



## SOLICITATION

### Youth Development through the Arts

Arts in Juvenile Camps, Halls, and/or Other Residential Facilities

#### 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 subsequent notification in March 2020.

Through this solicitation, 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 detention facilities (Camps and Halls) and/or other residential centers during the September, 2021 – August, 2022 program year, with an option to extend for two one-year periods or on a month-to-month basis for up to twelve months, based on initially contracted rates and/or cost of living adjustments, depending on needs and availability of additional funding.

#### Fees

Between \$8,000-\$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 solicitation are **due July 7, 2021**.

#### Background

In 2002, the LA County Board of Supervisors established the [Los Angeles County Arts Education Collective](#) (Arts Ed Collective) as the regional initiative dedicated to making the arts a core part of every child's growth and development. Over nearly two decades, the Arts Ed Collective has grown to represent a robust coalition that now includes a half-dozen County agencies, 73 school districts, 5 charter school networks, and hundreds of community-based organizations, teaching artists, educators, philanthropists, and advocates. Through activities that expand arts teaching and learning, strengthen partnerships and collaborations, and increase public awareness about the importance of arts education, the Arts Ed Collective aligns efforts across the region to achieve the shared goal that all young people engage in the arts all year, every year, because the arts are fundamental to human growth and development. The initiative is coordinated by the LA County Department of Arts and Culture and is recognized nationally as a model for collective impact.

In October 2020, the Board of Supervisors adopted [Los Angeles County's New Regional Blueprint for Arts Education](#) (Arts Ed Blueprint) as both an aspirational policy statement and as a roadmap for practitioners and leaders to advance youth development over the next decade. The new Arts Ed Blueprint presents strategies for establishing and sustaining:

- arts instruction for all students, across all grade levels, in all public schools;
- expanded opportunities for arts education after school;
- year-round community-based arts learning;

- access to careers in the creative economy;
- arts-based programs and services, provided in collaboration with multiple County departments, that support children, youth, and families; and
- a prioritization of historically underserved populations.

The Los Angeles County Department of Arts and Culture, specifically through the work of the Arts Ed Collective, 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, more locations, and more communities. To meet this growing need, Arts and Culture is expanding the number and types 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 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 September 2021 and August 2022, 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 arts for youth at LA County detention facilities/residential centers, as assigned by the Los Angeles County Department of Arts and Culture in partnership with the Los Angeles County Department of Probation ("Probation") and/or other County agencies. Please see COVID-19 Contingency below.

Consultants will provide arts instruction for youth in each assigned location, where services generally include, but are not limited to:

- **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 facility, as determined in consult with site administrators and classroom teachers, where applicable;
- Work products created by youth remain at each site as evidence of learning; and
- There is at least one demonstration of student learning through performance or exhibition of work per cycle.

There also may be opportunities for Consultants to provide supplemental services, including but not limited to standalone performances, exhibits, parent/family workshops, workshops and training sessions for adults who serve youth, or other types of engagements which would be in addition to the baseline instructional components described above.

### **COVID-19 Contingency**

At the time of writing this solicitation, all youth detention facilities are closed to in-person programming. Therefore, until further notice, **all programming for youth in these facilities 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 site staff is in agreement and if the artists feel comfortable following the County's health guidelines. When the facilities re-open for in-person services, Arts and Culture will be in communication with Consultants regarding transition to in-person or hybrid 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 often been limited to six youth, and the duration averages from 45-60 minutes, though longer sessions may take place. Some organizations have provided supplies and materials that are made available to youth based on rigorous guidelines enforced at each facility. Note: At this time, services being delivered at Central Juvenile Hall are limited to audio conference calls on a speakerphone. (For more information on COVID-specific guidelines in detention facilities, please refer to the *Arts in Juvenile Camps and Halls* document.)

