



## REQUEST FOR PROPOSALS (RFP)

**LA COUNTY ARTS COMMISSION, THE LOS ANGELES COUNTY PROBATION DEPARTMENT AND THE OFFICE OF DIVERSION AND REENTRY SEEK AN ARTIST OR ORGANIZATION TO HELP EMBED THE ARTS IN CLIENT REENTRY**

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**DATE ISSUED: MAY 6, 2019 SUBMITTAL DATE: JUNE 7, 2019 10:59 PM PST**

### **Finding Creative Approaches by Embedding the Arts in Client Reentry**

#### **OVERVIEW**

The Los Angeles County Arts Commission (LACAC), the Los Angeles County Probation Department (Probation), and the Los Angeles County Office of Diversion and Reentry (ODR) seek an artist or organization to establish an arts-focused approach to client care by working with clients, county staff and the community-based organizations co-located in the Reentry Center of the new Probation office at 3965 South Vermont Avenue.

#### **GOALS**

The Los Angeles County Probation Department will open an area office at 3965 South Vermont Avenue in June 2019. A new community Reentry Center will be located on the third floor of the building and operated in partnership with the Los Angeles County Office of Diversion and Reentry. The center will provide services to those who are on adult felony probation, their families and the community.

LACAC, Probation, and ODR seek an artist or non-profit organization to be physically located at the Reentry Center as a long-term strategy for embedding the arts into client healing, socio-emotional development, job skills training, and family reunification.

Most art instruction workshops, rehearsals and performances/ exhibitions for clients will be coordinated by the artist or organization and will take place on dates and times as determined by the collective which could include evenings and weekends. Some instruction may take place Monday-Friday during office hours (8am-5pm) as appropriate within the shared 3<sup>rd</sup> floor open floorplan.

#### **Objectives**

Adult clients and family members will have opportunities to create and build skills in the arts, as well as to produce and participate in performances/ exhibitions in multiple arts disciplines, such as: dance, music, theatre, visual arts, creative writing and spoken word. Over time, participants will:

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- Engage in participatory arts learning, gain skills in an art form, create original work and tap into creative expression;
- Enhance cognitive, linguistic, social-emotional, and civic development;
- Envision positive pathways to college or careers and attain the knowledge and skills needed for success and employment in the creative economy;
- Develop relationships with artists and community-based arts organizations that will aid in continuing their artistic pursuits through mentorships, internships, apprenticeships and employment opportunities;
- Be empowered to engage in arts and culture in their communities.

In addition, the arts will be used to establish a creative, collaborative culture across the Reentry Center via ongoing professional development and opportunities for staff engagement in the arts.

## **Timeline**

### **Phase 1**

#### **July 2019-February, 2020 Planning and Prototyping**

The selected artist or organization will field test and refine various approaches for supporting clients and staff through multiple arts disciplines:

1. Establish a presence in the office space alongside County agencies and other community-based organizations on a part-time or possibly full-time basis, depending on available space and program needs
2. Prototype/ field test various models for ongoing client engagement in trauma-informed arts instruction that addresses client (and family) wellness as well as job skills training across multiple arts disciplines refine methods and practices to improve outcomes and impact
3. Launch a cross-agency collaboration with training(s) in arts-based trauma-informed care for all employees working in the new facility, including staff from Probation, ODR, and community-based organizations
4. Prototype/ field test various models for ongoing staff participation in arts-based professional development and self-care across multiple arts disciplines

### **Phase 2**

#### **February-July, 2020 Implementation**

If successful, the selected artist or organization will then:

- implement consistent programming and services based on promising practices identified after an assessment meeting with LACAC, Probation Department, ODR and other stakeholders;
- continue to refine methods and practices to consistently achieve high outcomes and impact over time.

#### **About the Los Angeles County Probation Department (Probation)**

The mission of the Los Angeles County Probation Department is “rebuilding lives, providing for healthier and safer communities.” The Probation Department’s goal is to use evidenced based practices to access client needs and work collectively to develop a reentry plan which enables the client to be successful on and beyond probation.

