

REQUEST FOR QUALIFICATIONS (RFQ) Youth Development Through the Arts

SUBMISSION INSTRUCTIONS

All forms and required materials for the LA County Department of Arts and Culture (Arts and Culture) “*Youth Development Through the Arts*” RFQ will be submitted electronically using the online portal, FluidReview. New users to the portal must register to create an account. Registration will allow users access to “*Youth Development Through the Arts*” RFQ forms and submission pages.

ELIGIBILITY

Community-based organizations are invited to respond to this RFQ if they have:

- Primary offices in Los Angeles County
- Tax exempt status, as defined by the IRS; and
- A minimum of three years of professional experience providing arts education to LA County youth (and families) impacted – or at risk of becoming impacted – by the justice system

Eligibility and review criteria can be found in the Guidelines which should be reviewed prior to completing the submission requirements. lacountyarts.org/youth-development-through-arts-rfq

INSTRUCTIONS

These Submission Instructions, together with the Guidelines, are intended to support your completion and submission of the RFQ forms and required materials. Technical instructions accompanied by images from the online forms are provided here as reference.

REMINDERS

Forms and materials must be submitted by **11:59 pm, Wednesday, October 23, 2019.**

Arts and Culture strongly recommends submitting qualification forms and materials no later than 5 days prior to the deadline to provide ample time to troubleshoot and resolve technical or system errors.



DOWNLOAD AND REVIEW THE RFQ GUIDELINES

Visit lacountyarts.org/youth-development-through-arts-rfq to review the Guidelines before getting started.

ACCESSING THE ONLINE PORTAL

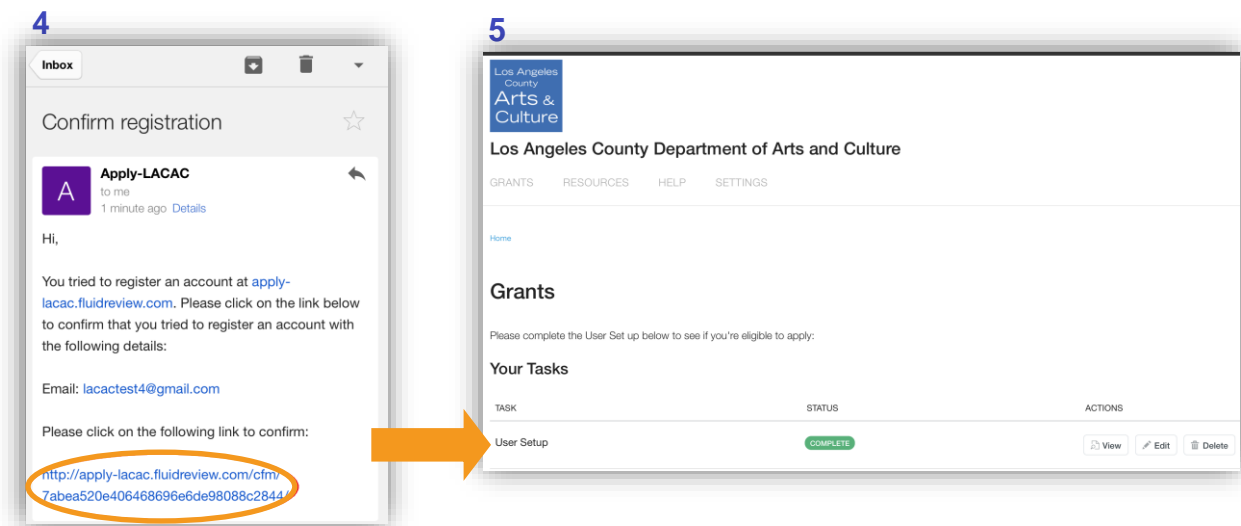
GETTING STARTED

- Visit lacountyarts.org/apply
Returning Users - Enter the username and password.
First Time Users - Register an account.

FIRST TIME USERS

Registration Steps

- Click “Sign Up” to register a **new** user account and profile.
TIP: Only one email/user profile may be used per account. Please ensure that you have access to the email address used to register. Record the username and password for future use.
- Complete the *User Information* registration.
NOTE: User avatar is optional.
- Once finished, click “Register.” A “Thank You for Registering” page will inform you that a confirmation email has been sent.
- Check for an email entitled “Confirm Registration.” The email will be sent from **Apply-Arts & Culture**.
- Follow the link within the email to confirm your account, which will guide you to your account dashboard on the FluidReview website.



User Setup

1. The first task is to complete the User Setup Form. Click **Start** to begin.
2. Complete the information as it applies.
3. There may or may not be information populated in this area:

County Vendor Name*:
County Vendor Number*:
LACAC CRM Name (internal use):

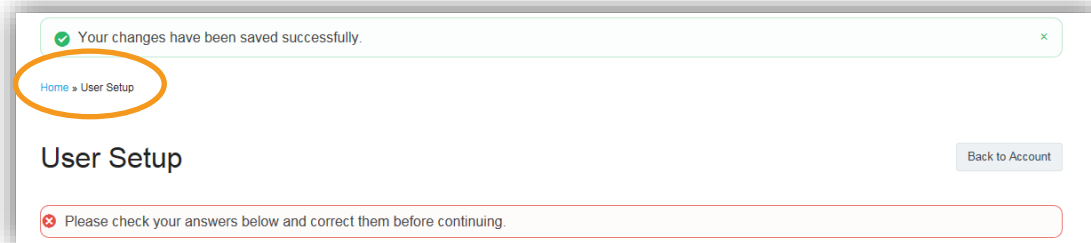
*If your County vendor information has changed please contact the Arts and Culture staff.

