



SOLICITATION
Youth Development Through the Arts
Arts in Juvenile Day Reporting Centers and Other Educational Settings

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 Juvenile Day Reporting Centers (JDRCs), Continuation Schools, Community Schools, alternative high schools, and other educational settings across Los Angeles County 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 \$8,500 - \$61,000 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 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 2017, in partnership with the Los Angeles County Probation Department (Probation) and the Juvenile Justice Coordinating Council (JJCC), Arts and Culture has contracted with community-based organizations to test and implement new models for embedding healing-informed, arts-based youth development in a variety of educational settings. 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 JDRCs, continuation high schools, and other educational settings, as assigned by the Los Angeles County Department of Arts and Culture, and in partnership with other County agencies. Please see COVID-19 Contingency below.

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

- **Up to three days per week** of instruction (may be scheduled during the school day and/or extended into after-school hours, according to the needs of each location; sessions are 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 generally will not exceed three hours total for each day of instruction)
- **Up to 35 youth per session** (instruction is provided for all students enrolled in the class);
- **Instruction during Fall and Spring semesters, often followed by a shorter Summer session.**

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 classroom teachers and site administrators, where applicable;
- Work products created by students remain at each site as evidence student learning; and

- Demonstrations of student learning through culminating events, performances and / or exhibitions are included in the instructional plan.

There also may be opportunities for Consultants to provide supplemental services (to be paid in addition to the baseline instructional components described above), which may include but are not limited to:

- Standalone performances or exhibits
- Field trips to arts and/or cultural venues
- Parent/family workshops or other community engagements
- Workshops and/or training sessions for teachers, staff, or other adults who serve youth
- Youth Development Support Services that are delivered by case managers and/or mentors with expertise in serving youth in areas such as mental health, social and emotional learning, positive youth development, and indigenous or cultural practices
- Stipends for students taking on leadership roles, or for participation in key events
- Hot meals, snacks and/or beverages for youth during afterschool time

Supplemental services may be offered and provided only as discussed and agreed upon by Arts and Culture and the site. Consultants must provide evidence of capacity and success in delivering any supplemental services listed.

These projects are intended to connect arts instruction with in-school academic learning and other out-of-school experiences that allow youth to gain insights and life skills. Successful projects require youth to work individually and in teams to create original works of art, thereby discovering new avenues for self-expression, building self-sufficiency and collaboration skills, and recognizing potential pathways to viable careers in the creative economy.

COVID-19 Contingency

At the time of writing this solicitation, all JDRCs are closed to in-person programming. Therefore, until further notice **all programming at these sites will take place through a virtual platform**. Other educational settings, such as Continuation Schools, may offer in-person instruction or a hybrid in-person/virtual format. The unpredictable nature of the COVID-19 pandemic requires flexibility and adaptability. Arts and Culture will be in communication with Consultants to discuss initial programming parameters, as well as any adjustments that might need to be made to format if there are changes in the County's and partner agency's COVID-related restrictions during the contract period.

Since the Safer at Home order has been in place, artists have been facilitating virtual/remote arts instruction through teleconferencing applications such as Microsoft TEAMS, Instagram Live, and ZOOM, following the guidelines established by the classroom teacher or site administrators. Class sizes for these sessions may vary according to the facility and circumstances of the instruction. The duration of virtual sessions has averaged 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 guidelines determined at each facility.

Program Descriptions

This solicitation includes opportunities for service contracts with Arts and Culture to provide healing-informed, arts-based youth development in a variety of educational settings, including but not limited to:

Juvenile Day Reporting Centers (JDRCs)

JDRCs were established by the LA County Probation Department as a "one-stop community center for supervision and treatment of medium-to high-risk probation youth." Youth enrolled at JDRCs are 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 the 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 traditional

school setting and to recover credits that are often deficient for their age and grade level. (For more information please refer to *'Arts in Juvenile Day Reporting Centers and Other Educational Settings: An Overview.'*)

Current JDRC locations include, but are not limited to:

- Beach High School (Long Beach)
- Boyle Heights Technology Academy (Los Angeles)
- Panorama High School (Van Nuys)
- Tri-C - Horace Mann (Los Angeles)

Other Educational Settings

Continuation Schools, Community Schools, and other alternative educational settings are designed to meet the unique needs of youth navigating foster care, housing instability, probation, and/or other circumstances that have caused disruptions in their academic journeys. (For more information please refer to *'Arts in Juvenile Day Reporting Centers and Other Educational Settings: An Overview.'*)

Current alternative educational settings include, but are not limited to:

- New Earth Youth Build (Culver City)
- Whittier High School (Whittier)
- Frontier Continuation School (Whittier)

Youth participation

In both settings, arts curriculum should be flexible and designed to promote skill advancement for youth who 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.

