



County of San Mateo

Request for Proposals (RFP - Informal) for Juvenile Creative Arts Program

Probation

RFP - Informal No. 2027-RFP - Informal-00105

RFP - Informal Contact: Maricel Defensor

mdefensor@smcgov.org

1. Introduction and Schedule

The County of San Mateo (the “County” or “SMC”) covers most of the San Francisco Peninsula. The region covers 744 mi and is home to nearly 800,000 residents and 20 incorporated cities. The County provides for the health and welfare of all people within its borders and serves as the local government for the unincorporated areas. Innovation thrives here in industries including bioscience, computer software, green technology, hospitality, financial management, health care, education and transportation. The County prides itself on how that prosperity fosters its commitment to protecting and enhancing the health, safety, welfare and natural resources of the community.

1.1. Summary

San Mateo County Probation Department is soliciting proposals from qualified providers to provide general art classes and creative art workshops at the Youth Services Center - Juvenile Hall. The program is intended to provide detained youth with structured and creative opportunities that promote artistic skill development, positive self-expression, personal growth, and an appreciation for the arts.

The selected Contractor will provide weekly general art classes and creative arts workshops, introducing youth to foundational art concepts and techniques, including drawing, sketching, shading, composition, color, painting, and other appropriate forms of artistic expression. Instruction should be delivered through a structured and engaging curriculum that is appropriate for youth with varying levels of artistic experience and ability.

The program should incorporate motivational and supportive elements designed to encourage youth participation, creativity, confidence, concentration, patience, and perseverance. The Contractor should use art as a positive outlet for self-expression and provide youth with opportunities to complete individual and group projects that demonstrate their developing skills.

The services shall consist of up to four (4) hours per week for 50 weeks, for a maximum of 200 hours annually. Each individual class session shall be up to two (2) hours. The Contractor's proposed all-inclusive rate shall include all class preparation, lesson planning, instructional activities, demonstrations, and other costs necessary to provide the services, unless otherwise specifically approved by the County.

All services must be coordinated with designated Probation and facility staff and delivered in a manner consistent with County expectations for professionalism, trauma-informed practice, youth engagement, and the safe operation of a secure juvenile facility.

As a condition of providing services within a secure juvenile facility, the selected Contractor and any staff assigned to the program will be required to comply with all Youth Services Center - Juvenile Hall safety protocols, procedures, and facility rules, and pass a County-approved background check, including Livescan fingerprinting, before entering the facility or working directly with youth. Contractor personnel will also be required to complete applicable Onboarding and Security Training before providing services.

Deliverables include weekly general art classes and creative arts workshops, development and preparation of appropriate art activities and lesson plans, documentation of services provided, and ongoing collaboration with Probation staff to support youth participation, motivation, positive engagement, and the overall objectives of the program.

1.2. Contact Information

Maricel Defensor

Contract Administrator II - WOC

Email: mdefensor@smcgov.org

Phone: [\(650\) 312-8896](tel:(650)312-8896)

Department:

Probation

Department Head:

John T. Keene

Chief Probation Officer

1.3. Timeline

RFP Released	September 21, 2026
Proposal Due Date and Time	October 9, 2026, 12:00pm
Interviews (tentative)	October 16, 2026
Anticipated Contract Award Date	October 30, 2026

2. Scope of Work

2.1. Program Components

Services shall include, but are not limited to:

A. Introduction to Art and Drawing

The Introduction to Art and Drawing component shall help youth:

- Develop fundamental drawing and artistic skills.
- Learn basic concepts of line, shape, form, proportion, perspective, shading, and composition.
- Develop perceptual skills necessary to observe and accurately represent objects, people, and surroundings.
- Learn techniques for translating observations into pencil drawings and other appropriate art forms.
- Develop creativity, concentration, patience, and attention to detail.
- Explore art as a positive form of self-expression.

- Build confidence through the completion of individual and group art projects.
- Develop an appreciation and understanding of the arts.

