



## **Scope of Work**

### **Youth Development through the Arts**

#### **Arts in Juvenile Day Reporting Centers**

#### **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 Juvenile Day Reporting Centers (JDRCs) in the January – August 2021 time frame. (Note that Arts and Culture may amend the contracting period as needed.)

#### **Fees**

Between \$13,000-\$56,000 per semester

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

#### **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 Juvenile Day Reporting Centers (“JDRCs”) 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 two hours of instruction per day**
- **Up to 35 youth per session;** (instruction is provided for all participants enrolled in the class)
- **During Spring and Summer semesters.** If selected for one or more of these projects, the Consultant will be expected to deliver instruction during the Spring and Summer semesters of 2021 (January through August). Spring is roughly 22 weeks; Summer is roughly 10 weeks.

Contracted 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 facilities to in-person programming. Until further notice **all Juvenile Day Reporting Centers 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 in-person programming.

Since the Safer at Home order has been in place, artists have been facilitating virtual/remote arts instruction through Microsoft Teams, Instagram, and ZOOM, following the guidelines established by the classroom teacher or site. Class sizes may vary according to the facility and circumstances of the instruction. 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.

## Program Descriptions

### Juvenile Day Reporting Centers

JDRCs were established by the Probation Department as a “one-stop community center for supervision and treatment of medium-to high-risk probation youth.” Youth enrolled at JDRCs are typically between the ages of 14-18 years old. JDRCs are intended to provide a safe, supportive and therapeutic learning environment. They serve this purpose in partnership with school districts in which probation youth are often refused reentry due to significant behavioral or academic challenges. JDRCs are designed to offer a comprehensive set of services to improve these youths’ ability to function in a regular school setting and to recover credits that are often deficient for their age and grade level. (For those who might need more information to acquaint themselves with the JDRC environment, please refer to the *Arts in Juvenile Day Reporting Centers* document.)

Locations may include, but are not limited to:

- Beach High School (Long Beach)
- Boyle Heights Technology Academy (Los Angeles)
- Jeff Seymour Family Resource Center (El Monte)
- Panorama High School (Van Nuys)
- Tri-C - Horace Mann (Los Angeles)

### Youth participation

JDRC youth are required to attend and participate in after school enrichment services daily. All youth are provided with transportation to and from school to help ensure attendance. Even still, youth attendance in arts programming 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 have inconsistent attendance or who may enroll later in the semester.

The active recruitment and engagement of youth participants by Consultants 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. Another promising practice for ensuring youth interest and engagement has been for Consultants to provide the means for substantive participation and engagement of classroom teachers.

## Selection of Consultants

Pre-qualified arts organizations interested in being considered for Arts in Juvenile Day Reporting Centers 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 in a JDRC environment, as described above in the Project Description section. 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 be 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 JDRC 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 JDRC 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 JDRCs](#)
- Reference copy of the [Project Proposal Form for JDRCs](#)
- [Frameworks for Healing-Informed Arts Engagement](#) document
- [Arts in Juvenile Day Reporting Centers](#) 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 **\$13,000-\$56,000 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 semester

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 of common amounts are provided.

- Example 1—Two days per week of instruction, 2 hours of instruction per day, two teaching artists for fall semester, 15 weeks: \$24,000
- Example 2— Two days per week of instruction, 2 hours of instruction per day, two teaching artists for spring semester, 22 weeks: \$32,000

## 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 JDRCs in the *Arts in Juvenile Day Reporting Centers* 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 build positive relationships with staff at the facility. The 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](mailto: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.**