**2019-2020 Request for Contract Proposals**

**Rosemary Kennedy Initiative**

*February 6, 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 transition opportunities for youth with disabilities, preferably including individuals with intellectual disabilities, ages 15 to 22, in creative careers, arts, arts education, or arts management internships, or pre-professional training programs of 40 or more hours. Serve 5 or more students with disabilities. Must be an arts organization, whose primary mission is cultural, 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 [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 Rosemary Kennedy Initiative provides transition to work and career development opportunities in creative careers, the arts, arts education, or arts management for youth with disabilities, preferably including individuals with intellectual disabilities, ages 15-22. The program includes such transition opportunities as internships and pre-professional trainings that are designed to enhance the individual’s potential for arts-based employment or creative careers. Program participants receive instruction and hands-on activities in which they develop critical creative career and arts employment skills, acquire real world experience, and have the opportunity to interact with peers and professionals in an employment setting.

In the Rosemary Kennedy Initiative, arts organizations establish or demonstrate active partnerships with schools, school districts, and/or disability service organizations to identify and support youth throughout the transition opportunity. Initiative programs have clear participant recruitment strategies, defined skill development/learning objectives and outcomes, and provide 40 or more combined instructional and experiential hours per intern, trainee, or transitioning youth. The program may be conducted at the local, state, or regional level.

**Scope of Work**

To accomplish the above, eligible and qualified contractors are being sought to perform a Rosemary Kennedy Initiativeat 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 Rosemary Kennedy Initiative, core components include:**

1. Engaging and serving youth with disabilities, ages 15 to 22, who demonstrate an interest in an arts-based or creative career.
2. Serving 5 (five) or more youth with disabilities. Preference given to transition opportunities that are inclusive of youth with intellectual disabilities.
3. Providing 40 (forty) or more combined instructional and experiential hours per youth with a disability.
4. Implementing instructional and educational experiences that develop professional skills and capacities. Some examples are:
   1. Resume and cover letter writing, interviewing, auditioning, portfolio development, and networking;
   2. Opportunities or workshops that offer discussion and exchange of ideas with established artists, arts and arts management professionals, or other professionals in arts-based careers;
   3. Classes, lectures, or opportunities to learn about arts management strategies, or the “business of the business.”
5. Implementing on-the-job work experiences in at least 1 of the 2 (one of the two) components below:
   1. Arts administration/management: Duties that support and assist in the contracting organization’s mission and work.
   2. Artistic or creative career training: Training and/or professionally-led studio time, classes or workshops in the creative career or arts discipline of the contracting organization.
6. Demonstrating the capacity to engage youth with disabilities by having an active partnership between the arts organization (whose primary mission is cultural, such as but not limited to, a theater, museum, or arts council) and schools, school districts, and/or service organizations serving youth with disabilities. Taking many forms, examples of internships and pre-professional training may include, but are not limited to:
   1. Integrating youth with disabilities into an existing internship program at a cultural venue where each individual has a work placement and all interns go through the same professional development instruction together as a cohort.
   2. Youth with disabilities train at a studio to develop art and business skills such as creating and marketing art products for sale.
   3. Youth with disabilities train with a performing arts company to hone artistic and business skills through structured instruction, auditions and performances.
7. Understanding and utilization of current effective teaching practices, strategies, and techniques that facilitate learning for transition-age (15-22 years) 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 and credentials 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 Rosemary Kennedy Initiative program. The Center will accept only 1 (one) Rosemary Kennedy Initiative proposal per contractor. Contract award is subject to Kennedy Center funding availability for the VSA Rosemary Kennedy Initiative. 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 to $15,000 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 three (3) 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 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 Rosemary Kennedy Internship Initiative and report in depth on participation data, program activities, outcomes, and impact at the end of their programs.
5. **Acknowledgement and Logo**:Contractors will acknowledge their performance of a Rosemary Kennedy Internship Initiative 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 Rosemary Kennedy Internship Initiative.
7. **Training:** Contractors will be required to participate in training and/or 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, and culminating event 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 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 have at least three (3) years of experience operating a transition to work program such as an internship, apprenticeship, or pre-professional training.
4. Must be an arts organization whose primary mission is cultural, such as but not limited to, a theater, museum, or arts council.
5. Contractor must have at least 1 (one) key program staff member, consultant, or advisor with special education expertise and credentials who is substantively involved in the development and/or delivery of the program.
6. Contractor must establish or demonstrate a partnership with a minimum of one school, school district, or disability service organization whose youth will participate in the initiative.
7. Contractor must demonstrate past practice or experience in working with youth with disabilities.
8. Contractor must provide a clearly articulated plan to identify and recruityouth with disabilities, ages 15 to 22, to participate in the program, or demonstrate past history of success in recruiting youth with disabilities for programs.
9. Contractor must demonstrate that it has the resources, staff, and capacity to manage and execute the proposed program within the designated timeline.
10. Contractor must comply with any state, local, and, if applicable, school district requirements regarding criminal background checks for program employees, contractors, and volunteers.
11. 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 Rosemary Kennedy Initiative.

