**2019-2020 Request for Contract Proposals**

**VSA EZ Program**

*February 7, 2019*

A Jean Kennedy Smith Arts and Disability Program

The Office of VSA and Accessibility at the John F. Kennedy Center for the Performing Arts

**SUMMARY**

**Contract Description:** Implement an arts education event or workshop for students with disabilities, pre-kindergarten–grade 12, or an arts-based professional learning opportunity for educators of students with disabilities.

**Contract Amounts:** $1,000–$3,000

**Contract Proposal Deadline:** March 27, 2019, 11:59 PM EDT

**Webinar – How to Prepare a Contract Proposal** *(optional to participate)***:**

February 26, 2019, 3:00-4:00 PM EST. To register [click here](https://zoom.us/webinar/register/WN_UvCp0A_XSQeoKSnBuzhUQA)

March 14, 2019, 3:00-4:00 PM EDT. To register [click here](https://zoom.us/webinar/register/WN_13hrtUzRRPW5d5XlXfxTjA)

Captioning available at: <http://www.streamtext.net/player?event=JFKCENTER>

*If you are unable to attend a live webinar, by registering you will automatically receive a link to a recording following the webinar’s completion.*

*To request an accommodation or receive these materials in an alternate format, contact: Stephanie Litvak,* [*sslitvak@kennedy-center.org*](mailto:sslitvak@kennedy-center.org)*, at least two weeks prior to the submission deadline.*

**Background**

As the nation’s performing arts center, the John F. Kennedy Center for the Performing Arts has a goal of providing powerful, culturally relevant educational experiences for all. To this end, the Kennedy Center’s VSA programs extend across the United States to address a variety of disability-related, arts education initiatives in the literary, media, visual, and performing arts (theater, dance, music).

**Program Description**

The VSA EZ Program provides arts education experiences for students with disabilities, pre-kindergarten through grade 12,\* or arts-based professional learning opportunities for educators of students with disabilities in in one or more of the following arts disciplines: performing (theater, dance, music), media, visual, and/or literary arts. These can be multiple, or one-time events such as, but not limited to, festivals, exhibits, performances, art stops, conference tracks, and workshops. The program may take place in any community or school setting.

The VSA EZ Program provides students with disabilities educational experiences that build skills arts learning; or prepares educators of students with disabilities to improve arts education, arts integration, and academic achievement through the arts.

\**Ages 3 to18, or students up to age 22 receiving special education services through the Individuals with Disabilities Education Act.*

**Scope of Work**

To accomplish the above, eligible and qualified contractors are being sought to perform the VSA EZ Program at the local, state, or regional level to expand the Kennedy Center’s program impact.

**All VSA programs have the following core components:**

1. Are arts-based, educational, and involve individuals with disabilities or the disability experience.
2. Are physically and programmatically accessible to individuals with disabilities, or are conducted such that requests for accommodation, effective communication, or physical access shall be fulfilled.
3. Have clear and articulated learning objectives and intended outcomes.
4. Address state/national arts education standards.

**In addition, for the VSA EZ Program,** **core components include:**

1. Engaging and serving either:
   1. students with disabilities, ages 3 to 22, pre-kindergarten through grade 12, or
   2. educators of students with disabilities ages 3 to 22, pre-kindergarten through grade 12
2. Implementing multiple or one-time arts education experiences including, but not limited to, festivals, exhibits, performances, art stops, conference tracks, in one or more of the following arts disciplines: performing (theater, dance, music), media, visual, and/or literary arts.
3. Building skills of
   1. Student in arts learning; or
   2. Educators in current effective teaching practices for educators of students with disabilities, as well as arts learning and academic achievement through the arts for students with disabilities.
4. Understanding of arts-based subject matter and an ability to teach arts concepts to either students with disabilities, or educators of students with disabilities.
5. Understanding and utilization of current effective teaching practices, strategies, and techniques that facilitate learning for students with disabilities and allow students with disabilities to be fully included in arts programming.
6. Substantively involving personnel, consultants, and/or advisors with special education expertise in the development and/or delivery of the program.

**Contract Amount, Term and Payment Structure**

The Kennedy Center is seeking proposals from contractors to perform VSA EZ Programs. The Center will accept only 1 (one) VSA EZ Program proposal per contractor. Contract award is subject to Kennedy Center funding availability for the VSA EZ Program. Contract award is also contingent upon successful completion of any Kennedy Center 2018-2019 VSA program contract.