### **Program Descriptions**

This solicitation includes opportunities for service contracts with Arts and Culture to provide healing-informed, arts-based youth development in detention and/or other residential facilities, including but not limited to:

#### **Juvenile Halls**

Juvenile Halls are institutional settings that temporarily house youth prior to their court dates and/or after their adjudication, pending transitional placement. A young person may enter juvenile hall if arrested by law enforcement officers for a crime or if referred to the court for a "Status Offense" (like truancy). Youth in Juvenile 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 may be 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 usually reside 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 Juvenile 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 location according to that facility's 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 completed high school, and for these graduate cohorts, sessions may be delivered earlier in the 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 more information on conditions for arts instructional services within the Juvenile Camps and Halls environments, 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 factors beyond the artists' control. Arts curriculum should be flexible and designed to promote skill advancement for youth that have consistent attendance, as well as to provide meaningful participation and engagement for those individuals who may participate for only one or a few sessions.

Active recruitment and introductory 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 includes fees for an engagement by Consultants for the purpose of eliciting youth interest and participation. Successful strategies in the past have included the distribution of materials through flyers and other media to both staff and youth. Probation staff are invested in the process of ensuring that youth are interested and engaged, and their cooperation in supporting recruitment activities is important to coordinate.

### **Working with On-Site Staff and Administrators**

Establishing a strong channel of communication with staff at each facility is essential for ensuring successful outcomes. Teaching artists are encouraged to build rapport with both line staff and site administrators.

## **Selection of Consultants**

Pre-qualified arts organizations interested in being considered for Arts in Juvenile Camps, Halls, and/or Other Residential facilities should respond to this solicitation with a **Project Proposal**, using the **Project Proposal Form** found in SurveyMonkey 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 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 site and the developmental needs of the youth
- Healing-informed approach
- Responsiveness to the cultures and social context of youth participants
- Approach to building partnership, relationships and rapport with site staff

**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 the project that is being proposed 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 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-based youth development suitable to the Camp, Hall and/or other residential 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 solicitation must submit a completed **Project Proposal** (using the **Project Proposal Form**) in [SurveyMonkey Apply](#) (online platform).

**Completed Project Proposals must be received by July 7, 2021.** Arts and Culture 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 [Solicitation for Camps, Halls, and/or other Residential Facilities](#)

- Reference copy of the [Project Proposal Form for Camps, Halls, and/or other Residential Facilities](#)
- [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 Schedule. All Consultants receive the same payment rates for services. Contract fees range from approximately **\$8,000-\$33,000 per cycle/season** depending on:

- The number of sessions per week of instruction scheduled
- The number of groups of youth/hours of instruction per session
- The number of weeks in the program 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 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— One session of instruction per week, 60-minutes per, 12-week cycle, 2 teaching artists: \$15,000
- Example 2— Two sessions per week of instruction, 2 hours of instruction per session, 12-week cycle, 2 teaching artists: \$25,000

## Additional Information

More details on each of the following will be provided if a contract is awarded, but it might be helpful for all organizations to understand that:

- The consultant must ensure that all teaching artists and performers receive a **LiveScan clearance** from the Department of Probation, prior to engaging in any activities with youth in detention. The cost of obtaining that clearance is the consultant's responsibility, and the applicant must travel to the Probation Department headquarters in Downey to apply for this clearance. It may take up to six weeks following the LiveScan appointment to receive notification of the disposition of the clearance request.
- All teaching artists or staff who have contact with youth in detention must submit a signed **Confidentiality Waiver Agreement** (for virtual services) and a signed **Probation Facility Handbook** page.
- 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 facility, the consultant is expected to communicate with Arts and Culture, as well as staff working within each facility to build relationships, schedule a planning meeting, review the arts curriculum, 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 or any other County agency is considered a partner agency. Arts and Culture works with administrative staff at all partner agencies 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.
  - You can find information specific to Camps and Halls in the *Arts in Juvenile Camps and Halls* document.

## Questions

If you have questions about this process, please email them to [artsedcollective@arts.lacounty.gov](mailto:artsedcollective@arts.lacounty.gov) no later than June 15, 2021. An FAQ page with responses will be posted on The Arts Ed Collective's website no later than June 30, 2021. **Proposals due 11:59 PM, July 7, 2021.**