

REQUEST FOR QUALIFICATIONS (RFQ)

LOS ANGELES COUNTY DEPARTMENT OF ARTS AND CULTURE SEEKS PROFESSIONAL DEVELOPMENT AND TECHNICAL ASSISTANCE CONSULTANTS (AS NEEDED) FOR A PREQUALIFIED LIST

RFQ Date Issued: September 1, 2020

• Round 1 RFQ Due Date: September 21, 2020.

• Round 1 Term: October 1, 2020 – October 1, 2022 with option to extend one additional vear

Round 2 RFQ Due Date: September 20, 2021

• Round 2 Term: October 1, 2021 with option to extend one additional year

1. PROJECT OVERVIEW

The Los Angeles County Department of Arts and Culture (Arts and Culture) seeks qualifications from experienced and professional consultants to establish a diverse roster of individuals and/or companies ("Prequalified List") to provide professional development and technical assistance ("PD/TA") services on an as-needed basis.

The completion date for this Prequalified List is October 1, 2022, with the option to extend for one (1) additional year.

See the following linked documents for more information:

- Sample Consultant Services Agreement and Scope of Work
- County of Los Angeles Standard Terms and Conditions

2. BACKGROUND

The mission of the Los Angeles County Department of Arts and Culture is to advance arts, culture, and creativity throughout Los Angeles County. It provides leadership, services, and support in areas including grants and technical assistance for nonprofit organizations, countywide arts education initiatives, commissioning and care for civic art collections, research and evaluation, access to creative pathways, professional development, free community programs, and cross-sector creative strategies that address civic issues. For more information, visit lacountyarts.org

3. TYPES OF CONSULTING SERVICES NEEDED

- 3.1 Event production (curation; logistics; scheduling; contracting; volunteer coordination; event set-up, management, and execution; artist relations; event promotion)
- 3.2 Organizational skills development and/or technical assistance for small, medium, and/or large budget arts organizations and/or individual artists (e.g., online platform training, board development, marketing, social media strategies, grant writing, budgeting, archiving)
- 3.3 Training or capacity building for program evaluation and/or data collection and analysis, including both quantitative and qualitative methods as well as literature reviews

3.4 Racial justice and DEI (diversity, equity, and inclusion) workshops, presentations, or shared learnings for arts organizations, community-based organization, individual artists and other Arts and Culture constituents.

4. BUDGET

Budget and compensation will vary based on the overall project budget and scope of work for each individual PD/TA opportunity.

5. ELIGIBILITY

Consultants approved for the Prequalified List, which may be an individual, firm, or team, will demonstrate their ability and experience as applicable to their field, such as:

- 5.1 Demonstrated understanding of the nonprofit arts and creative ecosystem of Los Angeles County
- 5.2 Expertise as relates to designing and executing interactive learning opportunities for arts professionals or college-age students
- 5.3 Demonstrated experience planning and executing large-scale events involving multiple venues, tours, breakout sessions, and/or performances
- 5.4 Capacity to manage multiple subcontractors, including venue(s), catering, speakers/panelists, photographers, and performers
- 5.5 Demonstrated skills providing support and training to nonprofit staff and leadership to help them collect, analyze, and use data to achieve their mission
- 5.6 Track record of client collaboration and clear communication; and
- 5.7 Commitment to providing exceptional customer service and responding to requests in a timely manner

6. SCHEDULE

September 1, 2020	RFQ Issued
September 11, 2020	Deadline to Submit Questions
September 16, 2020	Answers to Questions Published
September 21, 2020	Deadline for RFQ Submissions 5:00 pm PST
October 1, 2020	Prequalified List Published
September 20, 2021	Round 2 Deadline for RFQ Submissions 5:00 pm PST
October 1, 2021	Round 2 Prequalified List Published

7. SELECTION CRITERIA AND PROCESS

Submissions will be reviewed by Arts and Culture staff and will be scored on the following criteria:

- 7.1 Relevancy and demonstrated capacity to expertly employ the principals' qualifications and experience (up to 350 points or 35%)
- 7.2 Quality of the approach to their work and alignment with Arts and Culture's mission, vision, and values (up to 200 points or 20%)
- 7.3 Demonstrated capacity to meet a project's deliverables within a defined timeline (up to 100 points or 10%)
- 7.4 Ability to provide quality services at a reasonable rate, that meet the County's Quality Assurance Standards (up to 100 points or 10%)

