



**WORK ORDER SOLICITATION (WOS)
YOUTH DEVELOPMENT THROUGH THE ARTS
ARTS IN COMMUNITIES**

WOS NUMBER: ARTS-AE-WOS-2022-11

1. OVERVIEW

On September 12, 2019, the Los Angeles County (County) Department of Arts and Culture (Arts and Culture) released an RFSQ to solicit Statements of Qualifications (SOQs) from vendors with expertise in arts-based youth development. As a result of the RFSQ process, a pre-qualified list of vendors was created to provide these services, as-needed.

As stated in the RFSQ, qualified vendors will be solicited under competitive conditions via a WOS. Through this solicitation Arts and Culture seeks pre-qualified organizations to provide weekly arts-based youth development services for youth; arts-based professional development for adults who work with youth; and other arts programming for youth and families in Los Angeles County parks, public housing, diversion programs, and other community settings during the November 2022 – June 2023 program year, with an option to extend for one one-year period or on a month-to-month basis for up to twelve months, based on initially contracted rates and/or cost of living adjustments, depending on needs and availability of additional funding.

WOS TIMETABLE	
Release WOS	October 28, 2022
Written Questions Due	November 8, 2022
Questions and Answers Released	November 14, 2022
Response Deadline by 5:00 p.m. (Pacific Standard Time)	November 18, 2022

2. MINIMUM REQUIREMENTS

Interested Vendors that meet all the minimum requirements stated below may submit a bid in response to this WOS by the date on which bids are due.

- Vendors must be on the Arts and Culture’s Youth Development through the Arts pre-qualified list as determined through the RFSQ process and subsequent notification in March 2020.
- Vendors must not be debarred, suspended, or excluded from securing United States Federal Government (federal), State of California (State) and/or County contracts at the time of the bid submission due date.

- **Vendors with Unresolved Disallowed Costs**
If Vendor's compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last ten (10) years, Bidder must not have unresolved questioned costs identified by the Auditor-Controller in an amount over \$100,000 that are confirmed to be disallowed costs by the contracting County department and remain unpaid for a period of six (6) months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County. County will verify that Bidder does not have unresolved disallowed costs.

3. CONTRACT AMOUNTS

Contract amounts will be between \$25,000-\$350,000 per contract. Contracted amounts will vary based on the number of sites served and the quantity and frequency of services provided for each site.

Payment for instructional time, planning, supplies, administration and coordination, and mileage/other costs will be included in the fees. Any standalone performances, exhibits, or other services beyond arts instruction would be paid at an additional, pre-established rate. See Attachment 2, [Fee Schedule](#), for additional details.

Payments to the consultant will be made upon completion and submission of deliverables.

4. PROJECT DESCRIPTION

- 4.1 Between November 2022 and June 2023, highly qualified teaching artists from pre-qualified Youth Development through the Arts organizations ("Consultant") will provide either in-person or virtual instruction in creative writing, dance, music, theatre, media arts or visual art for youth; arts-based professional development for adults who work with youth; and other arts programming for youth and families in County parks, public housing, diversion programs, or other community settings, as assigned by Arts and Culture, and in close partnership with other County agencies. Please see COVID-19 Contingency below.

Contracted Consultants will provide arts instruction for youth in each assigned site/community, where services generally include, but are not limited to:

- Up to three (3) days per week of instruction (most often scheduled during out-of-school-time hours Monday through Friday, though selected Saturday, Sunday or evening workshops may be included to engage parents and families in the learning process)
- Up to three (3) hours of instruction per day (this could be split into multiple sessions of varying lengths, but will not exceed three hours total for each day of instruction)
- Up to 25 youth per session; and

- Cycles of instruction that typically span between 6 to 12 weeks.

