REQUEST FOR PROPOSALS (RFP)
LOS ANGELES COUNTY DEPARTMENT OF ARTS AND CULTURE
SEEKS RESEARCH AND EVALUATION SERVICES FOR
OFFICE OF VIOLENCE PREVENTION STORYTELLING PROJECT

Project Departments: Los Angeles County Department of Arts and Culture and LA County Department of Public Health, Office of Violence Prevention
Project Fee: $32,000
RFP Date Issued: August 21, 2020
RFP Due Date: September 11, 2020
Project Dates: October 30, 2020-April 30, 2021

1. PROJECT OVERVIEW

Research and evaluation consulting services are being solicited to support the County Office of Violence Prevention Storytelling Project, a collaboration between the Los Angeles County Department of Arts and Culture (Arts Department) and the County Office of Violence Prevention (OVP) within the LA County Department of Public Health. Developed out of the Arts Department’s Creative Strategist Artist-in-Residence program, the Storytelling Project will use arts-based, trauma informed and healing-centered storytelling techniques to collect the stories of Los Angeles County residents who have been impacted by violence. The selected research and evaluation consultant will contribute to the Storytelling Project through the analysis of the verbal and written stories collected through the project. This position requires strong experience analyzing qualitative data. It also requires discernment and experience examining multi-layered power and race dynamics and social inequities as they relate to communities of color in Los Angeles County. The selected research and evaluation consultant will design a methodology to analyze stories collected through the Storytelling Project, identify themes, and support the development of compelling visual and written summaries of findings. The consultant will also manage the data securely to maintain confidentiality for the stories and the individuals who shared them. Successful proposers will have experience with community-based participatory research processes, analysis of qualitative data, and an understanding of the oppressive systems present in historically marginalized communities and the connections to violence and trauma in these communities as a result of these systems.

2. DELIVERABLES

- Utilize best practices in research and evaluation to design the research component of the Storytelling Project in a way that protects human subjects and aligns with the Department of Arts and Culture’s Quality Assurance Process.
- Process and interpret all data generated and captured by this project including:
  - Produce accurate transcripts of all stories collected via video and audio interviews. Storytelling Project will aim to collect between 110-130 individual stories;
  - Analyze and code data to identify themes that are relevant to the goals of the Storytelling Project;
  - Report findings in language and methods that are accessible to a general audience;
Clean and anonymize story text so the stories can be made available to the public in a way that is searchable and accessible;
- Support the process of creating public-facing messaging about the Storytelling Project.
- Submit and present a final report that captures the process and research methodology, including a summary of findings.

3. PROJECT FEE

The all-inclusive project fee is $32,000. This amount is inclusive of all costs incurred related to or in performance of the Project.

4. ELIGIBILITY

This RFP is open to applicants who reside, work, study, or teach in Los Angeles County.

5. SCHEDULE

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<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>September 11, 2020</td>
<td>Deadline for RFP submissions 5:00 PST</td>
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<tr>
<td>September 14-25, 2020</td>
<td>Selection Process</td>
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<tr>
<td>September 30, 2020</td>
<td>Consultant will be selected</td>
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<td>October 30, 2020</td>
<td>Project start date</td>
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<tr>
<td>April 30, 2020</td>
<td>Project end date</td>
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6. SELECTION PROCESS

6.1 Interested parties should submit application material as outlined in Section 7.

A selection panel will be formed, made up of members of the Arts Department and Office of Violence Prevention, to review and score applicants. The panel may use one or more of the following criteria in evaluating qualifications:

1. Experience designing and implementing community-based participatory research projects that include a mix of qualitative and quantitative data;
2. Experience analyzing and coding qualitative data to identify relevant themes;
3. Comprehension of research standards and practices to protect human subjects;
4. Experience synthesizing the analysis of quantitative and qualitative data into easily digestible and easy to understand formats; and
5. An understanding of the oppressive systems present in historically marginalized communities and the connections to violence and trauma in these communities as a result of these systems.

