



COMMISSIONERS:  
COREY D. O'BRIEN • JIM WANSACZ • PATRICK M. O'MALLEY



## 2013/2014 ARTS ENGAGE! Request for Qualifications (RFQ)

### RFQ 087-13-1 INSTRUCTION BOOKLET

The County of Lackawanna  
Department of Human Services,  
Office of Youth and Family Services  
DHS/OYFS  
in partnership with  
The Department of Arts and Culture

<b>Release Date:</b>	<b>March 28, 2013</b>
<b>Information Seasonal:</b>	<b>April 2, 2013 Trolley Museum 9 am – 10 am</b>
<b>Application Deadline:</b>	<b>April 19, 2013</b>
<b>Notification:</b>	<b>May 17, 2013</b>
<b>Contract Effective Date:</b>	<b>July 1, 2013</b>
<b>Contract End Date:</b>	<b>June 30, 2014</b>

### PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS by FRIDAY, April 19, 2013, 4:00 p.m.

Four (4) copies of the proposal must be provided. Proposals must be submitted to the Board of Commissioners c/o **Maria Elkins, Chief of Staff**

**200 Adams Avenue, 6th Floor  
Scranton, Pennsylvania 18503.**

Proposals must be submitted in a sealed envelope with the name of the firm submitting the proposal and the RFQ number clearly marked on the outside of the envelope. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-referenced due date and time. Submissions by fax, telephone, or email is not permitted. The final selection will be made in the sole discretion of the Board.

The 2013- 2014 ARTS Engage! Consortium RFQ Application is available in a PDF form for your convenience. An excel format is available for the budget amounts, if you prefer working with excel. The four to six (4-6) page narrative may be submitted as a word document. Artist bio or resume (1-2 pages ONLY) is mandatory. Work samples are no longer required, but must be provided upon request. Please submit a legible application for the review panel to fully understand your request.



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**ARTS Engage! Programs to be eligible for a RFQ 087-13-1  
must be held and sponsored between the dates of;  
July 1, 2013 – June 30, 2014**

## **INTRODUCTION**

### **A. OVERVIEW AND PURPOSE OF RFQ**

The goal of ARTS Engage! is to provide high quality art instruction, support and mentorship to at-risk youth through the partnership of local arts organizations, social service agencies, professional artists, volunteers, colleges and universities, peer mentors, and other organizations to. The objectives of ARTS Engage! are to help children develop resiliency, positive social skills and artistic skills. Immediate outcomes include improvement in communication skills, conflict management skills, and artistic and creative skills. Intermediate objectives include improved attitude toward school, adults and personal future; increased positive peer association; increased interest in healthy activities; reduced truancy and increased family attachment.

### **B. ELIGIBLE APPLICANTS**

Applications will only be accepted for groups acting as a consortium with one organization applying as the coordinating agency. See more on the consortium partnership in handbook. Please note we require one school as a partner for this program. The school may be elementary, middle or high school. Extra points will be given to agencies who have completed previous successful ARTS Engage! programs.

### **C. TARGET AREAS**

Applications are being accepted for programs addressing needs DHS/OYFS target areas which are Scranton and Carbondale. While all venues and programs do not have to be located in the target areas there must be a significant effort made to reach populations in these sections.

### **D. FUNDING AVAILABILITY**

A consortium may apply for up to \$50,000. No more than 15% can be for administration including salaries and benefits of full-time staff, utilities, and office supplies. Programs must provide a minimum 25% match including cash or and in-kind services.

## E. RFQ GUIDELINES

Programs must provide high quality arts programs within elementary, middle school and high school age groups in target areas with one organizations taking on the role of the coordinating agency to administer the program. An organization may be a partner on more than one application, but may only apply as the coordinating agency on one application. Programs must work with at least one school. Time must be allowed for program evaluations to be completed and drop- in visit of representatives from ARTS Engage!. Programs must be complete by June 30, 2014. Applications must include:

1. Application cover sheet indicating RFQ number: **RFQ 087-13-1**.
2. Consortium members form.
3. Letters of commitment from all consortium partner members.
4. An itemized budget listing expenses and revenue and in-kind. If needed a 1-2 budget narrative to explain any unusual expenses. Applicants may use the budget form provided and attach additional pages or a similar budget form, but categories must be itemized.
5. **One page** bio or resume for each artist. Work samples are not required, but must be made available upon request.
6. **One page bio** or resume of program personnel, consultants or advisors involved.
7. Four to six (4–6) page narrative proposal that includes the following:
  - If the organization has received funding for an ARTS Engage! program and what year (s). What lessons were learned (what worked, what didn't etc. any changes you would make to your program based on your experience)
  - Detailed explanation of the role of the consortium members and how they will work together to reach goals
  - A detailed description of the high quality arts activities provided.
  - How you selected the activities and if you are involving any interdisciplinary activities.
  - How the artists were selected to teach in the program.
  - Any additional program personnel and their role.
  - A planned schedule of activities including dates and times.
  - How the program plans to provide proper child to adult ratio including any specific mentorship plans.
  - Any plans to try to engage the children's families.

8. Proposal: Each application must be in sufficient detail to permit evaluation, at a minimum, with respect to the following issues. Proposals must include the information that is specifically requested herein as well as such additional information as a respondent deems relevant to the process. Each respondent agrees that the proposal submitted constitutes a firm offer to the County that cannot be withdrawn for ninety (90) days from the proposal due date.
  - a. Scope of the Services/Prior Experience - All submittals must detail the services proposed to be provided and the organization's experience in providing such services.
  - b. Personnel – All proposals submitted to the County must include the following:
    - ❖ Name, address, and brief description of your organization.
    - ❖ The names, experience, and qualifications of the individual(s) who would be primarily responsible for performing services on behalf of the County.
    - ❖ A statement of assurance that your firm is not currently in violation of any regulatory rules and regulations that may have any impact on your firm's operations.
    - ❖ A statement that your organization or principals are not involved in any current or pending litigation involving Lackawanna County, or any of its Departments or Authorities.
    - ❖ A statement that your organization or principals are not involved in any current or pending litigation involving Lackawanna County, or any of its Departments or Authorities.
    - ❖ Experience shall include current and past services provided of similar scope and size, as well as experience of support staff, customizing team and management.
9. Conflict of Interest : All submittals must state that there are no conflicts of interest to which the organization would be subject if it were to provide the requested services on behalf of the County.
10. Communication with Elected or Appointed Officials; All communications during this process should be directed to the appropriate contact listed in this Request for Qualifications. Any firm that makes any effort to communicate with any other official of Lackawanna County, either directly or indirectly, during this process will be EXCLUDED from consideration.

11. Responsibilities: The applying organization shall have primary responsibility for the following:

- The applicant will need to produce a program per the requirements outlined in this RFQ per the stated schedule with materials and instructors.
- Notification of schedule deviations **MUST** be made to the Lackawanna County Department of Human Services/Office of Youth and Family Services and the ARTS Engage! offices.
- Providing the County designated contacts with contact information.
- Provide attendance records and progress updates. .
- Working with the County designated contacts for periodic visits to the program's activities. .

12. Confidentiality: This Request for Qualifications, and all proposals received in response, will remain confidential (with the exception of information that was previously public information), and will not be used for any purpose other than the evaluation of the proposals received by the Board. Each respondent, by responding to this Request, acknowledges the terms expressed above and agrees to safeguard the details of this process and the contents of this document. If your organization does not agree to these conditions concerning confidentiality, or if you elect not to respond to this Request for Proposal, please return this Request to the Board and retain no copies thereof.

## **F. REVIEW CRITERIA AND PROCESS**

Proposals will be reviewed by a panel of experts. Consortium RFQs will be scored using the following criteria which include the desired program outcomes.

### **Increased Skills in Artistic Disciplines and Arts Appreciation**

- Does the program provide a fresh, creative way of engaging youth in the arts?
- Is the program well-structured and organized?
- Does the program allow for interdisciplinary experiences in the arts so that children are exposed to more than one art form?
- Are there opportunities for the participants to have arts experiences outside the structured program (field trips, special events).