Consultants will provide professional development for site staff/adults generally as follows:

- Up to 90-minutes of virtual or in-person instruction
- Up to 25 participants per session

4.2 Session Facilitation, Design, and Content

For youth arts instruction, contracted Consultants will ensure that:

- Sessions are taught by either one artist, or a team of two collaborating artists;
- Curriculum is designed to meet youth development and/or social emotional learning outcomes;
- Curriculum is aligned with established themes or goals of the site, if any are determined by site administrators;
- Work products created by students are retained (through photographic documentation or in physical form) as evidence of student learning; and
- There is at least one demonstration of student learning through performance or exhibition of work per cycle.

For staff professional development, contracted Consultants will ensure that:

- Sessions are facilitated by the number of teaching artists that best supports the delivery of the curriculum
- Sessions address at least one of the following goals: strengthening staff capacity to integrate healing-centered arts into non-arts practice, encouraging wellness amongst staff, building community amongst staff.
- Content is developed in conversation with site staff, so it is responsive to their needs and interests.

There is also the opportunity for Consultants to provide supplemental services, including but not limited to standalone performances, exhibits, parent/family workshops, day-long or half-day professional development, or other types of engagements which might be in addition to the baseline instructional components described above, or which might represent the total scope of services at a site.

4.3 COVID-19 Contingency

Pending special circumstances and possible quarantine conditions, arts instruction and programming at sites may be required to be delivered remotely through a virtual platform, through a hybrid in-person/virtual format, or fully in-person. The unpredictable nature of the COVID-19 pandemic requires flexibility and adaptability. Arts and Culture will be in communication with Consultants to discuss initial programming parameters, as well as any adjustments that might

be needed in response to changes in the County's and/or partner agency's COVID-related restrictions during the contract period.

5. PROGRAM DESCRIPTIONS

This solicitation includes opportunities for service contracts with Arts and Culture to provide healing-informed, arts-based youth development in a variety of community and virtual settings, including but not limited to:

5.1 Department of Parks and Recreation (DPR) Programs

Most Arts in Communities services within park settings are provided as part of the OurSPOT program, though there may be other programming delivered, as agreed to by Arts and Culture and DPR leadership.

OurSPOT is an afterschool program of DPR for youth ages 12-18. It is intended as a youth development and youth leadership program, wherein participants engage in a comprehensive array of daily activities that include arts instruction, discussion circles, health workshops, field trips, and social action projects to increase self-confidence, community connectedness, and overall well-being. Participants register for the program and are encouraged to attend daily. The OurSPOT curriculum facilitated by DPR staff has thematic foci that change every 8-12 weeks. Examples of themes are mental health, social justice, bullying, Black history, and LGBTQ issues. While not mandatory, teaching artists are encouraged to incorporate some of these themes into their arts instruction, where it seems appropriate and relevant.

Current locations implementing OurSPOT programming include, but are not limited to:

1. San Angelo Park (245 S San Angelo Ave, La Puente)
2. City Terrace Park (1126 N. Hazard Avenue, Los Angeles)
3. El Cariso Park (13100 Hubbard Street, Sylmar)
4. Franklin D. Roosevelt (7600 Graham Ave, Los Angeles)
5. Loma Alta Park (3330 Lincoln Avenue, Altadena)
6. Amelia Mayberry Park (13201 E. Meyer Road, Whittier)
7. Mona Park (2291 E. 121 Street, Compton)
8. Ruben F. Salazar Park (3864 Whittier Boulevard, Los Angeles)
9. Stephen Sorensen Park (16801 E. Avenue, Palmdale)
10. East Rancho Dominguez Park (15116 Atlantic Avenue, Compton)
11. Lennox Park (10828 Condon Ave, Lennox)
12. Belvedere Park (4914 E Cesar Chavez Ave, Los Angeles)
13. Pamela Park (2336 Goodall Ave, Duarte)

Though OurSPOT programming is intended for 12-19 year-olds, the trend has been that participants fall on the younger end of that spectrum. Also, participants sometimes include the teens' younger siblings.

5.2 Development Authority (LACDA) Programs

Programming that takes place in LA County public housing communities does not fall under a specific program type. It is very tailored to what the youth in each community want, as determined in conversation with the site representatives.

