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2016/2017 ARTS Engage! Request for Qualifications (RFQ)

RFQ 072-16-1150 QUESTIONS

Release Date: March 12, 2016

Questions Submitted by: March 24, 2016

Mandatory Informational Session: April, 2016 Electric City Trolley Museum, 9am-10am:

RFQ Deadline: 2:00 pm April 22, 2016

Contract Effective Date: July 1, 2016 - Contract End Date: June 30, 2017

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

Questions;

Received March 23, 2016

1. On page 4 of the RFQ, under #7, it states: "To achieve a maximum degree of comparability, the Submissions shall be organized in the manner specified below and use corresponding". It appears the sentence got cut off, do you know what it was supposed to say?

Response: To achieve a maximum degree of comparability, the Submissions shall be organized in the manner specified below and use corresponding **Cover Page: See Appendix "A"**

2. On page 4 of the RFQ, there is a breakdown of what the application needs to include. Section 2 starts with : "Statement of Qualification of Submitter: Identify the RFQ project for which the Submission has been prepared. Briefly state your organization understands for the services/items to be performed and make a positive commitment to provide the service as specified." I'm a bit unclear with the wording of the underlined portion above, can you give me an example of what you are looking for there?

Response: By answering the following questions in a narrative will meet the requirement. As specified under heading **ALL Submissions to the County must include the following: Section 2**

A narrative four to six (4-6) page narrative to include 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



3. It looks to me like last year, we submitted the Scope of Services (Section 4), description of our organization (Section 5), and our Statements of Assurance (Section 13-15) separately from the 4-6 page narrative. Is that the correct way to do it?

Response: Yes these are separate documents and not included in the 4-6 page narrative.

4. I see no difference in the information collected on Appendix B and Appendix C, do we need to submit both?

Response: There was an error on the document and we have corrected.

Appendix "C" Social Service Organization should read **Community Organization**

Appendix "C" Arts Organization should read **Teaching Artist**

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5. For the new requirement to work with a public housing unit, can our partnership be with a housing authority, or does it have to be only with one specific building?

Response: A housing authority may be a partner , Yes to your question.

Section F.ARTS ENGAGE! CONSORTIUM MEMBERS - A consortium is defined as "a cooperative arrangement among groups or organizations"; Consortia work collaboratively to design and implement projects. We require **two** mandatory partners for the ARTS Engage! RFQ. To allow us to have the widest reach for the OFYS population we are aiming to reach. One must be a public housing unit(s) in Carbondale or Scranton for elementary age programs. The second must be a school in Carbondale or Scranton for either elementary, middle or high school.