## **F. REVIEW CRITERIA AND PROCESS** *continued*

### **Increased Positive Associations with Adults**

- Are the teaching artists high quality artists with significant teaching experience?
- Does the program have a mentorship piece and/or adequate number of adult to child ratio?
- Are there plans to increase family involvement?

### **Increased Interactions with Positive Peer Associations**

- Is the program structured so children work with others in their own age groups?
- Are there team-building aspects to the program? Or does the program encourage collaboration among students?
- Does the program have an end goal (an exhibit, performance, etc.) where students can celebrate their work?

### **Cost Effectiveness and Sustainability**

- Is the consortium well-defined with all partners working together?
- Is the budget appropriate?
- Are the consortium partners providing resources on a cash or in-kind basis toward the program?
- Are there plans for additional fundraising or revenue sources?
- Does the program have a long-term vision?

**APPLICANTS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTORS(S) -- NO EXCEPTIONS**

### **Lackawanna County Qualification Base Selection Process**

The statement of qualifications will be evaluated in accordance with the County's Qualifications Base Selection Process. Anyone submitting a statement of qualifications is advised to review that process, which is set forth on the County's website.

## G. RFQ SCHEDULE

The following schedule lists the timeline for the ARTS Engage! RFQ. Department of Human Services, Office of Youth and Family Services, DHS/OYFS and the Department of Arts and Culture reserve the right to alter or update the schedule.

**RFQ No. 087-13-1 Release Date: Thursday, March 28, 2013**

**Informational session: Tuesday, April 2, 2013 9:00 -10:00 a.m.**

**Location: The Electric City Trolley Museum  
300 Cliff St., Scranton, PA 18503,  
(on the property of Steamtown National Historic Site).**

**Application Deadline: Friday, April 19, 2013, 4:00 p.m.**

**Notification: May 17, 2013**

**Contract Effective Date: July 1, 2013**

**Contract End Date: June 30, 2014**

**Registration for informational session:** Chris Calvey at 570.963.6590 ext. 106  
email [calveyc@lackawannacounty.org](mailto:calveyc@lackawannacounty.org)

## H. Contact Persons:

Any questions about the ARTS Engage! program's partnership of Lackawanna Arts and Culture Department and the Department of Human Services Office of Youth and Family Services, DHS/OYFS.

Maureen McGuigan, Deputy Director of Arts and Culture  
570.963.6590 ext.102 or [mcguiganm@lackawannacounty.org](mailto:mcguiganm@lackawannacounty.org)

For questions about RFQ submissions: Chris Calvey, Program Coordinator  
570-963-6590 ext.106  
[calveyc@lackawannacounty.org](mailto:calveyc@lackawannacounty.org)

For questions about the mission of DHS/OYFS: William Browning, Executive Director  
Department of Human Services  
570.963.6781 or [browningw@lackawannacounty.org](mailto:browningw@lackawannacounty.org)

Kerry Browning, Court and Community Services Director  
Department of Human Services Office of Youth and Family Services, DHS/OYFS  
570.963.6781 or [kimmickk@lackawannacounty.org](mailto:kimmickk@lackawannacounty.org)

**ARTS Engage! programs to be eligible for a RFQ must be held and sponsored  
Between the dates of July 1, 2013 – June 30, 2014**



# ARTS Engage! Program(s) Guidelines

2013-2014 ARTS ENGAGE! CONSORTIUM RFQ No. 087-13-1

The following pages contains more in depth information about working in a consortium and also examples of consortium members and tips for involving families in ARTS Engage!

ALL programs must be held and sponsored between the dates of July 1, 2013 - June 30, 2014.

## ARTS ENGAGE! CONSORTIUM MEMBERS

A consortium is defined as “a cooperative arrangement among groups or organizations”; Consortia work collaboratively to design and implement projects.

A consortium could include the following:

- One or more arts organizations.
- One or more social service agencies.
- A public school or community center.
- A college or university.
- A public or private housing project.
- Two or more professional teaching artists.
- One or more arts education consultant with expertise in curriculum and/or assessment
- A for-profit business which is providing services or other support.
- A neighborhood group.
- An educational organization such as Penn State Cooperative.