- 7.5 Demonstrated capacity and/or experience serving and providing culturally competent services to clients and constituents of diverse backgrounds, including, but not limited to race, ethnicity, gender, sexual orientation (up to 50 points or 5%)
- 7.6 Hourly rate or total price for services (up to 50 points or 5%)
- 7.7 Participation in County's Preference Programs; consultant will receive 50 points for each program:
 - Local Small Enterprise
 - Disabled Veterans Business Enterprise
 - Social Enterprise

<u>Learn more about these programs</u> from the LA County Department of Consumer and Business Affairs (up to 150 points or 15%)

Applicants who meet the minimum criteria will be notified by Arts and Culture and will be added to a Prequalified List for TA/PD consultant services. Placement on the Prequalified List does not constitute an offer to contract or promise for remuneration, recognition, or any other thing.

Contracts will be awarded based on alignment between the applicants' qualifications and the needs of specific Arts and Culture TA/PD projects. Arts and Culture will release a call for proposals to the Prequalified List for every PD/TA project. Proposals will be evaluated based on experience, approach, project alignment and cost.

8. TO APPLY

Please submit all of the following items:

- 8.1 Summary of qualifications, up to five pages, including a bibliography of any work published, if applicable
- 8.2 Three relevant work samples that demonstrate how you meet the eligibility requirements
- 8.3 A budget that shows all costs and fees associated with the performance of at least one of the submitted work samples
- 8.4 Proof of participation in County's Preference Program(s), if applicable

9. DEADLINE FOR APPLICATIONS

Submission must be received at or before 5:00 pm, Pacific Standard Time (PST) on September 21, 2020 for the first round of review. Submission must be received at or before 5:00 pm, Pacific Standard Time (PST) on September 20, 2021 for the second round of review. Please email submissions to Marah Morris, Grants and Professional Development Programs Manager, mmorris@arts.lacounty.gov. Any materials received after the dates and times specified above may be rejected and considered non-responsive.

If you have questions, please email them to Marah Morris, mmorris@arts.lacounty.gov no later than September 11, 2020. A FAQ with responses will be posted on Arts and Culture's website no later than September 16, 2020. For round two review, please email questions to Marah Morris, mmorris@arts.lacounty.gov no later than September 10, 2021. A FAQ with responses will be posted on Arts and Culture's website no later than September 15, 2021.

10. ADDITIONAL INFORMATION

- 10.1 For more information about the Arts and Culture, please visit lacountyarts.org.
- 10.2 Late submissions may not be considered.
- 10.3 Arts and Culture reserves the right to accept or reject any and all responses received, or initiate contracts through another process.
- 10.4 All individuals or organizations that submit materials for review will receive confirmation of receipt
- This request for qualifications does not constitute an offer to contract or a 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 Arts and Culture or the County of Los Angeles.
- 10.6 Consultant selected to enter into a contract with the County of Los Angeles will be required to obtain a county vendor number and must accept the County's Standard Terms and Conditions. County reserves the right to revise the Standard Terms and Conditions and contracted organizations must accept the then-current version of said terms at the time in which it enters into contract with Arts and Culture.
- This timeline and/or the means by which the services will be delivered by Consultant will be in compliance with current Los Angeles County Safer at Work and in the Community Health Officer Orders to control the spread of COVID-19. Consultant should be prepared to conduct meetings and/or presentations over the telephone or via online video conferencing applications.
- 10.8 Arts and Culture is committed to fostering a diverse and inclusive workforce. Diverse applicants are encouraged to apply.

11 STANDARD COUNTY PROVISIONS

- 11.1 <u>Insurance Requirements:</u> Selected Artists will be required to have commercial general liability insurance, automobile insurance (if applicable) and be registered vendor with the County of Los Angeles.
- 11.2 Public Records Act: Responses to this RFP shall become property of the County. When the Department makes final selection of the Artists, 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 Artist 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 Artist must specifically label

only those provisions of their respective submission which are "Trade Secrets," "Confidential," or "Proprietary" in nature.

11.3 Conflict of Interest (Board Policies 5.090): No County employee whose position in the County enables him/her to influence the selection of a Contractor for this RFP, nor any spouse or economic dependent of such employee, shall be employed in any capacity by Artist or have any other direct or indirect financial interest in the selection of an Artist. Artist 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."

An Artist, 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.

11.4 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.

11.5 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.

11.6 <u>Safely Surrendered Baby Law (Board Policy 5.135):</u> The contractor 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.