Instruction shall be appropriate to the participants' skill levels and may include demonstrations, guided exercises, individual projects, group projects, and other hands-on activities.

B. General Art Classes and Workshops

The Contractor shall provide general art instruction designed to build upon the foundational skills introduced during the program.

Classes and workshops may include, but are not limited to:

- Drawing and sketching
- Pencil and charcoal techniques
- Shading and blending
- Color theory and color application
- Painting
- Illustration
- Composition
- Portraiture
- Creative design
- Mixed-media projects
- Visual storytelling
- Other appropriate art techniques and projects

The Contractor shall develop activities that encourage youth participation and provide opportunities for youth to complete meaningful individual or group art projects.

The Contractor may adapt lesson plans and projects based on the participants' interests, skill levels, available materials, facility requirements, and program objectives.

C. Creative and Motivational Approach

The program shall incorporate positive and motivational elements intended to support the personal development of detained youth.

The Contractor shall:

- Provide a positive and encouraging learning environment.

- Use art as a constructive outlet for self-expression.
- Encourage youth to develop confidence and a sense of accomplishment.
- Promote creativity, patience, focus, and perseverance.
- Encourage youth to recognize and develop their individual talents.
- Reinforce positive behaviors and constructive decision-making.
- Provide appropriate motivational guidance and encouragement during instruction.
- Help youth recognize the value of creative activities as a positive alternative for self-expression.

The program is intended to provide youth with a positive experience that contributes to developing an appreciation for the arts and encourages positive personal growth.

D. Mural Art and Experience in Juvenile Detention settings

The Contractor shall have demonstrated experience, or the demonstrated ability to develop and implement programming, involving mural art projects in correctional, juvenile detention facilities, or other secure institutional settings.

For future mural projects, the Contractor may be requested to collaborate with Probation Department and facility staff to identify appropriate mural locations, develop youth-centered themes, establish project timelines, and create designs that support the facility's rehabilitative, educational, and youth-development objectives.

2.2. Class Preparation and Instruction

The Contractor shall be responsible for all preparation necessary to conduct each class or workshop.

The **all-inclusive hourly rate** shall include all costs associated with providing the services, including but not limited to:

- Class preparation and lesson planning;
- Development and preparation of instructional materials;
- Art instruction;
- Demonstrations;
- Classroom setup and cleanup associated with the Contractor's activities;
- Coordination necessary to conduct the classes;
- Administrative time directly associated with preparation and delivery of the program; and
- Any other costs necessary to successfully provide the contracted services.

The County will not pay additional compensation for class preparation, lesson planning, or other activities included within the Contractor's all-inclusive rate.

2.3. Schedule and Hours

The Contractor shall provide services according to a schedule mutually agreed upon by the County and Contractor.

The anticipated service level is:

- Up to 4 hours per week
- Up to 2 hours per individual session
- Approximately twice per week
- Up to 50 weeks annually
- Maximum of 200 hours annually

The County reserves the right to adjust the schedule, frequency, duration, or number of participants based on facility operations, youth population, security requirements, holidays, staffing, and other operational considerations.

Hours not used during a particular week may not automatically be carried forward or billed in a subsequent week unless authorized by the County. An exception may be made when a scheduled session is cancelled or postponed due to an emergency or other unforeseen facility circumstance outside the Contractor's control. In such circumstances, the Contractor may, with prior approval from the County, reschedule the unused hours during a subsequent week, subject to the maximum annual contract hours and the County's operational and scheduling requirements.

Each workshop is anticipated to serve up to 20 youth. The actual number of participants may vary based on the youth population, facility operations, security considerations, and County requirements.

The Contractor shall be capable of providing instruction to youth with varying levels of artistic ability and experience.