### Additional things to consider regarding consortium partnerships:

- A consortium that exactly matches this ideal list is not a requirement for the RFQ. however, applications with limited partnerships are less likely to be funded.
- One organization must be the Coordinating Partner that submits the RFQ.
- The consortium should be well-defined with specific goals and an overall vision.

### Role of the Coordinating Partner

The Coordinating Partner will be responsible for coordinating the consortium including:

- Acting as main liaison with DHS/OYFSLCCYS and the Arts and Culture Department.
- Collecting documentation from different site locations and partners.
- Working with partners to ensuring children are being recruited for and attending the program.
- Facilitating regular meetings between the consortium partners.
- Ensuring teaching artists have adequate Children and Youth Services training.

## **Role of the Coordinating Partner** *continued*

- Daily attendance records are to be kept and submitted weekly to ARTS Engage! staff in addition to the attendance records that are to be kept for monthly invoicing.
- A final attendance roster with students name and address and if available phone and email.
- Coordinating any efforts for an ARTS Engage! event.

Funding may be used to hire a Consortium Coordinator or to cover the cost of the staff person managing the program. Funds should only cover the time the full-time staff person is spending on ARTS Engage! and the budget should make clear the hours and cost.

## **Role of the Primary Partners**

Along with the Coordinating Partner there will be Primary Partners who help really develop and shape the program. These partners will have a stronger role than other members who may be providing an important pieces such as a venue or service but may not responsible for the overall development of the program. Primary Partners will be indicated in both the narrative proposal and on the Consortium member form.

## **Consortium Example-(must include a school for the 2013-2014 program year)**

A social service agency applies as the Coordinating Partner. Primary Partners are a Community Center, a local museum, a theatre company and two teaching artists.. Other members of the consortium include Goodwill Industries, a middle school, high school students, a housing project and two different colleges.

**Elementary Program:** A local museum working with a dance company conducts a 16 week elementary arts program on site at the coordinating social service agency with a monthly trip to the museum. An interdisciplinary program is designed around a theme. High school students who need service hours are recruited as well as college students. Goodwill Industries, High school students from the ARTS Engage! high school program are also encouraged to be mentors. They come and do a theatre arts activity with the elementary students.

**Middle School Program:** Two professional artists including a writer and a visual artist are contracted to run an 10 month after-school program at a local middle school working on developing an art installation using writing and visual art. A local property owner with a vacant space agrees to display the final installation and host a community art event. Counseling students from a local college are recruited as mentors and two adults from a local neighborhood association group also act as mentors. They incorporate work that is done by the elementary program into the installation.

**High School Program:** The community center works with a theatre company that conducts a high school program that takes place on site and at the theatre using college students, those that are studying theatre as mentors and assistants. Students work on both performance and visual aspects of theatre. The goal is a final production at the theatre. Students and their families from the elementary and middle school are invited to attend.

## **Examples of Possible Mentorship Partners**

- Big Brothers and Big Sisters
- Good Will Industries
- Colleges and Universities –various departments
- Senior Volunteers-though RSVP at Voluntary Action Center
- High School students who need service hours (could mentor elementary/possibly middle school students)
- Corporate Volunteer Programs (Bank of America, Walgreens, Target, etc.)
- Neighborhood Groups

## **Examples of For-Profit Businesses who may want to get involved**

- Galleries and Workshop groups-such as ArtWorks Gallery in downtown
- Dance studios
- Music studios
- Businesses that may have a space they can donate

## **Other Possible Consortium Partners**

- Penn State Cooperative-has many educational
- Historical Societies
- Heritage Sites and Museums
- Neighborhood Community Centers

## **SAMPLE IDEAS TO INVOLVE FAMILIES MORE**

- One day out of your program make it a family field trip day where children and their families attend an arts event or visit an arts organization.
- Invite families to participate on a special day. Have pizza or snacks and create a special activity where children must work with their family. Include this in any final exhibits or performances.
- Have a field trip outside of regular class to a show, museum or a First Friday. Provide transportation if possible.
- Have students ask members of their family if is an artistic skill they have always wanted to learn. Help brainstorm a list of ways they can learn the skill. Have a guest speaker day where different artists speak about their art.
- If families have internet access and are on Facebook have them post positive things about the students' achievements and experience on the ARTS Engage! facebook page.