Currently, Arts in Communities programming takes place at one LACDA site, Nueva Maravilla (4919 Cesar East Chavez Avenue, Los Angeles). Other sites may be added throughout the duration of this solicitation, based on demand, funding and capacity.

5.3 Department of Youth Development (DYD) Diversion Program

Arts education is included in DYD's model for youth diversion, which aims to build on the strengths and address the unique needs and goals of each young person. Arts instruction is an available resource that DYD's community-based service providers can offer to youth enrolled in diversion services. Each DYD community service provider's program is different, and each youth participant's diversion plan is unique to them.

Contracted Consultants will provide arts programming in either a virtual or in-person format. If providing virtual programming, youth from across different DYD service provider sites may elect to attend, if the Consultant can play a coordination role to ensure that communication is coordinated across the sites and with DYD so that it does not place an undue burden on site or DYD staff. If a site has sufficient youth interest, it is possible for a virtual program to be filled just by youth from one site. If providing in-person programming, it is assumed that all youth will be from just one site.

All youth are encouraged to attend the full cycle of programming, so that they can build skills in the art form; however, due to the individualized nature of diversion services, youth may begin their diversion plan in the middle of an arts program cycle or complete their diversion plan prior to the completion of the arts cycle.

Diversion Service Provider sites may include, but are not limited to:

- Soledad Enrichment Action (Huntington Park)
- Alma Family Services (El Monte, Industry, La Puente, Valinda, North Whittier)
- New Earth (Culver City)
- Centinela Youth Services (Lynwood, Florence, Firestone, Willowbrook, Athens Park, Crenshaw, Hyde Park, Menlo, Baldwin Hills, West Adams)
- Champions in Service (Arleta, Panorama City, Sylmar, Mission Hills)
- California Conference for Equality and Justice (Long Beach)
- Flintridge Center (Pasadena)
- Asian Youth Center (Lancaster)
- Rancho San Antonio
- InsideOUT Writers
- PCS Family Services

- Youth Advocate Programs
- Helpline Youth Counseling

5.4 Site/Community preferences

Staff at some sites and within some community settings have indicated the art forms they are most interested in providing for youth and/or their preferences for culturally-specific instruction. In other cases, they have not indicated a preference. Consultants will create their programs in conversation with site directors and community-based coordinators, as they are very attuned to the interests and needs of the youth and communities they serve.

5.5 Youth participation

Within all Arts in Communities programs, consistent attendance is encouraged, though not always achieved. Therefore, arts instruction should be both scaffolded to allow for skill advancement for youth who show consistent attendance, as well as allow for the meaningful inclusion of participants whose attendance may be less consistent.

Active recruitment and engagement of youth participants by the arts organization and/or teaching artists has been shown to be a promising practice in achieving strong attendance and retention, separate and apart from any community outreach conducted by site and/or community-based staff.

6. SELECTION OF CONSULTANTS

Pre-qualified arts organizations interested in being considered for Arts in Communities work should respond to this solicitation using the included Program Profile Template. See Attachment 1.

Program Profiles should include:

Previous Experience Providing Services

Describe previous experience providing arts-based youth development services to youth in community settings.

Approach to Providing Services

Describe your approach to providing services in community settings. In your response include the following information:

- the specific art form/s your organization works with;
- the specific cultural context you work from, if applicable;

Availability and Capacity to Provide Services

- Describe your availability to provide services between November 2022 and June 2023, typically through the week during out-of-school hours and on weekends.

- Describe your capacity to provide services during these time periods, including the number of artistic/educational staff available to deliver direct services and the number of administrative staff available to coordinate services, track participant data and provide information to Arts and Culture in a timely manner.