2.4. Safety, security, and Compliance Requirements

Because services occur inside a secure facility, the Contractor must meet the following requirements before beginning work:

A. Mandatory Training

All Contractor staff providing services must successfully complete:

- Onboarding and security training
- Any facility orientation or refresher training required by the Probation Department
- Maintain appropriate license(s) and certification(s) required by the state

B. Background Clearance

- All staff must pass a County-approved background check, including Livescan fingerprinting, and receive clearance before entering the facility.
- The Contractor shall ensure no unapproved personnel are brought on-site.

C. Facility Rules

The Contractor shall:

- Follow all Youth Services Center - Juvenile Hall security procedures and staff directives
- Maintain appropriate boundaries with youth
- Ensure safe handling, storage, and use of barbering equipment
- Report incidents or concerns immediately to Probation staff

2.5. Performance Standards

The Contractor shall:

- Arrive on time and prepared for all scheduled sessions
- Conduct all services in a professional, respectful, and trauma-informed manner
- Maintain confidentiality and respect youth privacy
- Engage participants in a positive, supportive instructional environment
- Provide accurate attendance records and required documentation
- Collaborate with Probation staff on program improvements and youth engagement strategies
- All services must comply with California State Barber Licensing Regulations and Facility Health/Safety requirements

3. Submission Requirements

3.1. Submission Deadline

Proposals must be electronically received by 12:00 pm, on Friday, October 9, 2026 via eProcurement system.

Allow sufficient time for the upload to complete by the Due Date and Time. Partial uploads will automatically terminate, and proposals will be rejected. The eProcurement system submission time will be the official submission time. The County will not be responsible for and may not accept proposals that are late due to slow internet connections or for any other failure of the eProcurement system.

NOTE: The County does not maintain the eProcurement system and is not liable for site failures or technical problems. To resolve technical issues, contact OpenGov Technical Support by using the real time chat located in the lower right hand corner of the screen, or via email at procurement-support@opengov.com

<https://procurement.opengov.com/portal/smcgov>

3.2. Pre-submission Registration

Organizations or individuals interested in responding to this solicitation must register online with the County of San Mateo [at](#):

- <https://procurement.opengov.com/portal/smcgov>

It is recommended that organizations complete this registration as soon as possible. The County will not be responsible for and may not accept proposals that are late due to a failure to register in the eProcurement system.

3.3. Submission via eProcurement Portal

Required Documents

Please refer to the [Technical Proposal](#) section for submittal documents and requirements.

Electronic Submissions

Include the proposer name and the RFP title and number in each filename. Submit proposals via the eProcurement website, allowing sufficient time for the upload to complete by the Due Date and Time. As noted above, the eProcurement portal submission time will be the official submission time, and partial uploads will automatically terminate, and proposals will be rejected. Contact [eProcurement Portal](#) with technical questions regarding this site.

Conflicts between Certain Requirements

Prior to the submission deadlines and solely relating to a determination of the timeliness of questions, comments, and proposal submissions, information displayed on the eProcurement portal site will take precedence in the event of a discrepancy between that information and the information within the solicitation documents. For all other discrepancies, the information in the solicitation documents will take precedence.

Format

Documents should be created in the following format:

- Text should be Times New Roman (12-point minimum font size) and unjustified (i.e., with a ragged-right margin)
- Pages should have margins of at least one inch on all sides (excluding headers and footers)
- If the proposal is lengthy, a Table of Contents should be included.
- PDF format is preferred.

Errors in Proposals

The County will not be liable for any errors in proposals. Proposals may be rejected as unresponsive if they are late, incomplete, missing pages or information, or cannot be opened for any reason. The County may waive minor irregularities, but such waiver will not modify any remaining RFP requirements.

