

Cover Sheet
(Must be included as page one of RFQ response)

Request for Qualifications

Bid # 15102

**After-school/Out-of-school Time Program
For Little Rock Latino Youth Ages 12-17
(Citywide)**

**City of Little Rock
Department of Community Programs
Prevention and Intervention**

RFQ Release Date:
Friday, January 23, 2015

RFQ Submission Deadline:
Friday, February 13, 2015, 4:00P.M.CST
No Exceptions

Applicant Authorized Signature

Date

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BACKGROUND

PREVENTION, INTERVENTION AND TREATMENT (PIT) OVERVIEW

In September of 2011, the citizens of Little Rock passed a sales tax that provided new revenue for programs to be administered by the Department of Community Programs. These programs and services serve the children, youth, and families of Little Rock in keeping with the public safety and quality of life goals of the City of Little Rock Board of Directors. Programs provide prevention and intervention services for children and youth during after school and out-of-school time as well as other geographically, demographically, and specifically targeted populations. The Department of Community Programs has responsibility for all phases of the issuance of Requests for Qualifications (RFQ) related to prevention and intervention services.

DEPARTMENT OF COMMUNITY PROGRAMS

In 1996, the City of Little Rock established the Department of Community Programs with a mission to effectively administer and maximize the Future Little Rock PIT/CYF (and other) funds in order to provide the Little Rock community with quality programs that utilize citizen involvement, proven practices, and standardized processes with the goal of improving positive outcomes. The use of tax dollars for this purpose reflects the City Board of Directors commitment to prevention planning, youth development, and treatment services to enhance the quality of life for the children, youth, and families of Little Rock.

LITTLE ROCK COMMISSION ON CHILDREN, YOUTH & FAMILIES (CYF)

In its advisory role to the City of Little Rock Board of Directors, the CYF Commission provides policy leadership and advocacy to improve the health, safety, education, and quality of life for children, youth, and families in Little Rock. To that end, CYF and the Department of Community Programs work together to create a full partnership of City and government agencies, local educational agencies, public and private businesses, and dedicated organizations working directly in Little Rock neighborhoods so all families can enjoy safe, nurturing, self-determining, drug-free, and violence-free environments.

PROJECT SUMMARY

The City of Little Rock, Department of Community Programs is seeking to identify qualified and appropriately credentialed organizations with proven expertise and evidence of success in the planning and execution of neighborhood-based **Afterschool/Out-of-School Time programs** to deliver prevention, intervention and youth

development services to **Latino youth ages 12-17** residing in the Little Rock, Arkansas. The City would like to identify Latino-youth focused organizations with knowledge of the culture and needs of this diverse community, with diverse make-up of persons with proven expertise in delivering a variety of youth development programs and services to the Latino/Latina target population.

The successful Organization must provide the ***Five Critical Areas of Youth Programming***:

1. Opportunities for caring, consistent relationships with responsible adults in their families in the broader community;
2. Opportunities for positive social and recreational activities with peers and family;
3. Opportunities to make positive contributions to their family, their neighborhood, and their community and to feel valued for their contributions;
4. Opportunities to learn and test new skills through participation in a wide range of social, cultural, educational, service, and employability activities; and,
5. Opportunities to assist in the design and implementation of programs and services in which they participate.

SCOPE OF SERVICES

The list is not intended to be all-inclusive as unanticipated situations may require additional programming:

1. Develop descriptions of program areas and a statement of evidence-based and best practices research.
2. Latino youth living in the City of Little Rock can participate and be enrolled in this program; therefore applicant must develop plan for transporting youth to and from program location.
3. Devise a comprehensive application and enrollment process for on-going participation by Latino youth (ages 12-17) who are at the greatest risk of negative behavior. Program participants must live in the City of Little Rock.
4. Formulate specific programming and services during after-school and out-of-school time periods. ***Services are to be delivered throughout the school year and ALL out-of-school times (e.g., school holidays, teacher training and conference days, Spring break, Summer break, and all other holiday breaks).***
5. Utilize an evidence-based, comprehensive pre-/post-assessment process and instrument to document and report outcomes that are valid and reliable. Providers must agree to regular monitoring by City of Little Rock staff.
6. Participate in all technical assistance opportunities provided to Provider staff.
7. Align schedules to include time slots for all City-wide enhancement programs available through the Department of Community Programs.

The expected timeline of services and deliverables for this project is:

- Commencement: March 16, 2015
- Culmination: February 28, 2016

MINIMUM QUALIFICATIONS

To be considered for selection, potential Organizations must have at least the following qualifications:

1. Provide proof of current non-profit 501(c)(3) status; or, an Organization may apply under another organization's current non-profit 501(c)(3) status, and be able to provide proof of that agency's non-profit status.
2. Be qualified and appropriately credentialed to deliver services to this high-risk population of Latino youth ages 12-17.
3. Have a facility located in Little Rock from where programs and services will be delivered to youth residing in the City of Little Rock.

ELIGIBILITY

This project is open to all organizations, regardless of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability. Multiple organizations may also join together as a team to achieve qualifications. Current Providers receiving PIT funds from the City of Little Rock are eligible to apply and may serve as part of a team or as a sub-contractor.

MINORITY BUSINESS ENTERPRISE (MBE)

The City of Little Rock encourages participation of small, minority, and women owned business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority, and woman businesses to partner with them.

