**2019-2020 Request for Contract Proposals**

**VSA Museum Access for Kids 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 accessible arts experiences with related educational programming for students with disabilities, ages 3 to 22, pre-kindergarten–grade 12. Serve 100 or more students with disabilities. Must be a nonprofit museum to apply.

**Contract Amounts:** $3,000 to $15,000

**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 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 Museum Access for KidsProgram fosters the engagement of students with disabilities, pre-kindergarten–grade 12\*, in the arts and culture of their community by providing opportunities to learn through, participate in, attend, and enjoy accessible arts-based events and activities.

The VSA Museum Access for Kids Program intentionally includes students with disabilities in school or public programming at a museum and provides related in-school, community, or in-museum educational programming. This program provides appropriate accommodations and accessibility services such as sign language interpreters and captioning; large print, braille and/or audio versions of print materials; audio description; and social stories and sensory/autism friendly environments. The program also ensures that museum staff, educators, and volunteers are properly prepared and trained, and may provide subsidized tickets or admission fees for students with disabilities and their teachers or aides.

***\*****Ages 3 to 18, or students up to age 22 receiving special education services through the Individuals with Disabilities Act.*

**Scope of Work**

To accomplish the above, eligible and qualified museum contractors are being sought to perform the VSA Museum Access for Kids 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 Museum Access for Kids Program,** **core components include:**

1. Engaging and serving a minimum of 100 (one hundred) students with disabilities, ages 3 to 22.
2. Providing a minimum of 1 (one) accessible visit to a museum with an accompanying educational component, such as a docent-led tour, hands-on workshop, or pre- or post-visit discussion. Please note:
   1. Offering students with disabilities multiple opportunities for museum visits with accompanying educational activity over the course of the contract is preferred.
   2. The provision of study guides and/or social stories does not qualify as the accompanying educational components.
3. Having active and engaged partnerships or relationships with at least one local school or school district serving students with disabilities.
4. Demonstrating the capacity to engage special education programs and/or specialized schools that serve students with disabilities through an existing partnership.
5. Demonstrating experience and the capacity to provide accessibility accommodations for students with disabilities.
6. Providing access training for staff and volunteers.
7. 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.
8. 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 a VSA Museum Access for Kids Program. The Center will accept only 1 (one) VSA Museum Arts Access for Kids Program proposal per contractor. Contract award is subject to Kennedy Center funding availability for the VSA Museum Arts Access for Kids 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**: $3,000.00 to $15,000.00 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 3 (three) parts upon demonstrated satisfactory completion of tasks and receipt of progress reports and invoices from the contractor. Payments will occur on the following schedule:
   * **Payment 1:** 30% 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:** 30% of contract amount upon receipt of mid-term report and invoice
   * **Payment 3:** 40% of contract amount upon receipt of final report and invoice
4. **Reporting Requirements**: Written progress reports must be submitted with each invoice (see above). The Kennedy Center reserves the right to request additional progress reports, for amplification and clarification of the submitted progress reports. A final report must be submitted with the final invoice no later than Wednesday, September 9, 2020, at 11:59 PM EDT. The final report must address the actual results of the VSA Museum Access for Kids Program and report in depth on participant data, program activities, outcomes, and impact at the end of their programs. The Kennedy Center reserves the right to conduct site visits.
5. **Acknowledgement and Logo**:Contractors will acknowledge their performance of a VSA Museum Access for Kids 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 any intended public performance or display of material developed during the VSA Museum Access for Kids 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) webinars as designated by the Kennedy Center and at least 1 (one), but no more than 3 (three), key program staff member must attend the Leadership Exchange in Arts and Disability (LEAD) conference in early August 2020 in Raleigh, North Carolina. All travel expenses and registration fees will be the responsibility of the contractor.
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, and culminating event space; purchase of equipment or materials for sets, props, and/or 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 culminating events, public events, receptions, fundraisers, tours, exhibitions, or performances.
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 proposals 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) 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 be a nonprofit museum.
4. Contractor must have at least three (3) years of experience operating an arts education program.
5. Contractor must demonstrate past practice or experience in working with children and youth with disabilities and in providing accessible programs and accommodations for individuals with disabilities
6. 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.
7. Contractor must establish or demonstrate a partnership with a minimum of one school or school district serving students with disabilities, 3 to 22 years in age, whose students will participate in the programs.
8. Contractor must demonstrate that it has the resources, staff, and capacity to manage and execute the proposed program within the designated timeline.
9. Contractor must comply with any state, local, and, if applicable, school district requirements regarding criminal background checks for program employees, contractors, and volunteers.
10. 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 Museum Access for Kids 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 Museum Access for Kids 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\_mak\_proposal19-20**](https://thekennedycenter.smapply.io/prog/vsa_mak_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)