Other criteria to be considered:

- Thoughtful response in letter of interest;
- Interest in Storytelling Project;
- Demonstrated experience working with historically marginalized communities and/or people who have been impacted by violence and trauma; and
• Ability to work collaboratively on a community-centered program.

6.2 Selected consultant will be required to enter into a contract with the County of Los Angeles. Selected consultant will be required to have commercial general liability insurance, automobile insurance (if applicable), and be a registered vendor with the County of Los Angeles.

7. TO RESPOND

Interested parties should submit a letter of interest, resume, and required Attachments (A-C) to the Arts Department via email to: communications@arts.lacounty.gov with “OVP Research and Evaluation RFP” in the subject line. Do not submit materials through the U.S. Mail.

1. Submit resume and letter of interest saved as a single pdf document. Attachments A-C can be a separate pdf document or combined with resume and letter of interest, if possible.
2. Name your pdf(s) using the following naming convention: “FirstInitialLastName-Application” (example: JJones-Application). If your A-C attachments are a separate pdf, use the name “FirstInitialLastName-Attachments” (example: JJones-Attachments).
3. Submit your pdf(s) via email to communications@arts.lacounty.gov

8. ADDITIONAL INFORMATION

8.1. Questions: For questions about this RFP, please contact Kim Glann, Cross Sector Manager, at kglann@arts.lacounty.gov. For additional information about the Arts Department, please visit lacountyarts.org. For additional information about the Office of Violence Prevention, please visit http://www.publichealth.lacounty.gov/ovp/

8.2. Late Applications: Late applications will not be considered.

8.3. Right to Reject Submissions: The Department reserves the right to accept or reject any and all responses received, or commission another artist through another process.

8.4. Notification: All interested parties who submit a proposal will receive written notification of receipt of the proposal.

8.5. Disclaimers: The request for proposals does not constitute an offer to contract or promise for remuneration, recognition, or any other thing. Submission of any materials in response to this request for qualifications will not constitute an express or implied contract. The information contained and/or any program or event described herein may be changed, amended, modified, canceled, revoked or abandoned without notice at any time and for any reason in the sole discretion of the Arts Department, Office of Violence Prevention, or the County of Los Angeles.

9. STANDARD COUNTY PROVISIONS

9.1. Insurance Requirements: Selected consultant will be required to have commercial general liability insurance, automobile insurance (if applicable), and be registered vendor with the County of Los Angeles.

9.2. Public Records Act: Responses to this RFP shall become property of the County. When the final selection is made, all submissions in response to this RFP become a matter of public record, with
the exception of those parts of each submission which are justifiably defined and identified by the consultant as business or trade secrets, and plainly marked as “Trade Secret,” “Confidential,” or “Proprietary.”

The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the submission as confidential shall not be deemed sufficient notice of exception. The consultant must specifically label only those provisions of their respective submission which are “Trade Secrets,” “Confidential,” or “Proprietary” in nature.

9.3. **Conflict of Interest (Board Policies 5.090):** No County employee whose position in the County enables him/her to influence the selection of a consultant for this RFP, nor any spouse or economic dependent of such employee, shall be employed in any capacity by consultant or have any other direct or indirect financial interest in this Project. Consultant shall certify that he/she is aware of and has read Section 2.180.010 of the Los Angeles County Code as stated in Attachment A “Certification of No Conflict of Interest.”

Consultant, or its subsidiary or Subcontractor (“Proposer/Contractor”), is prohibited from submitting a proposal in a County solicitation if the Proposer/Contractor has provided advice or consultation for the solicitation. A Proposer/Contractor is also prohibited from submitting a bid or proposal in a County solicitation if the Proposer/Contractor has developed or prepared any of the solicitation materials on behalf of the County. A violation of this provision shall result in the disqualification of the Contractor/Proposer from participation in the County solicitation or the termination or cancellation of any resultant County contract.

