided by community-based organizations and varies by camp, as each camp is tailored to its population and purpose.

Arts instruction is provided primarily in the out-of-school time frames from 3 – 7:30 PM. There are exceptions for youth that have graduated and are not attending school, and for these youth cohorts, sessions may be delivered during the school day. Some weekend programming does occur.

Locations include:

- Campus Kilpatrick
- Dorothy Kirby Center
- Campus Scott (currently located at Dorothy Kirby Center)
- Campus Afflerbaugh
- Campus Paige
- Campus Rockey

For those who might need more information to acquaint themselves with the Juvenile Camp and Hall environment, please refer to the *Arts in Juvenile Camps and Halls* document.

Youth participation

In all detention facilities, but particularly in Juvenile Halls, youth attendance is dependent on any number of prevalent factors that are beyond the artists’ control. Arts curriculum should be flexible and designed to promote skill advancement for youth that are consistently attending over time, as well to provide meaningful participation and engagement for those individuals who may participate for only one or a few sessions.

In both program types, active recruitment and engagement of youth participants by the arts organization and/or teaching artists has been shown to be a promising practice in achieving strong

attendance and retention. The contract will include fees for a presentation by Consultants to youth for the purpose of eliciting youth interest. Successful strategies in the past have included the distribution of materials through flyers and other media to both Probation staff and youth. Probation staff are invested in the process of ensuring that youth are interested and engaged and generally will support activities related to recruiting.

Selection of Consultants

Pre-qualified arts organizations interested in being considered for Arts in Juvenile Camps and Halls facilities should respond to this Scope of Work with a **Project Proposal**, using the **Project Proposal Form** found in Survey Monkey Apply.

Project Proposal:

The project being proposed should be crafted for youth who are currently incarcerated in a Juvenile Camp or Hall. The Project Proposal allows the Department of Arts and Culture to evaluate the suitability of your work for this type of programming. As stated in the COVID-19 Contingency section, until further notice, all programming will take place virtually. If your organization does not have the ability to provide virtual programming, you may still submit a proposal, but you should indicate this limitation so that your proposal will only be considered for implementation once in-person programming resumes.

Project Proposal Scoring

Project Proposals will be evaluated according to the **Project Proposal Review Checklist**. Successful organizations will submit proposals that articulate a strong:

- Scope and sequence, suitable to the nature of the program
- Healing-informed approach
- Responsiveness to the culture/s of youth participants
- Participant recruitment

The Project Proposal score will be added to the Panel Review score (included in your initial award letter in March 2020) to generate an organization's Overall Score.

Other Information Requested

In addition to describing a project that you would propose for a Camp or Hall setting, the Project Proposal Form will ask you questions about:

1. The **communities or regions** where you are interested in and able to work;
2. The **cycles** or seasons that you are available to work;
3. The capacity of your organization to work at **multiple facilities concurrently**; and
4. The ability of your organization to provide **virtual** arts instruction.

The communities or regions where you are interested and able to work (number 1 above) will be used to generate a "**short list**" of organizations that match the location of each site.

From the short list, contracts will be assigned based on an organization's Overall Score. Please note: Numbers 2 through 4 above, of the "Other Information Requested," are NOT factors in generating the short list. The number of cycles that an organization is available to work and the ability to work at multiple sites concurrently are considered only once the short list has been generated and a match has been made, to determine the term length of the contract and to know whether an organization can be put back into the pool for consideration once one contract has already been assigned. If an organization is unable to offer virtual instruction, they will be considered for the next full cycle following the resumption of broad-scale in-person programming.

In summary, the Department of Arts and Culture will select Consultants based on the following factors:

- Consultant's interest and ability to work in specific geographic regions
- Consultant's ability to deliver culturally responsive, healing-informed arts programming suitable to the Camp/Hall program setting, as evidenced by a strong Project Proposal (50% of Overall Score)
- **Original RFQ Panel Review score** (50% of Overall Score)

To Apply

Pre-Qualified organizations interested in applying for this Scope of Work must submit a completed **Project Proposal** (using the **Project Proposal Form**) in [SurveyMonkey Apply](#) (online platform).