New users will not have data in these fields. If you or your organization are assigned a contract, you will be instructed to obtain a Vendor Number through LA County Vender Services.

4. To save your current progress and continue editing in the same form, click

Save & Continue Editing

If there are any errors, the error description will appear as such:



The screenshot shows the 'User Setup' form. At the top, a green bar with a checkmark icon contains the text 'Your changes have been saved successfully.' Below this, a breadcrumb link 'Home > User Setup' is circled in orange. The main heading 'User Setup' is centered, with a 'Back to Account' button on the right. At the bottom, a red bar with an error icon contains the text 'Please check your answers below and correct them before continuing.'

Note: The green bar shows that your progress has been saved. The red bar will show that the task is still incomplete. To leave this task, click "Home." The status on the task will read

INCOMPLETE



5. To save and submit, click **Save & Exit**. This will direct you back to the dashboard. The status on the task should read.

COMPLETE

ACCESSING THE FORMS AND SUBMISSION PAGES

1. Once USER SETUP has been completed, a “Your Grants” section will appear in the dashboard.


NOTE: You are submitting an RFQ. While the terminology on the form refers to “grants,” this is not a grant opportunity.


2. Click  to access the RFQ opportunity.
3. Click the “Create Applications” button to the right. This will take you to the task list required for submission. **You may complete the tasks in any order.**
4. Once an opportunity has been opened, it will continue to appear under the “Your Grants” section in your dashboard. Any previously opened opportunities will appear here. To open, either click on the name under “Application ID” or click .



4


After completing the User Set up, click “View Grants” to create a application:

Your Grants




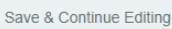

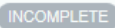



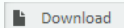

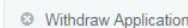
STATUS: Any 

SEARCH: Search... 

APPLICATION ID	REFERENCE ID	GRANT	DEADLINE	STATUS	DETAILS
Great School	A-0938099300	Youth Development Through the Arts RFQ	10/16/2019 11:59 PM PDT		Open Application 



BUTTON GUIDE

- To start a task, click the  button next to the task, or click the task name.
- To go back to the task list page, click the  button at the top right of your task. *Changes will not be saved, unless the “Save & Continue Editing” button has been chosen.*
- To submit a task, click the  button. This will take you back to the task list page.
- To save your progress on a task, click the  button. This will save your work and redirect you back to the same form. *Note: When this button clicked, red errors will appear where information is invalid or incomplete. To leave a form incomplete, you must click  which will take you back to the task list page. The status on that task will show as .*
- To view a task that has been submitted, click .
- To edit a form that has been submitted, click .
- To download a task, click  and then click  in the top right corner.
- To download the entire application, go to the task list page and click, click the  button under the logo.
- To withdraw an application, go to the task list page. Under the progress bar and list, click .

TASK LIST

Once the “Youth Development Through the Arts” RFQ is selected, you will see the eleven (11) tasks and a “Submit Qualifications” button. These tasks are outlined on page 4 of the guidelines under the “To Apply” section. You may complete the tasks in any order.

TASK	DEADLINE	STATUS	ACTIONS
1: Organizational Contact Information		INCOMPLETE	▶ Start
2: Types of Service		INCOMPLETE	▶ Start
3: Locations		INCOMPLETE	▶ Start
4: Geographic Locations		INCOMPLETE	▶ Start
5: Vitae		INCOMPLETE	▶ Start
6: Statement of Interest		INCOMPLETE	▶ Start
Submit a statement of interest of no more than two (2) pages addressing: <ul style="list-style-type: none">• How the services of this RFQ align with the organization's vision, mission and goals• Knowledge of, experience in and approach to arts-based, healing-centered practices• Policies and practices for fostering collaboration and community engagement as well as a description of how the voices of communities served are reflected in the organization and services provided• Tools and strategies for evaluating overall project effectiveness as well as the teaching staff			
7: Curriculum Sample		INCOMPLETE	▶ Start
Submit at least one curriculum sample for each type of service (see below) that the organization is interested in providing as previously selected.			

FINALIZING AND SUBMITTING YOUR QUALIFICATIONS

Once you have completed and saved a task, the status should read **COMPLETE**. Directly below the task list you will see the green “Submit Qualifications” button and its status.

Submit Qualifications

PREREQUISITES NOT MET

Deadline for RFQ Submission - 11:59 PM, Wednesday, October 16

You must click submit by Wednesday, October 23, 2019 by 11:59 PM. Any submissions received after the date and time specified may be rejected and considered non-responsive.
NOTE: You will not be able to make changes once submitted.

If you have any questions, contact Arts and Culture Staff at (213) 202-5858 or by email at artsedcollective@arts.lacounty.gov. If communicating by email, please include the subject line “Youth Development Through the Arts RFQ.”

NOTE: Please do not submit work samples or portions of the application via email.