**Contract Proposal Review Criteria**

Proposals will be reviewed utilizing the Contractor’s:

1. **Strength**, based on:
   1. Past practice and experience providing quality accommodations for students with disabilities.
   2. Demonstrated partnership with a school or school district serving students age 3 to 22 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 the Museum Access for Kids program (see page 2 of this RFP).
   2. Quality of experience for program participants.
   3. Number of students with disabilities, 3 to 22 years of age, 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 Museum Access for Kids Program**

**List of Proposal Form Questions**

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

[**https://thekennedycenter.smapply.io/prog/vsa\_mak\_proposal19-20**](https://thekennedycenter.smapply.io/prog/vsa_mak_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 Museum Access for Kids 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 hours of instruction or participation over the course of the program on average per student with a disability
2. Summary of proposed program (maximum 200 words)
3. What are the program’s goals and objectives? (maximum 200 words)
4. What are the expected student learning outcomes? (maximum 200 words)

Be specific about what students will be able to do, know, or understand.

1. Describe the in-venue experience(s) (maximum 200 words)
2. Describe the hands-on educational component(s) (maximum 200 words)
3. What are your strategies for identifying student participants with disabilities and ensuring their participation by providing necessary accommodations? (maximum 200 words)
4. Name(s) of Partner School or School District and Contact Person (maximum 100 words)
5. List names
6. Upload an electronic copy of a letter of support from the school or school district stating a commitment to and naming the contact for this program
7. Optional Supplemental Materials

Provide accessibility brochures or other documents outlining accessibility accommodations or accessibility policies

* 1. Provide a web link where information can be found, or
  2. Upload electronic copies of documents

1. Primary purpose or mission of organization (maximum 100 words)
2. Organizational qualifications
   1. Is your organization a non-commercial, nonprofit museum?
   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 in providing accessible programs and accommodations for students with disabilities pre-kindergarten–grade 12?
   4. Describe your organization’s experience and capacity to deliver proposed program (maximum 150 words)
3. Personnel
   1. Provide short biographies of key program personnel. Make sure to include personnel, consultants, and advisors with special education expertise. Include at least one staff person from the school or school district and the museum. (maximum 100 words each)
   2. Names of additional key partners/collaborators (those committing significant time, resources, or support).
4. Proposed Contract Fee Justification

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

* 1. Organization program staff (program services/direct costs)

Costs associated with staff working directly on program delivery

* + 1. Enter amount $\_\_\_\_\_\_\_\_\_\_.00
    2. Show calculation of (per person x rate x hours)
  1. Contractors & Consultants
     1. Enter amount $\_\_\_\_\_\_\_\_\_\_.00
     2. Show calculation (per person rate x hours)
  2. Access services & Accommodations
     1. Enter amount $\_\_\_\_\_\_\_\_\_\_.00
     2. List items and show calculation
  3. Supplies & Materials
     1. Enter amount $\_\_\_\_\_\_\_\_\_\_.00
     2. List items and show calculation
  4. Travel (mileage, airfare, parking, lodging, meals)
     1. Enter amount $\_\_\_\_\_\_\_\_\_\_.00
     2. Show calculation (person x trip x rate)
  5. Required LEAD Conference travel & registration (3 days, early August, Raleigh, NC)
     1. Enter amount $\_\_\_\_\_\_\_\_\_\_.00
     2. Show calculation (person x trip x rate, estimated registration fee $330 per person and hotel $180 per night)
  6. Other
     1. Enter amount $\_\_\_\_\_\_\_\_\_\_.00
     2. List items and show calculation
  7. Sub-total of 18a. through g.
     1. Enter amount $\_\_\_\_\_\_\_\_\_\_.00
  8. Administrative overhead (management and general/indirect costs)

Not to exceed 10% of 18h.)

Costs associated with your organization’s overall operations and management, including executive director salary when not working directly on program service delivery.

* + 1. Enter amount $\_\_\_\_\_\_\_\_\_\_.00
    2. List items and show calculation
  1. Total proposed contract fee amount (add together 18h.+i., should match amount in question 5, and not exceed $15,000)
     1. Enter amount $\_\_\_\_\_\_\_\_\_\_.00

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 Setting (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\_\_\_\_\_\_\_\_\_\_\_\_\_\_