



STATE OF NEW JERSEY

DEPARTMENT OF STATE

P.O. Box 300  
TRENTON, NJ 08625-0300

PHILIP D. MURPHY  
*Governor*

LT. GOVERNOR TAHESHA L. WAY  
*Secretary of State*

**February 8, 2024**

**To: All Interested Vendors**

**Re: Request for Quote 24-COA-002  
Guide for Arts Learning and Justice-Impacted Youth**

**Request for Quote Submission Date: February 20, 2024 (2:00 p.m. Eastern Time)**

**Amendment #1**

The following constitutes Amendment #1 to the above referenced RFQ:

- This Amendment is to provide answers to the questions submitted.

It is the sole responsibility of the Vendor to be knowledgeable of all of the additions, deletions, clarifications, and modifications to the Request for Quote.



STATE OF NEW JERSEY

DEPARTMENT OF STATE

P.O. Box 300  
TRENTON, NJ 08625-0300

PHILIP D. MURPHY  
Governor

LT. GOVERNOR TAHESHA L. WAY  
Secretary of State

Request for Quote #24-COA-002

**Guide for Arts Learning and Justice-Impacted Youth Answers to Questions**

Where applicable, each question references the appropriate Request for Quote section.

#	Bid Solicitation Section Reference	Question (Bolded) and Answer
1	General	<b>What are the target age(s) of the youth to be served?</b>  The guide should focus on reaching youth who are 21 years or younger and in grades K-12, or grade equivalent.
#	Bid Solicitation Section Reference	Question (Bolded) and Answer
2	General	<b>Will the level of criminal offense (and/or risk and/or need level) be taken into consideration before enrolling a youth into programming?</b>  We rely on the expertise of the contracted consultant to guide us in these matters. The guide will be presented to arts and community organizations, as well as teaching artists. If levels of offense, risk, or need are recommended for consideration for developing programming, we will rely on the consultant and supporting research to guide that recommendation.
#	Bid Solicitation Section Reference	Question (Bolded) and Answer
3	General	<b>Regarding collaborative effort described in the legislation, what additional support (if any) beyond referrals will be provided by partnering Juvenile Department(s)?</b>  The Juvenile Justice Commission (JJC) will be included as a key stakeholder in conversations. The JJC will be the recipient of the finished guide, but will not be a driver of the process or product.



STATE OF NEW JERSEY

DEPARTMENT OF STATE

P.O. BOX 300  
TRENTON, NJ 08625-0300

PHILIP D. MURPHY  
Governor

LT. GOVERNOR TAHESHA L. WAY  
Secretary of State

#	Bid Solicitation Section Reference	Question (Bolded) and Answer
4	General	<p><b>Are there specific artistic disciplines that will need to be included in the programming?</b></p> <p>The guide should be open and inclusive of all art forms. The Guide will be disseminated to arts and community organizations, as well as teaching artists. Any organization or teaching artist who is looking to develop and implement programming to engage at-risk and/or justice-impacted youth should be supported by this document.</p>
#	Bid Solicitation Section Reference	Question (Bolded) and Answer
5	General	<p><b>Who will be responsible for implementing the training recommended in the guide?</b></p> <p>The Arts Council is responsible for disseminating the document, as well as providing technical assistance to any agency, organization, or individual who would like to utilize the guide. If training for individuals and organizations is recommended, proper resources and recommendations should be provided in the guide.</p>
#	Bid Solicitation Section Reference	Question (Bolded) and Answer
6	General	<p><b>Regarding skill-building and career pathway explorations, are those limited to arts-focused pathways, or can the guide position arts experiences as a means of gaining general workforce skills?</b></p> <p>We acknowledge that arts learning is a clear and direct pathway to both social emotional learning and general workforce skills. We welcome conversations around social, emotional, and work skills benefits through hand-on, arts learning and engagement.</p>



STATE OF NEW JERSEY

DEPARTMENT OF STATE

P.O. BOX 300  
TRENTON, NJ 08625-0300

PHILIP D. MURPHY  
Governor

LT. GOVERNOR TAHESHA L. WAY  
Secretary of State

#	Bid Solicitation Section Reference	Question (Bolded) and Answer
7	3.17.1 Payment Schedule	<p><b>25% with PO/75% Upon Completion: Are the payment terms negotiable? Typically, for a project of this scale and duration, we would receive incremental payments and key benchmarks. For example at inception, mid-point, and completion. Is this negotiable?</b></p> <p>The State Arts Council will adjust the payment to be more reflective of the needs of the field. The revised payment structure is presented below. A supplemental amendment, Amendment #2, will be posted to the DOS website outlining the revised payment schedule.</p> <ul style="list-style-type: none"> <li>- 25% Upon Issuance of the Purchase Order</li> <li>- 25% Upon Completion of the Planning/Development Phase</li> <li>- 50% Upon Delivery of the Finished Guide</li> </ul>
#	Bid Solicitation Section Reference	Question (Bolded) and Answer
8	4.1 Project Scope (Planning Process)	<p><b>Focus Groups with Youth: Are focus groups intended to be virtual or in-person? Are there existing youth groups that the Council has identified, or would the consultant need to identify?</b></p> <p>The Arts Council is open to the consultant's preference and guidance with regard to the most effective ways to structure and implement focus groups. The Council has not identified existing youth groups at this time and would rely on the consultant to do so. The Arts Council will readily connect the consultant to relevant partner organizations that could be helpful in this work.</p>
#	Bid Solicitation Section Reference	Question (Bolded) and Answer



STATE OF NEW JERSEY

DEPARTMENT OF STATE

P.O. Box 300  
TRENTON, NJ 08625-0300

PHILIP D. MURPHY  
*Governor*

LT. GOVERNOR TAHESHA L. WAY  
*Secretary of State*

#	Bid Solicitation Section Reference	Question (Bolded) and Answer
9	4.1  Project Scope  (Planning Process)	<b>Council Staff Support throughout Planning Phase: Can you describe what type of assistance would be provided? Are there existing Council relationships with stakeholders and community groups that could be leveraged during the planning process, or would these need to be identified/developed?</b>  The Arts Council welcomes the consultant’s input on which organizations and individuals would most benefit the work. The Arts Council anticipates supporting the successful consultant by connecting them to key stakeholders, community groups, existing program leaders and instructors, as well as leaders in arts education throughout the state.