



October 19, 2022

**ADDENDUM NUMBER 1
TO
REQUEST FOR PROPOSALS
NO. ARTS-AE-RFP-2022-10
FOR
MONTEBELLO PARK ELEMENTARY ARTS AND STEM
INTEGRATED LEARNING PROJECT**

On October 5, 2022, the County of Los Angeles (County) Department of Arts and Culture (Arts and Culture) released a Request for Proposals (RFP) for the Montebello Park Elementary Arts and STEM Integrated Learning Project.

Pursuant to RFP Section 4, Proposal Requirements and Evaluation, Subsection 4.2, Proposer's Questions, answers to questions received by the October 14, 2022 deadline are being issued as part of this Addendum. Proposers are advised that the County reserves the right to group similar questions when providing answers.

Q1. I am a current University Supervisor and support Student-teachers to obtain their credential. I also just obtained my Dual Language Authorization and went through rigorous student-teaching. Finally, I have been completing an internship with LA Community College District teaching ESL in which I have taught Language Learning through the arts. I have not been formally in a classroom setting but have been supporting teachers. Would this meet the second requirement?

A1. If the contractor is able to demonstrate teaching through the arts at two different school sites over the past three (3) years the requirement would be satisfied. A teaching credential is not required.

Q2. Will/can staff from LA County Department of Public Works be involved with curriculum development, such as providing expertise on engineering and environmental issues involved with the East Los Angeles Sustainable Median Stormwater Capture Project? And suggested Next Generation Science standards?

A2. Arts and Culture staff will be able to put you in contact with Department of Public Works staff involved in the East Los Angeles Sustainable Median Stormwater Capture Project and coordinators from their student outreach program. Montebello Park Elementary School teachers will be the subject matter experts on the Next Generation Science Standards.

- Q3.** Materials and supplies are eligible to be covered in the budget. We would like to know if the budget can include purchase of a shed or the cost of storing materials and supplies on site. If not, what, if any, resources will be available from Montebello Park ES or Montebello USD, for on-site storage of program materials between weekly classes?
- A3. All related project costs should be included in the proposed budget. If the proposal is selected, the contractor may begin discussions with the school site to determine if storage accommodations can be made.
- Q4.** What/if any resources will Montebello Park ES and Montebello USD provide for coordination of school staff for culminating activities open to the whole school community?
- A4. This will be determined by school staff and administrators and can be discussed with the school once a contract is offered. If the proposal includes a culmination of learning, the proposer should indicate expectations of participation in their implementation approach. School staff and administrators will have final approval of programmatic details.
- Q5.** What/if any resources will Montebello Park ES and Montebello USD provide to support school district teachers and staff in the collaboration of project design and determine the final project details?
- A5. The selected arts education consultant will collaborate with site and school district teachers and staff to design and determine the final project details. The number of participating teachers and level of support offered to teachers will be determined by school staff and administrators.
- Q6.** What/if any resources will Montebello Park ES and Montebello USD provide for professional development of school staff and school district teachers?
- A6. This will be determined by school staff and administrators. If the proposal includes professional development workshops, the proposer should indicate expectations of participation in their implementation approach. School staff and administrators will have final approval of programmatic details.
- Q7.** I have programs that I offer just like this adjacent to Montebello, but not in Montebello. If this somehow winds up opening to interest in programs that would fit in with this community but not currently in that community, please keep me in mind and I'd be happy to apply.
- A7. The minimum mandatory requirements for the proposer include that the organization must reside in Los Angeles County.

The contracting organization or individual will be expected to implement curriculum that is culturally relevant to the students of Montebello Park Elementary School.

Q8. The anticipated contract term starts on December 15, 2022. Does the contracted organization or individual need to start workshops in December 2022? Or workshops can begin in January 2023?

A8. This is an estimated timeframe for executing the contract. It is projected that contractor begins collaborating directly with school staff once the school return from the holiday break.

Q9. Will the contracted organization or individual work with Montebello Park Elementary School's calendar and skip the summer months? Or will the summer months be utilized for workshops as well?

A9. This will be determined by school staff and administrators and can be discussed with the school once a contract is offered. There is the possibility for work to take place afterschool, Saturdays or during summer school hours as set by the school. School staff and administrators will approve final project details.

Q10. Will parents and teachers be invited to participate in some of the workshops or programs?

A10. This will be determined by school staff and administrators. Community building activities that include families and professional development workshops for teachers may be proposed but are not required. School staff and administrators will approve final project details.

Q11. Will we be working with all 3rd to 5th-grade students or a selected group of students? What will be the anticipated number of participating students?

A11. This will be determined by school staff and administrators. At minimum the contractor must deliver ten (10) workshops from teaching artists for a single group of third-fifth grade students.

Q12. What will happen if expenses run more or less than the initial budget proposed?

A12. For the period of the contract the maximum obligation of the County for all services provided shall not exceed thirty thousand dollars, \$30,000.

Project costs are inclusive of all related expenses, such as printing; materials and supplies; training; engaging teaching artists, other artists and performers, or nonprofit arts and culture organizations; equipment; video production; mileage; parking, etc. The consultant is responsible for insurance, and for managing the project budget and submitting invoices. No additional funding is provided.

Q13. How closely will the contracted organization's project manager be working with LA Arts and Culture's project manager, Montebello Park Elementary School's administrative staff, and other stakeholders?

