

RFP – Tattoo Artist Apprenticeship Program

TECHNICAL SUBMITTAL

The Commonwealth of Pennsylvania Department of Corrections (PA DOC) is seeking an Offeror to provide an instructor for 32 to 40 hours a week to lead a Tattoo Artist Apprenticeship program for incarcerated individuals. This program aims to provide an opportunity for incarcerated individuals to learn the trade of tattoo art at Frackville SCI, 111 Altamont Blvd, Frackville, PA.

The apprenticeship program would include training for all aspects related to professional tattooing such as disease prevention, design, application, customer service, and familiarization with shop operations.

Please note an **Offeror** is defined as a person that submits a proposal in response to an RFP (request for proposals).

I-1. SCOPE OF WORK

- A. **Statement of the Project.** The PA DOC Tattoo Artist Apprenticeship Program aims to:
1. Reduce illicit tattooing and associated health risks,
 2. Provide a structured, safe, and sanitary environment for tattoo education, teaching a progression from classroom – paper – synthetic skin – supervised human application,
 3. Equip incarcerated individuals with employable skills for reentry,
 4. Align with professional tattoo industry standards and state regulatory requirements, if applicable and
 5. Provide an opportunity for incarcerated individuals wishing to cover symbols of hate, gang affiliation, or human trafficking.
- B. **Pre-proposal Conference.** The Issuing Office will hold a Pre-proposal conference as specified in the Calendar of Events and Jaggaer. The purpose of this conference is to provide an opportunity for clarification of the RFP. Offerors should forward all questions to the Issuing Office through Jaggaer to ensure adequate time for analysis before the Issuing Office provides an answer. Offerors may also ask questions at the conference. In view of the limited facilities available for the conference, Offerors should limit their representation to **two (2)** individuals per Offeror. The Pre-proposal conference is for information only. Any answers furnished during the conference will not be official until they have been verified, in writing, by the Issuing Office. All questions and written answers will be posted in Jaggaer and shall become part of this RFP. Attendance at the Pre-proposal Conference is **optional**.
- C. **Term of Contract.** The term of the contract will commence on the Effective Date and will end in **Two (2) years from effective date, with the Commonwealth retaining the option to renew the contract with three (3) optional one (1) year renewals**. Should the renewal option be exercised, pricing may change at the time of renewal. The price adjustment, not to exceed 3%, must be by mutual agreement between the PA DOC and the Awarded Contractor and must be submitted to the PA DOC no later than sixty (60) days prior to the

contract end date. All supporting documentation must be submitted with the pricing to justify any price increases.

The Issuing Office will fix the Effective Date after the contract has been fully executed by the selected Offeror and by the PA DOC and all approvals required by PA DOC contracting procedures have been obtained. The selected Offeror shall not start the performance of any work prior to the Effective Date of the contract and the PA DOC shall not be liable to pay the selected Offeror for any service or work performed or expenses incurred before the Effective Date of the contract.

D. Facility Responsibilities. The PA DOC will be responsible for the following:

1. Providing a secure workspace,
2. Approval of the tattoo lesson plans,
3. Approval of any/all applied tattoos,
 - a. No apprentice will perform tattooing on a person until the apprentice has demonstrated competency and received written approval from the appropriate PA DOC authority and contracted instructor.
4. Approval and purchase of all necessary equipment and materials such as tattoo machines, ink, needles and cartridges, drawing supplies, gloves, furniture, etc.,
5. Approval of apprentice roster,
6. Approval for an apprentice to perform a tattoo on a person; approval will not be granted until the apprentice has demonstrated competency and received written approval from the appropriate DOC authority and contracted instructor.
7. Supporting licensing and compliance, if applicable

E. Subcontractors: Offeror may not utilize subcontractors for Tattoo Artist Apprenticeship program services. It is the intent of PA DOC to work directly with the Awarded Contractor.

F. Financial Capability. The PA DOC reserves the right to request additional information to evaluate an Offeror's financial capability.

G. Offeror Requirements.

1. **Company Overview and Experience.** The Offeror should provide an overview of their individual experience, and if applicable, an overview of their current business. Response should include resumes including any experience providing instruction/training, professional tattooing, and/or experience with having had apprentices.

Offeror Response in Jaggaer system

2. **Experience.** The Offeror:
 - a. Must be an **actively practicing professional tattoo artist** for a minimum for 3 years with the ability to supervise apprentices participating in the tattoo apprenticeship program
 - b. Must possess a **high school diploma or equivalent,**

- c. **Must** possess current OSHA compliant Bloodborne Pathogen (BBP) certification,
- d. Strong communication, documentation, and organizational skills, and
- e. Reliable transportation.

Please acknowledge that you meet this requirement.

Offeror Response

- 3. **Portfolio.** Please include a portfolio of recent tattoo art to highlight technical skills, creativity, experience and style. Portfolio must only depict original work of the Offeror.