1. **Contract Term:** The term of the contract will be for no more than 11 (eleven) months, from October 1, 2019 to August 31, 2020, and execution of the services must take place within this period.
2. **Contract Amount**: $1,000–$3,000 per contract. The Kennedy Center reserves the right to award less or more than the proposed amount based on the scope of proposal submitted. The contract must be based on a firm, fixed-price quote that contains all information necessary to allow the Kennedy Center to comprehensively evaluate the proposed costs.
3. **Payment Structure:** Payment will be made in 2 (two) parts upon demonstrated satisfactory completion of tasks and receipt of final and invoice from the contractor. Payments will occur on the following schedule:
   * **Payment 1:** 60% of contract amount after October 1, 2019 with receipt of signed contract agreement, payment timing contingent on Kennedy Center’s receipt of budgeted Department of Education funds.
   * **Payment 2:** 40% of contract amount upon receipt of final report and invoice.
4. **Reporting Requirements**: A final report must be submitted with an invoice no later than Wednesday, September 9, 2020, at 11:59 PM EDT. The final report must address the actual results of the VSA EZ Program and report in depth on participant data, program activities, outcomes, and impact at the end of the program. The Kennedy Center reserves the right to conduct site visits and request progress reports for the amplification and clarification of program activities.
5. **Acknowledgement and Logo**:Contractors will acknowledge their performance of a VSA EZ Program on behalf of the Kennedy Center by using the required credit line and logo on all program-related material and webpages/sites.
6. **Public Performance or Display:** Contractors must inform Kennedy Center staff of public performances, exhibitions, or display of artwork developed during the VSA EZ Program.
7. **Training:** Contractors will be required to participate in training and professional development as follows: at least 1 (one) key program staff member must participate in 2 (two) VSA webinars as designated by the Kennedy Center.
8. **Contract Fee Amounts:** Contractors should not include the following expenses in proposed contract fee:
   * Food and beverages
   * Production costs such as, but not limited to: rental of performance, exhibit, rehearsal, and office space; purchase of equipment or materials for sets, props, costumes; and purchase of equipment or materials to mount an exhibition (workshop/residency/training classroom space may be included).
   * Costs for the purchase of equipment or durable goods (non-durable art supplies exempt)
   * Costs for receptions, fundraisers, or exhibit and performance tours.
9. **Subcontracting:** Subcontracting is permissible only so long as contractor receives advance approval from the Kennedy Center before expenses are incurred and payments made. Contractor should not proceed until receiving written prior authorization. *For the purposes of this RFP, subcontracting is defined as the relinquishing of significant oversight and management to a third party or paying 65 percent or more of the total value of the contract to a third party.*
10. **Contract, Not Federal Grant**: Contract will be partially supported through a grant from the U.S. Department of Education to the Kennedy Center. Although the contract will not constitute a Federal grant or award subject to the reporting and auditing provisions of Title 2 Code of Federal Regulations Part 200*,* Uniform Administrative Requirements, Cost principles, and Audit Requirements for Federal Awards (Uniform Guidance)*,* the expenditure of Federal monies still will be subject to all other applicable Federal guidelines and the Uniform Guidance provisions. The Kennedy Center requires that the contractor adhere to such guidelines while providing services hereunder.

**Contractor Eligibility Requirements**

1. Eligible contractors may submit 1 (one) EZ Program proposal in addition to a maximum of 2 (two) different 2019-2020 VSA Requests for Contract Proposals, but the Kennedy Center will issue a contract offer for no more than 1 (one) EZ Program and 1 (one) VSA Program proposal per eligible contractor.
2. Commercial, for-profit entities, non-United States entities and individuals are not eligible and will not be considered.
3. Contractor must have at least three (3) years of experience operating an arts education program.
4. Contractor must demonstrate past practice or experience in working children or youth with disabilities, ages 3 to 22, between pre-kindergarten and grade 12.
5. Contractor must have at least 1 (one) key program staff member, consultant, or advisor with special education expertise who is substantively involved in the development and/or delivery of the program.
6. Contractor must demonstrate the capacity to identify and recruit children and youth with disabilities, pre-kindergarten–grade 12, to participate in the programs.
7. Contractor must demonstrate that it has the resources, staff, and capacity to manage and execute the proposed program within the designated timeline.
8. Contractor must comply with any state, local, and, if applicable, school district requirements regarding criminal background checks for program employees, contractors, and volunteers.
9. Contractors must: (a) conduct or be prepared to conduct upon request or need, the proposed program in spaces that are physically accessible to individuals with disabilities and (b) be able and prepared to provide, appropriate accommodations and effective communication upon request during all stages of the VSA EZ Program.

**Contract Proposal Deadline**

1. Proposal Submission Deadline: March 27, 2019, at 11:59 PM EDT.
2. Notification: Selected recipients will be notified by June 30, 2019.

**How to Submit a Contract Proposal**

Contractor may submit only 1 (one) VSA EZ Program proposal for consideration. It is permissible for other organizations to name the Contractor as partner or collaborator in a separately submitted proposal.

1. Proposals must be submitted online at [**https://thekennedycenter.smapply.io/prog/vsa\_ez\_proposal19-20**](https://thekennedycenter.smapply.io/prog/vsa_ez_proposal19-20) by the submission deadline. Proposals received after the proposal submission deadline will not be considered. The Kennedy Center is not responsible for any delays in transmission of proposals via the Internet.
2. Proposals must be well-written, error-free, and adhere to the word limits indicated in each section of the online proposal form.
3. Attached to this RFP is a list of questions asked on the online proposal form.
4. Information and materials submitted in connection with the proposal process will not be returned, will be treated confidentially, and will not be shared.