**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) Rosemary Kennedy Internship Initiative 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\_rki\_proposal19-20**](https://thekennedycenter.smapply.io/prog/vsa_rki_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-based internship, apprenticeship or pre-professional training programs.
   2. Demonstrated ability to identify, recruit and engage youth with disabilities ages 15 to 22.\*
   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 Rosemary Kennedy Internship Initiative (see page 2 of this RFP).
   2. Quality of the educational experience and skill-building opportunities for program participants.
   3. Number of youth with disabilities, ages 15 to 22 served and per capita cost per student with 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 youth 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 Rosemary Kennedy Initiative**

**List of Proposal Form Questions**

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

[**https://thekennedycenter.smapply.io/prog/vsa\_rki\_proposal19-20**](https://thekennedycenter.smapply.io/prog/vsa_rki_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 Rosemary Kennedy Initiative 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 youth with disabilities
   2. Of the youth with disabilities, number of youth with intellectual disabilities
   3. Average number of hours per program term participants will spend doing internship or training activities (40 hours minimum)
   4. Average number of weeks per program term
2. Summary of proposed program (maximum 200 words)
3. List and describe the instructional and educational experiences youth with disabilities will undertaketo develop their professional skills and capacities. (maximum 200 words)
4. Which on-the-job experiences will the proposed program include? (check all that apply):

a. Arts administration/management: Duties that support and assist in the contracting organization’s mission and work.

b. Artistic or creative career training: Training and/or professionally-led studio time, classes or workshops in the creative career or arts discipline of the contracting organization.

1. What are the program’s goals and objectives? (maximum 200 words)
2. What are the expected youth learning outcomes? (maximum 200 words)

Be specific about what youth will be able to do, know, or understand in each of the following areas:

* 1. Professional skills
  2. Job site specific skills and/or arts learning
  3. Work-appropriate social and emotional learning

1. What educational strategies, frameworks, and/or methodologies will you use to facilitate learning for youth with disabilities? (maximum 200 words)
2. Name(s) of partner school, school district, and/or disability service organization, including name of contact person (maximum 100 words)
3. List names
4. Upload an electronic copy of a letter of support from the school, school district, and/or service organization stating a commitment to and naming the contact for this program.
5. Proposed dates and locations (maximum 100 words)
6. Primary purpose or mission of organization (maximum 100 words)
7. Organizational qualifications
   1. Is your organization a non-commercial, nonprofit arts organization whose primary mission is cultural?
   2. How many years of experience does your organization have operating an internship, apprenticeship, or pre-professional training program?
   3. How many years of experience does your organization have working with youth with disabilities ages 15-22?
   4. Describe your organization’s experience and capacity to deliver proposed program (maximum 150 words)
8. Personnel
   1. Provide short biographies of key program personnel. Make sure to include personnel, consultants, and advisors with special education expertise and credentials. (maximum 100 words each)
   2. Names of key partners/collaborators (those committing significant time, resources, or support)
9. 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 4, #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. Supplies & Materials
     1. Enter amount $\_\_\_\_\_\_\_\_\_\_.00
     2. List items and show calculation
  3. Travel (mileage, airfare, parking, lodging, meals)
     1. Enter amount $\_\_\_\_\_\_\_\_\_\_.00
     2. Show calculation (person x trip x rate)
  4. Other
     1. Enter amount $\_\_\_\_\_\_\_\_\_\_.00
     2. List items and show calculation
  5. Sub-total of 18a. through e.
     1. Enter amount $\_\_\_\_\_\_\_\_\_\_.00
  6. Administrative overhead (management and general/indirect costs)

Not to exceed 10% of 18f.

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 18f.+g, should match question 5, and not to 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 (children with and without disabilities participating together)

Disability specific programs (mostly children 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\_\_\_\_\_\_\_\_\_\_\_\_\_\_