9.4. **Consideration of GAIN/GROW Participants for Employment (Board Policy 5.050):** As a threshold requirement for consideration of a County Contract, Contractors shall demonstrate a proven record of hiring participants in the County’s Department of Public Social Services Greater Avenues for Independence (GAIN) or General Relief Opportunity for Work (GROW) Programs or shall attest to a willingness to consider GAIN/GROW participants for any future employment openings if they meet the minimum qualifications for that opening. Contractors shall attest to a willingness to provide employed GAIN/GROW participants access to the Contractor’s employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities. Contractors who are unable to meet this requirement shall not be considered for a County Contract.

Contractors shall complete and return the form, Attestation of Willingness to Consider GAIN/GROW Participants, as set forth in Attachment B.

9.5 **Acknowledgement of County’s Commitment to Fair Chance Employment Hiring Practices (Board Policy 5.250):** On May 29, 2018, the Los Angeles County Board of Supervisors approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History (Section 12952).

Contractors are required to complete Attachment C ("Compliance with Fair Chance Employment Hiring Practices Certification"), certifying that they are in full compliance with Section 12952 for the term of any contract awarded pursuant to this solicitation.
9.6 **Safely Surrendered Baby Law (Board Policy 5.135):** The consultant shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The information is set forth in Attachment D (Safely Surrendered Baby Law) of this solicitation document. Additional information is available at [www.babysafela.org](http://www.babysafela.org).

10. **ATTACHMENTS**

    **Required attachments:**
    1. **ATTACHMENT A. CERTIFICATION OF NO CONFLICT OF INTEREST**
    2. **ATTACHMENT B. ATTESTATION OF WILLINGNESS TO CONSIDER GAIN/GROW PARTICIPANTS**
    3. **ATTACHMENT C. COMPLIANCE WITH FAIR CHANCE EMPLOYMENT HIRING PRACTICES CERTIFICATION**

    **Informational Attachments:**
    ATTACHMENT D. (Safe Baby Surrender Information)
CERTIFICATION OF NO CONFLICT OF INTEREST

The Los Angeles County Code, Section 2.180.010, provides as follows:

CONTRACTS PROHIBITED

Notwithstanding any other section of this Code, the County shall not contract with, and shall reject any SOQs submitted by, the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or of public agencies for which the Board of Supervisors is the governing body;

2. Profit-making firms or businesses in which employees described in number 1 serve as officers, principals, partners, or major shareholders;

3. Persons who, within the immediately preceding 12 months, came within the provisions of number 1, and who:

   a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or

   b. Participated in any way in developing the contract or its service specifications; and

4. Profit-making firms or businesses in which the former employees, described in number 3, serve as officers, principals, partners, or major shareholders.

Contracts submitted to the Board of Supervisors for approval or ratification shall be accompanied by an assurance by the submitting department, district or agency that the provisions of this section have not been violated.

________________________________________________________________________

Contractor Name

________________________________________________________________________

Contractor Official Title

________________________________________________________________________

Official’s Signature
REQUIRED FORMS – ATTACHMENT B

ATTESTATION OF WILLINGNESS TO CONSIDER GAIN/GROW PARTICIPANTS

As a threshold requirement for consideration for contract award, Contractor shall demonstrate a proven record for hiring GAIN/GROW participants or shall attest to a willingness to consider GAIN/GROW participants for any future employment opening if they meet the minimum qualifications for that opening. Additionally, Contractor shall attest to a willingness to provide employed GAIN/GROW participants access to the Contractor’s employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

To report all job openings with job requirements to obtain qualified GAIN/GROW participants as potential employment candidates, Contractor shall email: GAINGROW@DPSS.LACOUNTY.GOV and BSERVICES@WDACS.LACOUNTY.GOV.

Contractors unable to meet this requirement shall not be considered for contract award.