12. 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)

REQUIRED FORMS – ATTACHMENT A

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:

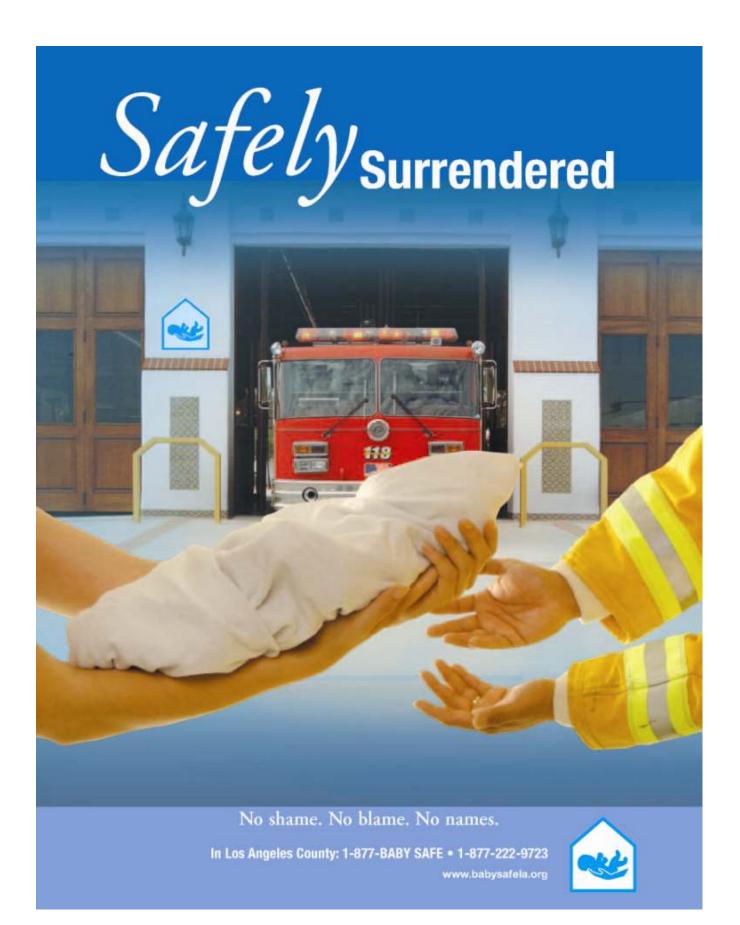
A.	Contractor has a proven record of hiring GAIN/GROW participants.		
	YES (subject to verification by County)NO		
B.	Contractor is willing to provide DPSS with all job openings and job requirements to conside GAIN/GROW participants for any future employment openings if the GAIN/GROW participant meets the minimum qualifications for the opening. "Consider" means the Contractor is willing to interview qualified GAIN/GROW participants.		
	YESNO		
C.	Contractor is willing to provide employed GAIN/GROW participants access to its employeementoring program, if available.		
	YESNON/A (Program not available)		
Co	ntractor Organization:		
Sig	nature:		
Prir	nt Name:		
Title	e: 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 addres	3S:		
Solicitation/Contract for		Services		
PROPOSER/CONTRACTOR CERTIFICATION				
The Los Angeles County Board of Super effort to remove job barriers for individual that contract with the County to comply California Government Code Section (California Government Code Section 12)	als with criminal re with fair chance er 12952, Employme	ecords. The policy requires businesses employment hiring practices set forth in ent Discrimination: Conviction History		
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 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.

How does it work?

A distressed parent who is unable or unwilling to care for a baby can legally, confidentially, and safely surrender a baby within three days (72 hours) of birth. The baby must be handed to an employee at a hospital or fire station in Los Angeles County. As long as the baby shows no sign of abuse or neglect, no name or other information is required. In case the parent changes his or her mind at a later date and wants the baby back, staff will use bracelets to help connect them to each other. One bracelet will be placed on the baby, and a matching bracelet will be given to the parent or other surrendering adult.

What if a parent wants the baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days. These parents should call the Los Angeles County Department of Children and Family Services at 1-800-540-4000.

Can only a parent bring in the baby?

No. While in most cases a parent will bring in the baby, the Law allows other people to bring in the baby if they have lawful custody.

Does the parent or surrendering adult have to call before bringing in the baby?

No. A parent or surrendering adult can bring in a baby anytime, 24 hours a day, 7 days a week, as long as the parent or surrendering adult surrenders the baby to someone who works at the hospital or fire station.

Does the parent or surrendering adult have to tell anything to the people taking the baby?

No. However, hospital or fire station personnel will ask the surrendering party to fill out a questionnaire designed to gather important medical history information, which is very useful in caring for the baby. The questionnaire includes a stamped return envelope and can be sent in at a later time.