Offeror Response – Upload Portfolio in Jaggaer system

- 4. **Security.** The Awarded Contractor will be required to successfully complete/pass the following (please document your acknowledgement in the response):
 - a. Pass background checks as required by PA DOC and the Prison Rape Elimination Act (PREA),
 - b. Comply with all PA DOC security protocols,
 - c. Comply with PREA requirements,
 - d. Follow all staff instructions while onsite, and
 - e. Complete required annual training.

A mandatory requirement of this program is that Offeror shall obtain a Centralized Clearance Check and pass a Prison Rape Elimination Act (PREA) background check prior to contract award, with frequency as required by PA DOC. The PA DOC will request a Centralized Clearance Check of the Offeror during the procurement process, prior to contract award. Details regarding this process can be found here at <https://www.pa.gov/services/cor/centralized-clearance-request>

Please acknowledge that you understand and can meet this requirement.

Offeror Response

- 5. **Video Submission:** Offeror shall provide a 5-to-10-minute video demonstrating their ability to instruct a group in tattoo artistry. Offeror may include an example of their lesson plan and the student instruction associated with the lesson plan. It is preferable the demonstration is made available via a YouTube channel/link or other remote media capability, however if a hard copy (flash drive) is to be mailed, it should be submitted to the contact listed below:

**Elizabeth Lenhart, Administration - Procurement
C/O PA Department of Corrections
1920 Technology Parkway
Mechanicsburg, PA 17050**

PA DOC reserves the right to request additional information after receipt of video submission.

Trade Secret. Any Offeror who determines that it must divulge trade secrets or confidential proprietary information as part of its proposal must submit a redacted version of its proposal, which removes only the confidential proprietary information and trade secrets, for required public disclosure purposes.

Please acknowledge that you understand and can meet this requirement.

Offeror Response

6. **Travel.** This program may require travel to another PA DOC site, other than the primary work location, for training, meetings or presentations. This occasional travel would be reimbursed in accordance with Management Directive 230.10.

Please acknowledge that you understand this requirement.

Offeror Response

7. **Additional Standards:-** The PA DOC prefers the following standards, but they are not required:
- a) Experience with covering existing tattoo art,
 - b) Experience instructing vocational or technical training programs,
 - c) Tattoo related continued education certifications,
 - d) Familiarity with correctional environments and security protocols, and/or
 - e) Experience operating a tattoo studio.

Offeror Response

I-2 PROJECT OVERVIEW

The Awarded Contractor will be responsible for **end-to-end delivery and management** of the PA DOC's Tattoo Apprenticeship Program. The Awarded Contractor will work directly with the PA DOC's project manager to ensure successful facilitation of program operations.

A. Program Development and Design

The Awarded Contractor shall work with the PA DOC's Tattoo Project Manager to develop, design, and implement instructional materials and lesson plans to deliver the PA DOC's established curriculum for up to six (6) apprentices. The Awarded Contractor shall also be responsible for the creation of periodic evaluations or competency assessments which ensure appropriate apprentice skill development prior to lesson advancement.

The PA DOC's proposed 12-month curriculum for the vocational apprenticeship program for incarcerated individuals includes the following components:

Introduction to Professional Tattooing

- I. Overview of the PA DOC's tattoo apprentice program structure and expectations
- II. Roles and responsibilities of a professional tattoo artist

- III. Consent forms, documentation, and legality concerns
- IV. Professional ethics and client communication

Health, Safety, and Sanitation

- I. Bloodborne pathogens and disease transmission prevention
- II. Universal Precautions and protective equipment
- III. Cleaning, disinfecting, and sterilization procedures
- IV. Appropriate after-care
- V. When to refuse service for safety reasons

Art and Design Fundamentals

- I. Drawing lines, shapes, shading, and texture
- II. Tattoo design principles
- III. Creating stencils and transferring images

Tools, Equipment, and Technology

- I. Tattoo machine nomenclature and familiarization
- II. Needles, cartridges, and groupings
- III. Ink types, pigments, and safety concerns

Tattoo Techniques and Application

- I. Needle Depth and machine speed
- II. Linework Techniques
- III. Shading and color packing
- IV. Layering and Blending

Practice-Based Skill Development

- I. Practice on paper and synthetic skin,
- II. Managing client comfort and communication,
- III. Avoiding blowouts, scarring, and overworking skin,
- IV. Linework and shading exercise,
- V. Individualized skill coaching and feedback, and
- VI. Completing full designs.

Professionalism and Business Skills

- I. Information and education regarding building a portfolio,
- II. Understanding tattoo shop operations,
- III. If applicable, understanding state and/or local requirements, inspections and/or licensure,
- IV. Workspace ethics and conflict resolution,
- V. Preparing for employment after release, and
- VI. Connecting with tattoo studios

Please acknowledge that you understand and can meet this requirement.

Offeror Response

B. Licensing & Regulatory Compliance. The Awarded Contractor shall:

1. Manage the licensed body art establishment application process, when applicable, ensuring the program meets all requirements set by the PA DOC and all applicable local and/or state guidelines,
2. Ensure all equipment, procedures, and instructional content comply with any applicable local and state health and safety regulations,
3. Maintain documentation required for tattoo apprenticeship tracking and licensing eligibility,
4. Ensure all appropriate release and consent forms are complete and
5. Ensure the tattoo studio is compliant with any/all required regulations.