Geographic Locations

Check all the areas in Los Angeles County where your organization has existing relationships and/or can provide these types of services. [See Reference Map.](#)

- | | |
|--|---|
| <input type="checkbox"/> Angeles Forest | <input type="checkbox"/> San Fernando Valley |
| <input type="checkbox"/> Antelope Valley | <input type="checkbox"/> San Gabriel Valley |
| <input type="checkbox"/> Central L.A. (Koreatown, Pico Union, Chinatown, etc.) | <input type="checkbox"/> Santa Monica Mountains |
| <input type="checkbox"/> Eastside (Boyle Heights, El Sereno, East L.A., etc.) | <input type="checkbox"/> South Bay (Inglewood, Lennox, Hawthorne, etc.) |
| <input type="checkbox"/> Harbor (Hawaiian Gardens, Long Beach, Wilmington etc.) | <input type="checkbox"/> South L.A. (Athens, Florence Firestone, Watts, Historic South Central, etc.) |
| <input type="checkbox"/> Northeast L.A. (Cypress Park, Glassell Park, Highland Park) | <input type="checkbox"/> Southeast (Compton, Norwalk, Montebello, Huntington Park, etc.) |
| <input type="checkbox"/> Northwest County (Pico Union, Historic Filipinotown, Echo Park, etc.) | <input type="checkbox"/> Verdugos (Pasadena, Glendale, Altadena) |
| <input type="checkbox"/> Pomona Valley | <input type="checkbox"/> Westside |

7. EVALUATION CRITERIA AND SELECTION PROCESS

Profiles will be evaluated based on responses provided in the Program Profile Template according to the following criteria (maximum 100 points):

- Previous experience and approach to providing services - 75 possible points
- Capacity and availability to provide services - 25 possible points

Profiles will be reviewed by staff from Arts and Culture. Contracts will be awarded to organizations based on overall program profile score, ability to serve specific geographical areas of the County, and art forms requested by site staff, when applicable.

8. PROPOSAL SUBMISSION

Responses using the Program Profile Template should be emailed to artsedcollective@arts.lacounty.gov by the deadline specified in the WOS Timetable. Any materials received after the date and time specified above may be rejected and considered non-responsive.

9. ADDITIONAL INFORMATION

- 9.1 Questions: All contact regarding this WOS or any matter relating thereto must be in writing and may be emailed as follows: Rebecca Renard-Wilson, Senior Manager, artsedcollective@arts.lacounty.gov.
- 9.2 Late Applications: Late applications may not be considered.
- 9.3 Right to Reject Submissions: Arts and Culture reserves the right to accept or reject any and all responses received, or to select a vendor through another process.
- 9.4 Disclaimers: This WOS does not constitute an offer to contract or promise for remuneration, recognition, or any other thing. Submission of any materials in response to this WOS will not constitute an expressed 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. The County is not responsible for representations made by any of its officers or employees prior to the execution of the contract unless such understanding or representation is included in the contract. The County shall not be liable for any costs incurred by the Work Order Bidder in connection with the preparation and submission of any bid.
- 9.5 Contracting: Applicant(s) selected to enter into a contract with the County will be required to obtain a County vendor number. Applicants should also review and be comfortable with the terms and conditions outlined in the following:
1. [Sample Consultant Services Agreement and Scope of Work](#)
 2. [Exhibit A: County of Los Angeles Standard Terms and Conditions](#)

County reserves the right to revise the Sample Consultant Services Agreement and Scope of Work, as well as 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 a contract with Arts and Culture.

The consultant shall not begin work on the project until the Contract associated with this WOS has been fully executed.

- 9.6 Safer at Work: This timeline and/or the means by which the services will be delivered by the Contractor 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.

- 9.7 COVID-19 Vaccinations of County Contractor Personnel: Proposers are advised that they must comply with Chapter 2.212 (COVID-19 Vaccinations of County Contractor Personnel) of County Code Title 2 - Administration, Division 4 as a condition of performing work under any awarded contract resulting from this solicitation. Proposers are advised to review the requirements of Chapter 2.212 (COVID-19 Vaccinations of County Contractor Personnel) and the sample contract requirements (see Exhibit A) prior to submitting a proposal to this solicitation.
- 9.8 Inclusive Workforce: Arts and Culture is committed to fostering a diverse and inclusive workforce. Diverse applicants are encouraged to apply.