3.4. Procurement Preference for Local Businesses and Local Non-Profits

The County of San Mateo has adopted a Procurement Preference for Local Businesses Ordinance (County Ord. Code Ch. 2.89.) The purpose of this Ordinance is to promote a strong local economy by giving preference to local businesses, local non-profits, local small and micro businesses, and local small and micro non-profits in County procurements, to the extent consistent with the law and interests of the public. The County's process for applying local preferences to competitive procurements is set forth in County Ordinance Code Section 2.89.030. The Ordinance and exemptions (e.g. the ordinance will be exempt when all bids or proposals received are from Non-Profit Organizations) can be reviewed here:

[Chapter 2.89 - PROCUREMENT PREFERENCE FOR LOCAL BUSINESSES | Code of Ordinances | San Mateo County, CA | Municode Library](#)

The requirements for bidders to establish eligibility for a local preference for this solicitation are detailed below in Section III (Submission Requirements) The Ordinance does not apply if a procurement is determined to be exempt (County Ord. Code sec. 2.89.050), and the County reserves the right to waive application of the Ordinance to this procurement if determined to be in the best interests of the County (County Ord. Code sec. 2.89.060).

4. Minimum Qualifications, Local Preference Ordinance, and Technical Proposal

4.1. Minimum Qualifications

4.1.1. Has Proposer has been providing similar services for a minimum of five (5) years within the last seven (7) years?*

- ☐ Yes
☐ No

*Response required

4.1.2. Please confirm your firm is registered with System for Award Management (SAM)*

- ☐ Please confirm

*Response required

4.1.3. What is the registered Business Name and Unique Entity ID (UEI) No.??*

Unique Entity ID (UEI) numbers can be found on sam.gov

*Response required

4.2. Procurement Preference for Local Businesses and Local Non-Profits

4.2.1. Is the Proposer a "Local Business"?

As Defined by Chapter 2.89.020 of the San Mateo County Ordinance Code, a "Local Business" means any for-profit business which has its principal place of business, or is headquartered, in San Mateo County. If this designation applies to the proposer, a self-attestation form must be completed and provided with this response.

Please download the below documents, complete, and upload. If this designation is not applicable, please leave blank.

- [SMC LocalBusiness self-atte...](#)

4.2.2. Is the Proposer a Non-Profit?*

A Non-Profit is defined as a tax-exempt public charity organization (within the meaning of section 501(c)(3) of the Internal Revenue Code) that is formed for purposes other than making a profit, is exempt from paying federal income taxes on the income generated for their exempt purposes.

☐ Yes

☐ No

*Response required

When equals "Yes"

4.2.3. Is the Proposer a "Local Non-Profit"

As Defined by Chapter 2.89.020 of the San Mateo County Ordinance Code, a "Local Non-Profit" means a tax-exempt public charity organization (within the meaning of section 501(c)(3) of the Internal Revenue Code) that is formed for purposes other than making a profit, is exempt from paying federal income taxes on the income generated for their exempt purposes, and has its principal place of business, or is headquartered, in San Mateo County. If this designation applies to the proposer, a self-attestation form must be completed and provided with this response.

Please download the below documents, complete, and upload. If this designation is not applicable, please leave blank.

- [SMC LocalBusiness self-atte...](#)

4.2.4. Is the Proposer a Local "Small" or "Micro" Business?

As Defined by Chapter 2.89.020 of the San Mateo County Ordinance Code:

"Small Business" means any business which holds a Small Business Certification awarded by the California Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS).

"Micro Business" means any Small Business certified by the OSDS which is automatically designated by the OSDS as a Micro Business due to gross annual receipts falling below the OSDS-designated dollar amount.

If the above designations apply, please provide the OSDS provided Certification ID.

If this designation is not applicable, please leave blank.

4.2.5. Is the Proposer a Local "Small" or "Micro" Non-Profit?

As Defined by Chapter 2.89.020 of the San Mateo County Ordinance Code:

"Small Non-Profit" means a Local Non-Profit with an annual revenue of \$1,000,000 to \$2,500,000 according to its most recently filed IRS Form 990.

“Micro Non-Profit” means a Local Non-Profit with an annual revenue of less than \$1,000,000, according to its most recently filed IRS Form 990.

If the above designations apply, please provide your latest filed IRS form 990. A filing from the last two calendar years is acceptable.