The Los Angeles County Probation Department is the largest Probation Department in the world, with 50 different facilities and 6,500 employees. It is serving 12,000 state parolees, 60,000 adult probationers at 19 area offices throughout LA County.

### **About the Office of Diversion and Reentry (ODR)**

The Office of Diversion and Reentry (ODR) was created by the Board of Supervisors in September 2015 to develop and implement countywide criminal justice diversion for persons with mental and/or substance use disorders and to provide countywide reentry support services for justice-involved individuals. The goals of ODR are to reduce the number of mentally ill inmates in the Los Angeles County Jails, reduce recidivism, and improve the health outcomes of justice-involved populations who have the most serious underlying health needs.

### **About the Los Angeles County Arts Commission (LACAC)**

The Los Angeles County Arts Commission fosters excellence, diversity, vitality, understanding, and accessibility of the arts in Los Angeles County, encompassing 88 municipalities and 137 unincorporated areas, and provides leadership in cultural services. The Arts Commission funds more than 400 nonprofit arts organizations through a two-year \$9 million grant program, runs the largest arts internship program in the country, coordinates the LA County Arts Education Collective, manages the County's civic art policy, and produces free community programs.

The Arts Commission is currently part of the National Art for Justice Fund initiative.

### **Eligibility**

This residency is open to artists or organizations based in Los Angeles County. The artist or organization must be available to be onsite at the Reentry Center on the 3<sup>rd</sup> floor of the new Probation office at 3965 South Vermont Avenue on a part-time flexible schedule, including evenings and weekends.

### **Budget**

The all-inclusive budget of \$60,000 for one year will be divided into two phases: **Phase 1: Planning and Prototyping** and **Phase 2: Implementation**, and will be divided as follows:

- \$40,000 covers the artist or organization fee including oversight of development and execution of community-specific engagement, activities, working with staff and CBOs, and art making. This also includes all expenses associated with travel, mileage, and parking for both phases.
- \$20,000 covers all costs such as hiring artists or other consultants, art materials and equipment.

After successful completion of Phase 1, the artist or organization may be asked to complete Phase 2, contingent on review by the key stakeholders. The selected artist or organization will be asked to track its hours and activities provided at the Center as part of interim and final reports.

### **Criteria for Selection**

This project requires a deep commitment. Artists or Organizations must be driven by collaborative work and a long-standing commitment to community engagement and working with those who have been impacted by the justice system. They must be able to present a track record that demonstrates their ability to align creative practice with social and public need.

To assure that the goals of the project are met, applicants will be required to participate in a competitive selection process. Applications will be reviewed by a committee of stakeholders and evaluated on the following criteria:

1. Experience working collaboratively and engaging with diverse stakeholders;
2. A broad range of creative skills or programming history applicable to the development and execution of a multi-disciplinary program, such as: social practice; music, visual arts, dance, creative writing, spoken word, and theater instruction and exhibition/performance. Knowledge of A/V and lighting systems to support program activities is a plus, but outside consultants may be hired, as needed, to address these areas;
3. Experience working with communities impacted by the justice system;
4. Basic knowledge of the diverse services provided by the LA County Probation Department and ODR, as well as an eagerness to learn more.

### **Selection Process**

Applications will be reviewed by a selection committee of County staff, project partners, community stakeholders, and local residents. The committee will evaluate applications to select the finalist.

### **To Apply:**

Applications must be received via Dropbox **link** (not shared files or folders) to Civic Art at [civkart@arts.lacounty.gov](mailto:civkart@arts.lacounty.gov) no later than **Friday, June 7, 2019, 10:59PM PST**. Any application materials received after this date and time will be rejected and considered non-responsive.