Contractor shall complete all of the following information, sign where indicated below, and return this form with any resumes and/or fixed price bid being submitted:

A. Contractor has a proven record of hiring GAIN/GROW participants.

   ______ YES (subject to verification by County) ______ NO

B. Contractor is willing to provide DPSS with all job openings and job requirements to consider GAIN/GROW participants for any future employment openings if the GAIN/GROW participant meets the minimum qualifications for the opening. “Consider” means that Contractor is willing to interview qualified GAIN/GROW participants.

   ______ YES ______ NO

C. Contractor is willing to provide employed GAIN/GROW participants access to its employee-mentoring program, if available.

   ______ YES ______ NO ______ N/A (Program not available)

Contractor Organization: ____________________________________________

Signature: __________________________________________________________________

Print Name: __________________________________________________________________

Title: ____________________________ Date: ____________________________

Telephone No.: ____________________________
Fax No.: ____________________________
REQUIRED FORMS - ATTACHMENT C

COMPLIANCE WITH FAIR CHANCE EMPLOYMENT HIRING PRACTICES CERTIFICATION

| Company Name: |
| Company Address: |
| City: | State: | Zip Code: |
| Telephone Number: | Email address: |
| Solicitation/Contract for _______________________________ Services |

PROPOSER/CONTRACTOR CERTIFICATION

The Los Angeles County Board of Supervisors approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History (California Government Code Section 12952), effective January 1, 2018.

Proposer/Contractor acknowledges and certifies compliance with fair chance employment hiring practices set forth in California Government Code Section 12952 and agrees that proposer/contractor and staff performing work under the Contract will be in compliance. Proposer/Contractor further acknowledges that noncompliance with fair chance employment practices set forth in California Government Code Section 12952 may result in rejection of any proposal, or termination of any resultant Contract, at the sole judgment of the County.

I declare under penalty of perjury under the laws of the State of California that the information herein is true and correct and that I am authorized to represent this company.

| Print Name: | Title: |
| Signature: | Date: |
Safely Surrendered

No shame. No blame. No names.

In Los Angeles County: 1-877-BABY SAFE • 1-877-222-9723
www.babysafela.org
Safely Surrendered Baby Law

What is the Safely Surrendered Baby Law?
California’s Safely Surrendered Baby Law allows parents or other persons, with lawful custody, which means anyone to whom the parent has given permission to confidentially surrender a baby. As long as the baby is three days (72 hours) of age or younger and has not been abused or neglected, the baby may be surrendered without fear of arrest or prosecution.

Every baby deserves a chance for a healthy life. If someone you know is considering abandoning a baby, let her know there are other options. For three days (72 hours) after birth, a baby can be surrendered to staff at any hospital or fire station in Los Angeles County.

A baby’s story
Early in the morning on April 9, 2005, a healthy baby boy was safely surrendered to nurses at Harbor-UCLA Medical Center. The woman who brought the baby to the hospital identified herself as the baby’s aunt and stated the baby’s mother had asked her to bring the baby to the hospital on her behalf. The aunt was given a bracelet with a number matching the askelet placed on the baby; this would provide some identification in the event the mother changed her mind about surrendering the baby and wished to reclaim the baby in the 14-day period allowed by the Law. The aunt was also provided with a medical questionnaire and said she would have the mother complete and mail back in the stamped return envelope provided. The baby was examined by medical staff and pronounced healthy and full-term. He was placed with a loving family that had been approved to adopt him by the Department of Children and Family Services.
Ley de Entrega de Bebés
Sin Peligro

Los recién nacidos pueden ser entregados en forma segura al personal de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles


En el Condado de Los Ángeles: 1-877-BABY SAFE • 1-877-222-9723
www.babysafela.org
Ley de Entrega de Bebés Sin Peligro

¿Qué es la Ley de Entrega de Bebés sin Peligro?
La Ley de Entrega de Bebés sin Peligro de California permite la entrega confidencial de un recién nacido por parte de sus padres u otras personas con custodia legal, es decir cualquier persona a quien los padres lo hayan dado permiso. Siempre que el bebé tenga tres días (72 horas) de vida o menos, y no haya sufrido abuso ni negligencia, pueden entregarse al recién nacido sin temor de ser arrestados o procesados.