If this designation is not applicable, please leave blank.

4.3. Technical Proposal

4.3.1. Introduction and Executive Summary *

Submit a letter of introduction and executive summary of the proposal. The letter must contain:

- Name, title and contact information (email, phone, and address) for representative of proposer that is responsible for communication related to this RFP.
- Name, title, contact information, and signature of person authorized to obligate firm to perform the commitment contained in the proposal.

Submission of the letter will constitute a representation by proposer that it is willing and able to perform the commitments contained in the proposal and has not violated the terms of this RFP.

*Response required

4.3.2. Statement of Minimum Qualifications *

Describe how the proposer meets the minimum qualifications as set forth in **Minimum Qualifications** of this RFP.

Submission of the Minimum Qualifications checklist is not a substitute for providing a detailed written response.

*Response required

4.3.3. Project Approach*

This section should correlate to the Scope of Work . Proposer should give a short summary describing how it will perform the relevant work

*Response required

4.3.4. Proposed schedule *

Attach proposed schedule reference ability to complete the project within the County's required time frame

*Response required

4.3.5. Innovations*

Reference any notable innovations or improvements that you expect to provide (with respect to, for example, efficiency, technology, sustainability)

*Response required

4.3.6. Performance Measures*

Describe a plan for achieving performance measures

*Response required

4.3.7. Firm Qualifications *

Attach information regarding background and qualifications, including the following:

- A brief description of the proposer.
- A description of not more than three (3) projects similar in size and scope conducted by the proposer, including the client, reference and telephone numbers, primary staff members involved, budget, schedule, and project summary. Descriptions should be limited to one (1) page for each project.
- If subcontractors are anticipated, identify them (if known) and provide information on how they will be used.

*Response required

4.3.8. References*

Provide 2 references for each of the following, including the name, address, and telephone number of recent clients (preferably other public agencies):

*Response required

4.3.9. Fee Proposal*

The Fee Proposal should be submitted as a separate PDF file from the Technical Proposals detailed in Required Documents.

The County reserves the right to accept other than the lowest priced offer and to reject any proposals that are not responsive to this request.

*Response required

5. Evaluation and Selection Criteria

The proposals will be evaluated by a selection committee with relevant expertise. The County intends to evaluate the proposals generally in accordance with the criteria itemized below. Proposers with the highest scoring proposals may be interviewed by the committee to make the final selection.

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Project Approach A. Firm demonstrates how they will meet all aspects of the Scope of Work. B. Firm demonstrates a clear understanding of the services detailed in the Scope of Work and the tasks to be performed.	Points Based	35 (35% of Total)

2.	Qualifications and Experience A. Expertise of the firm in the necessary field to complete the tasks as listed in Scope of Work. B. Expertise of the firm working with youth and/or justice-involved populations	Points Based	30 <i>(30% of Total)</i>
3.	Cost Analysis and Budget A. Firm has provided a yearly budget and detailed the explanation of costs. B. All items are reasonable and within the Scope of Work.	Points Based	25 <i>(25% of Total)</i>
4.	Preferential Points Where price is not the sole evaluation factor for a solicitation (e.g., in the case of a "best-value" solicitation), five percent (5%) of the total evaluation points otherwise awardable will be added to the proposal score for each Local Business or Local Non-Profit score for evaluation purposes. In the event of a tie between a Local Business or Local Non-Profit and another bidder, the Local Business or Non-Profit shall be awarded the Contract, assuming agreement on other contract terms. An additional three percent (3%) preference shall be given to a Local Business or Local Non-profit (for a total of eight percent (8%) of total points otherwise awardable) if the proposer is a Small Business or Small Non-Profit, or an additional 5 percent preference (for a total of ten percent (10%) of total points otherwise awardable) if the proposer is a Micro Business or Micro Non-Profit.	Pass / Fail	10 <i>(10% of Total)</i>

6. Instructions to Proposers

6.1. Instructions

There will be no pre-proposal conference or site visit for this project.