Please acknowledge that you understand and can meet this requirement.

Offeror Response

C. Equipment Procurement & Management. The Awarded Contractor shall:

1. After initial equipment purchase and supply set up, the Awarded Contractor shall maintain all equipment in good operating condition and maintain inventory records in accordance with manufacturer safety standards.
2. Work with PA DOC Staff to order supplies and ensure storage in compliance with PA DOC facility rules.

Please acknowledge that you understand and can meet this requirement.

Offeror Response

D. Program Implementation & Instruction. The Awarded Contractor shall:

1. Deliver the curriculum through classroom instruction, demonstrations, and supervised hands-on practice.
2. Supervise participants during tattooing experiences; track their hours, and evaluate skill development toward apprenticeship advancement.
3. Maintain discipline and structure in accordance with PA DOC facility policies.

Please acknowledge that you understand and can meet this requirement.

Offeror Response

E. Apprenticeship Management. The Awarded Contractor shall help manage the apprenticeship and application process for participants, ensuring they meet eligibility requirements. The Awarded Contractor will:

1. Assist the PA DOC with the selection of eligible incarcerated individuals for enrollment,
2. Maintain accurate records of attendance, completed procedures, and skill progression, and
3. Provide regular progress updates to PA DOC staff.

Please acknowledge that you understand and can meet this requirement.

Offeror Response

F. Community & Industry Engagement. The Awarded Contractor shall:

1. Act as a liaison with the body art and tattoo community to support post-release employment opportunities,
2. Build partnerships with tattoo studios, apprenticeship sponsors, and industry professionals, and
3. Provide incarcerated individuals with information on licensing pathways and career opportunities.

Please acknowledge that you understand and can meet this requirement.

Offeror Response

I-3 Training. The Offeror will be required to educate PA DOC staff about appropriate tattoo after-care and possible signs of infection.

Please acknowledge below in the response area.

Offeror Response

I-4. Contractor Tasks. Offeror shall describe in narrative form your technical plan for accomplishing the deliverables listed below for a 1:6 student ratio.

Deliverable	Description	Due Date
Licensing Compliance	If applicable, apply for, manage compliance and maintain current licenses as required.	Within 45 days if applicable
Equipment Procurement Plan	Maintain a list of required equipment and supplies.	Within 30 days.
Lesson Plans	Prepare instructor's materials ensuring the PA DOC curriculum is covered.	Within 90 days.
Monthly Reports	Attendance, progress, issues & recommendations.	Monthly.
Final Apprentice Evaluations	Hours, procedures and skill progression tracking summary.	Upon apprenticeship conclusion.

Provide narrative response.

Offeror Response

I-5. Reports. The Awarded Contractor shall submit a monthly report detailing program progress, participant performance, equipment status, and any issues requiring attention to PA DOC. A final apprenticeship report documenting procedures learned, skill evaluations, and general

progress through the program will be due for each of the 6 apprentices at the conclusion of the 12–36-month program.

Please acknowledge this requirement in the area below.

Offeror Response

I-6. Invoicing

Contractors must follow the following invoicing requirements:

- Accurately bill the PA DOC for actual services rendered on all invoices.
- Submit invoice to appropriate resource account within 10 business days of completed service.
- Comply with PA DOC's practices for supplier payments.

The Awarded Contractor should submit all invoices, as outlined by the Pennsylvania Office of the Budget, as a PDF file to 69180@pa.gov. The following link will provide more information regarding the Office of the Budget's invoicing requirements and resources:

<https://www.budget.pa.gov/Services/ForVendors/Pages/default.aspx>

Please acknowledge.

Offeror Response

I-7. Objections and Additions to Standard Contract Terms and Conditions. The Offeror will identify which, if any, of the terms and conditions contained in the **Buyer Attachments** section that it would like to negotiate and what additional terms and conditions the Offeror would like to add to the standard contract terms and conditions. The Offeror's failure to make a submission under this paragraph will result in its waiving its right to do so later, but the Issuing Office may consider late objections and requests for additions if to do so, in the Issuing Office's sole discretion, would be in the best interest of the PA DOC. The Issuing Office may, in its sole discretion, accept or reject any requested changes to the standard contract terms and conditions. The Offeror shall not request changes to the other provisions of the RFP, nor shall the Offeror request to completely substitute its own terms and conditions for this RFP. All terms and conditions must appear in one integrated contract. The Issuing Office will not accept references to the Offeror's, or any other, online guides or online terms and conditions contained in any proposal.

Regardless of any objections set out in its proposal, the Offeror must submit its proposal, including the cost proposal, on the basis of the terms and conditions set out in the **Terms and Conditions** contained in the **Buyer Attachment** section. The Issuing Office will reject any proposal that is conditioned on the negotiation of the terms and conditions set out in the **Terms and Conditions** contained in the **Buyer Attachment** section or to other provisions of the RFP

Offeror Response