**Questions**

Please direct questions about this RFP to:

Stephanie Litvak

VSA and Accessibility Office, The Kennedy Center

Tel: 202-416-8847, Email: [sslitvak@kennedy-center.org](mailto:sslitvak@kennedy-center.org)

**Review Criteria**

Proposals will be reviewed utilizing the contractor’s:

1. **Strength**, based on:
   * 1. Past practice and experience providing quality arts education programs.
     2. Demonstrated ability to identify, recruit, and engage children and youth, ages 3 to 22, pre-kindergarten–grade 12,\* or educators of students with disabilities
     3. Quality and clarity of the program goals and objectives.
     4. Capacity to manage and execute the program.
     5. Appropriateness of the budget and the resources involved.
     6. Qualifications of the personnel involved.
2. **Merit** of the proposed program, including the:
   * 1. Alignment of the program to the core components of VSA EZ Program (see page 2 of this RFP).
     2. Quality of the educational experience and skill-building opportunities for program participants.
     3. Number of students with disabilities, pre-kindergarten–grade 12, served and per capita cost per student with a disability.

Additionally, the Kennedy Center will take into consideration the geographic range of applicants in order to support its objective of national breadth in education programming.

*\*Please note that organizations without specific programming for students with disabilities, but with evidence of organizational strength in the area of accessibility or inclusive programming will be evaluated on a case by case basis.*

**2019-2020 VSA EZ Program**

**List of Proposal Form Questions**

**Proposals must be submitted using the online form at**

[**https://thekennedycenter.smapply.io/prog/vsa\_ez\_proposal19-20**](https://thekennedycenter.smapply.io/prog/vsa_ez_proposal19-20)

**by March 27, 2019, at 11:59 PM EDT**

1. General Information
   1. Name of Organization
   2. Legal Name of Organization (if different from above)
   3. Mailing address
   4. Physical address (if different from above)
   5. Website
2. Primary Contact for Contract
   1. Name
   2. Title
   3. Telephone
   4. Email
3. Alternate Contact for Contract
4. Name
5. Title
6. Telephone
7. Email
8. I affirm that the Request for Proposals for the 2019-2020 VSA EZ Program was downloaded and read in full before completing this application.
9. Total proposed contract fee

$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.00

1. Projected Number of Program Participants (integers only)
   1. Number of students with disabilities
   2. Number of students without disabilities
   3. Number of educators, teachers, or teaching artists receiving professional learning
   4. Number of hours of instruction per participant (OK to use an average)
2. Summary of proposed program (maximum 600 words)

Include goals and objectives, and a description of key activities.

1. Proposed dates and locations (maximum 100 words)
2. Primary purpose or mission of organization (maximum 100 words)
3. Organizational Qualifications
   1. Is your organization a non-commercial, nonprofit entity?
   2. How many years of experience does your organization have operating an arts education program?
   3. How many years of experience does your organization have working with students with disabilities pre-kindergarten–grade 12?
   4. How many years of experience does your organization have providing professional development to educators of students with disabilities?
   5. Describe your organization’s experience and capacity to deliver proposed program (maximum 150 words)
4. Personnel
   1. Provide short biographies of key program personnel. Make sure to include personnel, consultants, and advisors with special education expertise or credentials (maximum 100 words each)
   2. Names of key partners/collaborators (those committing significant time, resources, or support)
5. Proposed Contract Fee Justification

Enter below a budget that provides sufficient transparency into the calculation of the proposed contract fee (see RFP page 3, #8 for unallowable costs)

* 1. Total proposed contract fee amount (should match amount in question 5, and not exceed $3,000)

Enter amount $\_\_\_\_\_\_\_\_\_\_.00

* 1. List the line items that make up the proposed contact fee and include the individual line item amount.

1. REQUIRED – GENERAL INFORMATION AND DATA

Please check all boxes that apply to the proposed contract work only:

* 1. Type of Professional Development (if applicable)

Pre-Service Training (student teachers/college education students)

Teaching Artists

Classroom Teachers

Special Education Teachers

Mentoring Residency (emerging teachers/artists working with established teachers/artists)

Other: Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Program Type

Inclusive programs (students with and without disabilities participating together)

Disability specific programs (mostly students with disabilities participating)

Other: Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Program Venue

Mainstream Classroom

Special Education Classroom

Disability Specific School

Community Settings (not classroom/school based)

Healthcare/Hospital/Therapy Center

Museum/Arts Center

Theater/Performing Arts Center

Other: Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Grade Level

Pre-Kindergarten

Elementary School

Middle School/Junior High School

High School

Other: Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Artistic Genre

Visual Arts

Video/ Film

Dance/ Movement

Theater/ Drama

Music

Literary Arts

Multi-Arts

Media Arts

Other: Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Disability Type

Severe/Profound or Multiple Disabilities

Mobility/Physical Disability

Deaf/Hard of Hearing

Blind/Low Vision

Cognitive (intellectual disability, autism, learning disability)

Mental Illness or Emotional Disabilities

Other: Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Nontraditional Learning Methods/Information Dissemination

Distance Learning

Webinar

Significant Information Published on Webpage

Electronic Publication

Conference Presentation

Other: Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_