6.2. Communications

- A. As of the issuance date of this RFP and continuing until it is canceled or an award is made, no proposer or person acting on behalf of a prospective proposer may discuss any matter relating to the RFP with any officer, agent, or employee of the County, other than through eProcurement portal, to the Authorized Contact Person, or as outlined in the evaluation or protest procedures.
- B. Proposers (including any agent, owner, employee, board members, or other such affiliates) shall not offer any gift, favor, or other personal benefit to any County officer or employee during the

procurement process for this agreement, including during the solicitation period and contract negotiations.

Violation of the foregoing prohibitions may result in a proposer being found non-responsible and barred from participating in this or future procurements.

6.3. Contract Award

A. Award Procedure

Contract negotiations are neither an offer nor guarantee that a contract will be executed. A contract award, if any is made, will be to the responsive, responsible proposer offering the overall best value to the County for the services and goods described in this solicitation, or as applicable, for a specific portion of the services and goods described. Any agreement reached will be memorialized in a formal agreement using the attached template, executed by the appropriate authority.

B. Notice of Intent to Award

If a decision is made to take steps to enter into an agreement with one or more proposers, the County will post a Notice of Intent to Award or otherwise notify proposers the remaining proposers of their non-selection. Notice may instead be provided by including approval of the agreement as an item on an agenda for a meeting of the Board of Supervisors.

C. Commencement of Performance

After all parties have signed the agreement, the County will notify the contractor and performance may proceed. Prior to execution of the agreement by the County, no County employee may authorize work under the agreement. Any work performed prior to the full execution of the Agreement may not be compensated.

D. Levine Act Disclosure

The Levine Act (California Government Code Section 84308) imposes certain requirements on parties contracting with the County of San Mateo related to campaign contributions to County “officers,” including elected County officers and candidates seeking elective office, who may participate in making a decision on certain County contracts. Elected County officers in San Mateo County include: the San Mateo County Board of Supervisors, Assessor-County Clerk-Recorder, County Controller, Coroner, District Attorney, Sheriff, and Tax Collector-Treasurer. Generally, under current County policy, approval by the Board of Supervisors is required for any agreement for services above \$200,000, and agreements for services below that threshold may be approved by Department heads. **If your proposal is selected, you will be required to certify compliance with the Levine Act.** As part of this process, you will need to certify and warrant that you have fully complied, and will remain in full compliance, with all applicable requirements of the Levine Act in connection with the Agreement, including making any required disclosures of campaign contributions to County Officers, which includes but may not be limited to elected County Officers. Elected County Officers include members of the San Mateo County Board of Supervisors, as well as the Assessor-County Clerk-Recorder, Controller, Coroner, District Attorney, Sheriff, and Tax

Collector-Treasurer. Any campaign contribution required to be disclosed under the Levine Act in connection with this Agreement shall be disclosed on the County of San Mateo Levine Act Disclosure Form, a copy of which is available from the County upon request. Parties are solely responsible for accurate certification and disclosure. The Levine Act is complex, and this brief description is not legal advice. For example, certain contributions must be aggregated when determining whether contributions have exceeded the \$500 threshold. If your proposal is selected, you are urged to review the Levine Act and consider consulting an attorney.

6.4. Term

Probation is issuing Request for Proposal (RFP) No. 2027-RFP - Informal-00105 for Juvenile Creative Arts Program.

The agreement shall have a term of three (3) years. The County's standard contract template has been included with this solicitation. The awarded contractor will be expected to sign an agreement prepared by the County using this template. Please ensure that your firm has completed legal review of these contract terms. If your firm wishes to request exceptions to these standard terms, submit a Contract Exceptions Request by the Deadline for Questions, Comments and Contract Exceptions listed in the Solicitation Schedule below. The County will consider Contract Exceptions Requests but reserves the right to reject requested modifications to its standard terms.