What happens to the baby?

The baby will be examined and given medical treatment. Upon release from the hospital, social workers immediately place the baby in a safe and loving home and begin the adoption process.

What happens to the parent or surrendering adult?

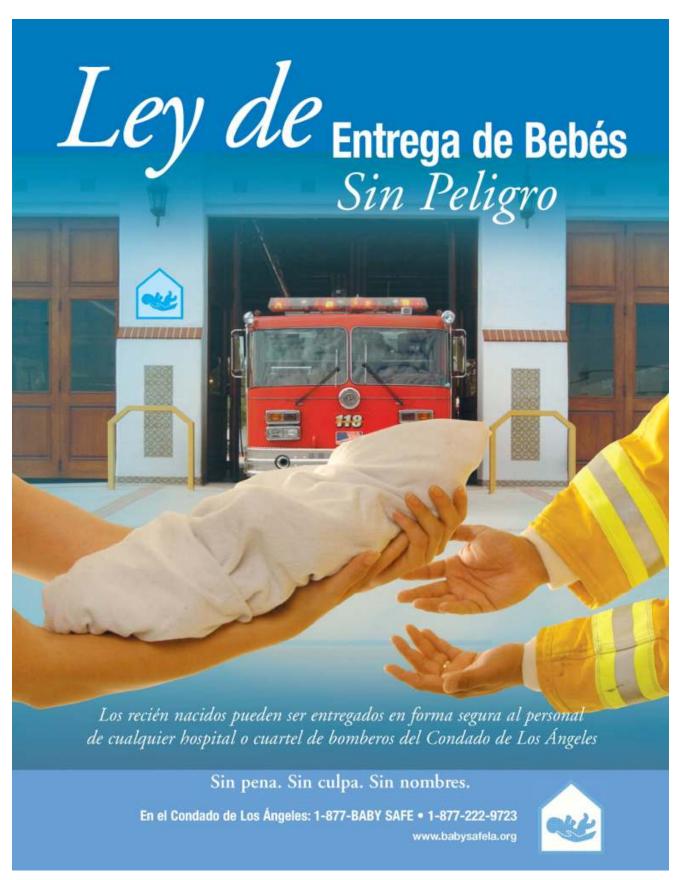
Once the parent or surrendering adult surrenders the baby to hospital or fire station personnel, they may leave at any time.

Why is California doing this?

The purpose of the Safely Surrendered Baby Law is to protect babies from being abandoned, hurt or killed by their parents. You may have heard tragic stories of babies left in dumpsters or public bathrooms. Their parents may have been under severe emotional distress. The mothers may have hidden their pregnancies, fearful of what would happen if their families found out. Because they were afraid and had no one or nowhere to turn for help, they abandoned their babies. Abandoning a baby is illegal and places the baby in extreme danger. Too often, it results in the baby's death. The Safely Surrendered Baby Law prevents this tragedy from ever happening again in California.

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 anklet 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

¿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 le hayan dado permiso.
Siempre que el bebé tenga tres
días (72 horas) de vida o menos, y
no haya sufrido abuso ni
negligencia, pueden entregar al
recién nacido sin temor de ser
arrestados o procesados.

Cada recién nacido se merece la oportunidad de tener una vida saludable. Si alguien que usted conoce está pensando en abandonar a un recién nacido, infórmele que tiene otras opciones. Hasta tres días (72 horas) después del nacimiento, se puede entregar un recién nacido al personal de cualquier hospital o cuartel de bomberos del condado de Los Angeles.

¿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 entregue recibirá un brazalete igual.

¿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.

¿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 recabar 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 pasará con el bebé?

El bebé será examinado y le brindarán atención médica. Cuando le den el alta del hospital, los trabajadores sociales inmediatamente ubicarán al bebé en un hogar seguro donde estará bien atendido, y se comenzará el proceso de adopción.

¿Qué pasará con el padre/madre o adulto que entregue al bebé?

Una vez que los padres o adulto hayan entregado al bebé al personal del hospital o cuartel de bomberos, pueden irse en cualquier momento.

¿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 hayan estado pasando por dificultades emocionales graves. Las madres pueden haber ocultado su embarazo, por temor a lo 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. Muy a menudo el abandono provoca la muerte del bebé. La Ley de Entrega de Bebés sin Peligro impide que vuelva a suceder esta tragedia en California.

Historia de un bebé

A la mañana temprano 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 pulsera del bebé; esto serviría como identificación en caso de que la madre cambiara de opinión con respecto a 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 sobre 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.