¿Cómo funciona?
El padre/madre con dificultades que no pueda o no quiera cuidar de su recién nacido puede entregarlo en forma legal, confidencial y segura dentro de los tres días (72 horas) del nacimiento. El bebé debe ser entregado a un empleado de cualquier hospital o cuartel de bomberos del Condado de Los Ángeles. Siempre que el bebé no presente signos de abuso o negligencia, no será necesario suministrar nombres ni información alguna. Si el padre/madre cambia de opinión posteriormente y desea recuperar a su bebé, los trabajadores utilizarán brazaletes para poder vincularlos. El bebé llevará un brazalete y el padre/madre o el adulto que lo entregó recibirá un brazalete igual.

¿Es necesario que el padre/madre o adulto diga algo a las personas que reciben al bebé?
No. Sin embargo, el personal del hospital o cuartel de bomberos le pedirá a la persona que entregue al bebé que llene un cuestionario con la finalidad de recibir antecedentes médicos importantes, que resultan de gran utilidad para cuidar bien del bebé. El cuestionario incluye un sobre con el sello postal pagado para enviarlo en otro momento.

¿Qué pasa si el padre/madre desea recuperar a su bebé?
Los padres que cambien de opinión pueden comenzar el proceso de reclamar a su recién nacido dentro de los 14 días. Estos padres deberán llamar al Departamento de Servicios para Niños y Familias (Department of Children and Family Services) del Condado de Los Ángeles al 1-800-540-4000.

¿Sólo los padres podrán llevar al recién nacido?
No. Si bien en la mayoría de los casos son los padres los que llevan al bebé, la ley permite que otras personas lo hagan si tienen custodia legal.

¿Los padres o el adulto que entrega al bebé deben llamar antes de llevar al bebé?
No. El padre/madre o adulto puede llevar al bebé en cualquier momento, las 24 horas del día, los 7 días de la semana, siempre y cuando entreguen a su bebé a un empleado del hospital o cuartel de bomberos.

¿Por qué se está haciendo esto en California?
La finalidad de la Ley de Entrega de Bebés sin Peligro es proteger a los bebés para que no sean abandonados, lastimados o muertos por sus padres. Usted probablemente haya escuchado historias trágicas sobre bebés abandonados en basureros o en baños públicos. Los padres de esos bebés probablemente han estado pasando por dificultades emocionales graves. Las madres pueden haber sufrido su embarazo, por temor a que pasaría si sus familias se enteraran. Abandonaron a sus bebés porque tenían miedo y no tenían nadie a quien pedir ayuda. El abandono de un recién nacido es ilegal y pone al bebé en una situación de peligro extremo. Muchos bebés murieron o quedaron dañados.

Historia de un bebé
A la mañana temprana del día 9 de abril de 2005, se entregó un recién nacido saludable a las enfermeras del Harbor-UCLA Medical Center. La mujer que llevó el recién nacido al hospital se dio a conocer como la tía del bebé, y dijo que la madre le había pedido que llevara al bebé al hospital en su nombre. Le entregaron a la tía un brazalete con un número que coincidía con la pulsación del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión en relación con la entrega del bebé y decidiera recuperarlo dentro del período de 14 días que permite esta ley. También le dieron a la tía un cuestionario médico, y ella dijo que la madre lo llenaría y lo enviaría de vuelta dentro del lapso con franqueo pagado que le habían dado. El personal médico examinó al bebé y se determinó que estaba saludable y a término. El bebé fue ubicado con una buena familia que ya había sido aprobada para adoptarlo por el Departamento de Servicios para Niños y Familias.

En el Condado de Los Ángeles: 1-877-BABY SAFE  • 1-877-222-9723
www.babysafela.org