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, separate and apart from any outreach by classroom teachers and/or site administrators. The contract includes fees for an engagement by Consultants for the purpose of eliciting youth interest and participation. Consultants are expected to take steps to facilitate substantive participation and engagement in collaboration with classroom teachers and site staff.

Selection of Consultants

Pre-qualified arts organizations interested in being considered for Arts in Juvenile Day Reporting Centers and Other Educational Settings should respond to this solicitation with a **Project Proposal**, using the **Project Proposal Form** found in [Survey Monkey Apply](#).

Project Proposal:

The project being proposed should be specifically crafted for youth in the learning environments described above. 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:

- Provide a complete set of curriculum materials detailing the scope and sequence of instruction over the course of an entire semester, stating clear objectives for arts learning and connections to academic areas
- Demonstrate a healing-centered approach
- Describe activities and strategies that demonstrate the capacity to be responsive to the culture(s) of youth participants
- Describe activities and materials that will motivate participant enrollment and sustain youth participation.

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 an alternative educational setting, the Project Proposal Form will ask you questions about:

1. The specific **art form/s** that will be the basis of your arts instruction;
2. The specific **cultural context** that frames your work, if applicable;
3. The **communities or regions** where you have existing relationships or have a sincere interest in developing relationships, and where you are interested in and able to work;
4. The **semesters** or seasons that you are available to work;
5. The capacity of your organization to work at **multiple facilities concurrently**;
6. The ability of your organization to provide **virtual** arts instruction;
7. Whether your organization is interested in providing **supplemental youth development supports and services**, what your history and capacity is to provide those services and supports, and what specific kinds of services and supports you envision providing in this context

Numbers 1 through 3 of the "Other Information Requested" Form will be used to generate a "**short list**" of organizations that match the art form preferences, cultural preferences, and geography for each site, as applicable.

From the short list, contracts will be assigned based on an organization's Overall Score.

Please note: Numbers 4 through 7 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. Supplemental youth development supports and services described, if any, will be considered only in conversation with sites once contracts are assigned, as part of developing the program plan.

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

- Consultant's ability to deliver culturally responsive, healing-informed, arts-based youth development suitable to an alternative educational setting, as evidenced by a strong **Project Proposal** (50% of Overall Score)
- Consultant's existing relationships with or ability to work in specific geographic regions and, if indicated by the site, the art forms and/or cultural contexts preferred
- **Original RFQ Panel Review score** (50% of Overall Score)

Assignment of contracts will **NOT** be based on the following factors:

- The capacity of the Consultant to work during all semesters/seasons of the 2021-2022 program year
- The capacity of the Consultant to work at multiple sites concurrently
- The interest or capacity of the Consultant to provide supplemental youth development supports and services

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](#).

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 Arts in Juvenile Day Reporting Centers and Other Educational Settings](#)
- Reference copy of the [Project Proposal Template for Arts in Juvenile Day Reporting Centers and Other Educational Settings](#)
- [Frameworks for Healing-Informed Arts Engagement](#)
- [Arts in Juvenile Day Reporting Centers and Other Educational Settings 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 **\$8,500-\$61,000 per semester** depending on:

- The number of sessions per week of instruction scheduled at the facility
- The number of groups of youth/hours of instruction per day
- The number of weeks in the program cycle, which typically includes but is not limited to Fall Semester at approximately 18 weeks, Spring Semester at approximately 22 weeks, and Summer Session at up to 10 weeks
- The type and amount of supplemental youth development services and supports delivered per semester, if any.

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. The totals shown reflect only the sessions in which arts instruction is delivered.

- Example 1—One session per week of instruction, 1 hour of instruction per session, two teaching artists for fall semester, 18 weeks: \$18,000
- Example 2— Two sessions per week of instruction, 2 hours of instruction per day, two teaching artists for spring semester, 22 weeks: \$42,000

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 or other educational agency, prior to engaging in activities with youth. The cost of obtaining that clearance is the Consultant's responsibility, and the applicant must travel to the Probation Department headquarters in Downey for clearance to work in JDRCs. It may take up to six-weeks following the LiveScan appointment to receive notification of the disposition of the clearance request. Teaching artists cannot teach in person or virtually until notification has been received by Arts and Culture that the teaching artist's background check has cleared.
- 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 and Culture, as well as staff working within each facility to build positive relationships, schedule a planning meeting, review the arts curriculum, and finalize a schedule of instruction.
- Roles:
 - The Department of Arts and Culture is the lead administrator (or "holder") of the contract.
 - The Department of Probation, other County agency, or other educational agency may be 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 serve 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 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.**