Completed Project Proposals must be received by October 28. County reserves the right to reject late or incomplete Project Proposals.

Though all responses must be input through the SurveyMonkey Apply form, we have included the questions and documents here for your convenience. You may download these materials for reference. We also strongly encourage you to prepare your responses in a Word document, and copy/paste them into the SurveyMonkey Apply form once completed.

- Reference copy of this [Scope of Work for Camps/Halls](#)
- Reference copy of the [Project Proposal Form for Camps and Halls](#)
- [Frameworks for Healing-Informed Arts Engagement](#)
- [Arts in Juvenile Camps and Halls](#) overview document

Fees

The Youth Development Through the Arts program has a pre-established fee structure. All Consultants will receive the same payment rates for services. Contract fees range from approximately **\$12,000-\$33,000 per semester** depending on:

- The number of days per week of instruction scheduled at the facility
- The number of groups of youth/hours of instruction per day
- The number of days instruction is delivered per cycle

In addition to payment for instructional time, a standard allocation for planning, supplies, administration and coordination, and mileage/other costs will be included in the fees. Any standalone performances, exhibits, or other added services beyond arts instruction would be paid at an additional, pre-established rate.

Payments to the consultant will be made upon completion and submission of deliverables that will be outlined during the contracting stage.

Examples of contract amounts

To assist with understanding the fee structure, the following examples are provided.

- Example 1— Two days per week of instruction, 2 hours of instruction per day, 12-week cycle, 2 teaching artists: \$19,000
- Example 2— Three days per week of instruction, 3 hours of instruction per day, 12-week cycle, 2 teaching artists: \$33,000

Additional Information

Many of the specifics related to the services to be provided will be determined once a contract is awarded. You can also find information specific to Camps and Halls in the *Arts in Juvenile Camps and Halls* document. Conditions that apply to all contracts include:

- The Consultant must ensure that all teaching artists and performers receive a **LiveScan clearance** from the Department of Probation, prior to engaging in activities with youth participants. The cost of obtaining that clearance is the Consultant's responsibility. The teaching artist must travel to the Probation Department headquarters in Downey. And, there may be as long as a six-week wait between when a teaching artist gets their fingerprints done and when clearance is received.
- In order to contract with the County, consultants must have a **County Vendor Number**, and they must hold **Commercial General Liability** insurance with limits of not less than: \$2 million for General Aggregate, \$1 million for Products/Completed Operations Aggregate, \$1 million for Personal and Advertising Injury, and \$1 million for Each Occurrence.
- Once contracts are awarded and prior to the start of instruction at any facilities, the consultant is expected to communicate with Arts Department staff and to build positive relationships with staff at the facility. Consultant will be responsible for scheduling planning meetings, reviewing the arts curriculum with Arts Department and Probation staff, and finalizing a schedule of instruction.
- Roles:
 - The Department of Arts and Culture is the lead administrator (or "holder") of the contract.
 - The Department of Probation is the partner agency. Arts and Culture works with Probation administrative staff to ensure that long-term planning, communication, space, and other needs are met, so that Contractors can facilitate successful programming.
 - The Consultant is a contractor of the Department of Arts and Culture. Arts and Culture is in frequent communication with the Consultant to ensure that high quality arts-based youth development programming is reaching youth as outlined and agreed to in the contract. Arts and culture also serves as "ombudsman" between the partner agency and the Consultant, when necessary.

Questions

If you have questions about this process, please email them to artsedcollective@arts.lacounty.gov no later than October 16, 2020. An FAQ page with responses will be posted on The Arts Ed Collective's website no later than October 21. **Proposals due 11:59 PM, October 28.**