### **Dropbox Link Instructions:**

1. Sign in to dropbox.com, or sign up for an account if this is your first time using Dropbox.
2. Create a folder using the following naming convention "FirstInitialLastName-Application" (example: CLerch-Application). If you are applying as a firm, use your firm's design instead of FirstInitialLastName (example: ArtsCommission-Application).
3. Upload the files per our application materials guidelines.
4. Once you have created your folder and uploaded your application materials, share viewing privileges with the Arts Commission by hovering your cursor over the folder you want to share and click "Share."
5. The next prompt or pop up screen will ask if you want to create a link (if you haven't already designated your folder from the start as a "Shared Folder"). If a link hasn't been created, click "Create a link." If a link was already created click "Copy link."
6. The link will be copied to your clipboard. You can then paste it to the body of an email addressed to [civkart@arts.lacounty.gov](mailto:civkart@arts.lacounty.gov).

### **Include in your application the following:**

1. A two-page **letter of interest** addressing the following, including, where possible, examples of where you have done the kind of work you are describing:

*Only letters that specifically address these points will be considered:*

- a) Why this project in particular interests you;
- b) Your experience with engaging diverse populations in creative, collaborative processes and arts programming. Please share examples;

- c) Your experience working with adults on probation, justice-involved individuals, their families, and/or social services staff that support them. Please share examples;
- d) Your knowledge of/experience in arts-based, trauma-informed practices, and how you or your organization is a reflection of the communities served;
- e) How art can serve as a catalyst for change;
- f) Describe your proposed approach to completing the scope of work and goals of this project and provide specific details; and
- g) What skills do the principal(s) and/or staff have that would aid in the completion of the two Phases of this initiative, and what is your plan to enlist partners and/or consultants to fill in areas where your skills may be lacking?

**2. Resumes for all principals.**

**3. Three work samples**, including jpgs, videos or presentations.

**4. List of three professional references**, with title, phone, and email addresses.

**Schedule**

RFP issued	May 6, 2019
Deadline to reply	June 7, 2019
PCC Selection	June 17, 2019
Project dates	July 2019-July, 2020

For questions, please contact Caroline Kerrigan Lerch, Project Manager at 213-202-5941 or [clerch@arts.lacounty.gov](mailto:clerch@arts.lacounty.gov). For additional information about the Civic Art Program, please visit the Civic Art Program online at [www.lacountyarts.org/civcart.htm](http://www.lacountyarts.org/civcart.htm).

- *Do not send original artwork.*
- *Late applications will not be considered.*
- *The Arts Commission reserves the right to accept or reject any and all responses received, select more than one proposal, or commission an artist or organization through another process.*
- *All artists or organizations that submit their materials for review will receive written notification of the results of the selection process, including identification of the selected artist or organization.*
- *This Request for Proposals 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 the Arts Commission or the County of Los Angeles.*
- *Artists or organizations will not be eligible for more than two County projects at any given time.*
- *Priority will be given to artists or organizations who have had no prior commission of the same or greater budget with the Los Angeles County Civic Art Program.*
- *The artist or organization selected for this project will be required to enter into a contract with the County of Los Angeles. Because the project will partially take place on County property, artwork will be located on public property, and because the County of Los Angeles is a public entity subject to laws, rules, and regulations which are not necessarily applicable to private persons or companies, the Arts Commission has prepared a form agreement for use in connection with artwork commissioned for the Civic Art Program. A copy of the form agreement can be found on the Arts Commission's*

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website, at [www.lacountyarts.org/civicart\\_opportunities.htm](http://www.lacountyarts.org/civicart_opportunities.htm). If an organization is selected, the organization acknowledges that it is willing and able to enter into a contract in the form made available on the Arts Commission website. The Arts Commission reserves the right to revise or change its form agreement at any time, for any reason, and to require artists and organizations to use the revised form for contracting purposes.

- The artist or organization can apply through a fiscal sponsor.
- The artist or organization is required to carry General Liability Insurance for 1 million and indemnify the County and Automobile Insurance meeting California minimum standards throughout the duration of the project.