A13. Contractor will conduct planning meeting(s) with school and/or district staff as needed to meet the requirements of the project. Contractor is required to attend scheduled monthly meetings with Arts and Culture staff for quality assurance.

Q14. Does the provider have to be a non-profit arts organization or can an individual consultant like myself apply?

A14. Arts educators or arts education organizations that reside in Los Angeles County and demonstrate experience, within the past three (3) years of providing arts education services as part of the school day to no less than two different schools are eligible to apply.

Q15. Does the project prefer one art form to be integrated (drama) or multiple art forms to be part of the approach? Is one or multiple preferable in the proposal?

A15. Contractor will be expected to develop a customized Arts and STEM curriculum that is aligned with the California Arts Standards in any of the following disciplines Dance, Media, Music, Theater and Visual Arts.

Q16. It says minimum 10 sessions, but is there a maximum # of sessions?

A16. Proposals are expected to deliver a minimum of ten (10) workshops from teaching artists. Proposers may include the number of workshops that align with their implementation approach. School staff and administrators will approve final project details.

Q17. How long is each session expected to last? 1hr, 2hrs, how long.

A17. Proposer will be evaluated on the quality of the proposed approach and its alignment to the needs stated in the Scope of Work. Proposers may include the preferred session length that aligns with their implementation approach. School staff and administrators will approve final project details.

Q18. How many total students will participate in the teaching sessions, and will they be mixed grades 3-5 combined into one group? Is there a maximum allowed group size?

A18. This will be determined by school staff and administrators. At a minimum, workshops from teaching artists are expected to be taught for a single group of third - fifth grade students at the school site.

Q19. Will the same students be committed to participate in the entire program including all sessions, rehearsals, and culminating performances/showcases?

A19. This will be determined by school staff and administrators. Teaching artists are expected work with a single group of third - fifth grade students at the school site.

Q20. The \$30k from the county is the maximum budget, correct? The school/district is not contributing any other amount or matching/doubling the amount?

A20. For the period of the contract the maximum obligation for all services of this project shall not exceed thirty thousand dollars, \$30,000. Neither the school nor district is under obligation to contribute any amount to this project.

Q21. Will a consistent space be provided for all sessions that we can setup to maximize focus and learning and keep consistency?

A21. This will be determined by school staff and administrators and can be discussed with the school once a contract is offered. Proposer may include a preferred arrangement that aligns with their implementation approach.

Q22. Teacher and community workshops are indicated as possible, but is that an expectation and how many workshops and how long would they last?

A22. Community building activities that include families and professional development workshops for teachers may be proposed by the but are not required. Proposer should indicate the details of these activities if they wish to include them. School staff and administrators will approve final project details and activities.

Q23. Can we propose workshops as part of the proposal then wait to see if the school accepts them, or will the definitely happen if included as part of our proposal that is accepted? (Difficult to budget if it's unclear on time, dates, quantity of trainings which I usually create collaboratively with a school/district.

A23. All proposed tasks and deliverables above the minimum outlined in the Statement of Work are negotiable with the school site administration. School staff and administrators will approve final project details.

Q24. Will the school still provide a Purchase Order for the full amount as proof of funding if we are awarded?

A24. No. The awarded proposer will contract directly with the County of Los Angeles.

Q25. How many planning meetings are we supposed to include in the proposal and how long would each one be (need to budget time and distance correctly)?

A25. The proposal should describe the implementation approach for completing the project tasks and deliverables, including but not limited to proposed art form,

number of sessions, projected timeline, initial ideas for artwork to remain on site. The proposer should estimate the amount of collaborative meeting time needed to complete the required task within their implementation approach.

- Q26.** If we want to include journal writing and drawing as part of the documentation and reflection in our proposal, can we assign homework for the journal follow-up? Is it possible classroom teachers can help with follow-up for journal writing time or would we have to include journal writing time in our own teaching block each week?
- A26. Programmatic details will be determined and finalized by school staff and administrators.
- Q27.** It says we have to attend monthly meetings; how long are these and where do they take place? Are they in addition to our own proposed planning sessions? Do we include these in our services for fees or are we expected to attend these meetings for free?
- A27. Contractor is required to attend scheduled monthly meetings with Arts and Culture staff for quality assurance regarding progress updates. Meetings may be virtual, by phone or in person.
- Q28.** Exhibit J copyright: does this mean that the County of LA would own copyright on any and all documents we create for this project? We would have no rights to use the ideas and materials that we develop for this project with any other future client or school/district? What if we have existing copyrighted materials, lesson plans, visual aids, etc. that we would want to use as part of instruction? The County has no legal right to take copyright ownership away from us for existing copywritten materials. Does this mean we cannot use any of our existing curriculum materials in teaching or delivering this project?
- A28. Preexisting curriculum materials would not be bound by Exhibit J. The Exhibit would only apply to any new material or lessons created under the contract.

Pursuant to RFP, Section 6.3, County's Rights and Responsibilities – County's Right to Amend Request for Proposal, Addendum Number #1 has been made available on the Arts and Culture website at <https://www.lacountyarts.org/> and on the County's website at <http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpenStart.asp>.

Thank you for your interest in contracting with the County of Los Angeles. Except for the revisions contained in Addendum Number #1 there are no other revisions to the RFP. All other terms and conditions of the RFP remain in full force and effect.