Attachment 1



WORK ORDER SOLICITATION Youth Development through the Arts Arts in Communities Program Profile Template

Organization Name:
Contact Person Name:
Contact Person E-mail Address:

Previous Experience Providing Services - (250 Word Limit):

- Please describe previous experience providing arts-based youth development services to youth in community settings.

Approach to Providing Services - (250 Word Limit):

- Describe your approach to providing services in community settings. In your response include the following information:
 - the specific **art form(s)** your organization works with;
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Availability and Capacity to Provide Services - (250 Word Limit):

- Describe your availability to provide services between November 2022 and June 2023, typically throughout the week during out-of-school hours and on weekends.
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Youth Development Through the Arts
Fee Schedule

Attachment 2

	Services: up to 5 weeks	Services: 6-10 weeks	Services: 11 -14 weeks	Services: 15 + weeks
1 Fixed Coordination Expenses				
Program Coordinator	1,000	2,000	2,500	3,750
	50	75	100	150
Documentation Allowance	1,050	2,075	2,600	3,900
Additional support staff (Case Manager, Artist Facilitator, etc.-- Flat fee, per cycle)	1000	2000	2500	3750
Additional program coordination fee (flat fee multiplied by the number of additional program strands)		1500	1500	1500
	up to 5 weeks	6-10 weeks	11 -14 weeks	15 + weeks
2 Fixed Instructional Expenses				
On-Site Pre-Planning (2 artists @ \$75/hr - 2 hrs, including mileage/other)	400	400	400	400
Curriculum Coordination - stipend	300	400	500	500
Towards materials, misc	250	350	500	500
	950	1,150	1,400	1,400
Variable Instructional Expenses				
				Unit Rate
3 Up to 90 minutes per session				
Teaching Time, Recruitment Day, Culmination (2 artists @ \$75/hr - 90-min maximum, including prep/tear down and mileage/other)				400
4 Up to 3 hours per session (including a "double" or "back-to-back" session)				
Teaching Time, Recruitment Day, Culmination (2 artists @ \$75/hr - 3 hr maximum, including prep/tear down and mileage/other)				625
5 Variable Expenses - A la carte items				
Teaching Hand Off - up to 2 hours (2 artists @ \$75/hr - 90 minutes, including mileage/other)				325
Teaching Hand Off - 3 hours (2 artists @ \$75/hr - 3 hrs, including mileage/other)				550
Staff Engagement/Relationship-building (of on-site staff) - One 90-minute virtual session, 30 min of set up/tear down, 3 hours of planning, 30 minutes of reflection/evaluation, \$10/person materials cost (est at 10 participants), mileage/misc				1,100
Supplemental art materials				1,000
Family and Community Engagement and/or Parks After Dark (PAD)(2 artists @ \$75/hr - 3hrs, including prep/tear down and mileage/other)				625
PAD supplemental materials				150
PAD supplemental planning				100
On-Site Performances/Other (describe) [fee to be determined in conversation with Program Manager prior to delivery]				
Field Trip Facilitation (2 artists @ \$75/hr up to 8 hrs)				1,200
Mileage beyond 80 miles round trip (build for parks and community - based on furthest location/County boundary)				
Additional program-related time (fingerprinting, picking up supplies, etc.) (2 artists @ \$75/hr - 1 hr/week)				150
6 Reimbursable Expenses				
Field Trip Tickets (10 students @ \$40/ticket for up to two trips per cycle)				400
Field Trip Transportation (\$250/ trip for up to two trips per cycle)				250
Student Performance Stipends (\$250 per student, for up to two students per cycle)				250
Student Financial Aid (\$100 per student, for up to 5 students per cycle)				100
Daily Hot Meals (up to \$10 x 20 students per day, with receipts submitted)				200
6 Variable Expenses - Administrative Overhead				
Admin. Overhead @ 15% of (total programmatic costs minus reimbursable expenses)				