SCOPE OF QUALIFICATIONS

Respondents to this RFQ shall provide the following information in the numerical order requested:

1. Describe the history of the Organization that will provide the requested services. A responsive answer will include the Organization's philosophy and overall approach to the described services; experience with low income, high risk Latino populations as well as individual, family, and group work; and the Organization's capacity to schedule and produce the deliverables within the described timeline.
2. Provide detailed descriptions of at least two (2) similar neighborhood-based after-school/out-of-school time programs for which the Organization has provided the requested services within the past five (5) years.
3. Describe the qualifications and experience level of all employees who would be assigned to this project (job descriptions will suffice) as well as their qualifications and experience level in serving the Latino community, including any bilingual capabilities. Clearly identify the Full-time Coordinator and the role of each additional employee. Include appropriate and relevant certification and specialized training information. Indicate agreement that all individuals assigned to this project are subject to background checks by the City.
4. Provide detailed information on how participant progress through program components will be achieved and monitored. A responsive answer will include the follow-through process (e.g., parents, teachers, counselors, etc.) and any known (or anticipated) outreach opportunities, current network, and referral sources to attract program participants. Also include any problems or issues that you anticipate and how they might be resolved.
5. Detail the Organization's experience with "Evidence-based Programming," your development of "Best Practices," methods of data collection and budget reconciliation, and methods of reporting information.
6. Provide any other data that specifically highlights the Organization's unique qualifications for this project. A responsive answer will include support materials such as project reviews, news articles, client testimonials, etc. Support materials should be referenced in the body of qualifications but included as attachments.
7. Provide the names, telephone numbers, and email addresses of three professional references who can attest to the Organization's qualifications for achieving the Scope of Services for this project.
8. Provide a detailed description of how youth will be transported to and from the program location. Also include any problems or issues that you anticipate and how they might be resolved.

SUBMISSION OF QUALIFICATIONS

Respondents to this RFQ shall address each of the Scope of Qualifications items detailed above and provide a total of eight (8) identical copies of the Response by the due date and time detailed below, except that one of the eight (8) Responses shall be clearly marked "ORIGINAL" and contain signatures in ink as well as obvious imprints or ink icons of required notary and corporate seals to verify the original signatures. The other seven (7)

Response copies may contain reproductions of these pages and signatures. There will be no exceptions to these requirements.

The Response must be submitted to the location listed below by the due date and time detailed below inside an envelope clearly labeled: **City of Little Rock Bid 15102**

**2015 Afterschool/Out-of-School Time Program
For Little Rock Latino Youth Ages 12-17**

Deliver RFQ Submission to: **Abdoul Kabaou, Purchasing Manager**
City of Little Rock, Room 300
500 West Markham Street
Little Rock, AR 72201

RESPONSES MUST BE SUBMITTED BY 4:00 P.M. CST ON FRIDAY, FEBRUARY 13, 2015.
Submissions will be timed according to the bid timer clock used by the City Finance Department.
A postmark will not be accepted.

It shall be the sole responsibility of the potential organization to have its Response delivered to the Purchasing Office for receipt on or before the above-stated date and time. If a Response is sent by U.S. Mail, the potential organization shall be responsible for its timely delivery to the Purchasing Office. **Late or fax transmitted Responses shall not be considered or accepted.**

All materials and content submitted in response to this RFQ will immediately become the property of the City of Little Rock and will not be returned unless a self-addressed and stamped envelope, with sufficient postage, is provided with the submission. The City of Little Rock will make every effort to protect submitted materials, however, it will not be liable for any loss or damage. The City of Little Rock reserves the right to refuse or reject any and all applications.

CRITERIA FOR SELECTION

Each RFQ submission will be evaluated by a Selection Committee composed of City employees and other persons knowledgeable of youth-related services who will consider:

1. The history and overall philosophy of the Organization with respect to the type of professional services required;
2. The capacity and capability of the Organization to perform the work in question in the target population for this project;
3. The past record of performance by the Organization;
4. Level of responsiveness to the Scope of Qualifications;
5. Recognition of expertise as documented through supporting materials;
6. Quality of professional references.

RATING OF RESPONSES

The City's Selection Committee will evaluate all Responses to this RFQ based upon the following consideration areas and weightings:

CONSIDERATION	WEIGHT
Organization history and overall philosophy	20
Organization capacity and capability for serving Latino youth	20
Past record of performance	20

Level of responsiveness to the Scope for Qualifications	10
Recognition of documented expertise	10
Quality of professional references	<u>20</u>
	100

Submissions must receive a minimum score of 85 to be considered for a contract.

SELECTION PROCESS

Upon review of qualified submissions, verbal presentations to the Selection Committee may or may not be requested. After the Selection Committee evaluates the responses to this RFQ, submissions will be ranked according to Selection Rating Criteria. The Selection Committee will make a recommendation to the Little Rock City Manager who may request that the Little Rock City Board of Directors authorize the Department of Community Programs to move forward with contract negotiation.

RFQ RESPONSE ACCEPTANCE AND REJECTION

NOTE: This is a Request for Qualifications, not a Request for Proposal. As a result, cost is not a criterion for selection and will not be considered in determining which organization is the most qualified. **Any mention of a price term or budget amount included in a response to this RFQ shall result in disqualification.** Price terms will be negotiated once the most qualified have been determined by selected reviewers.

The City of Little Rock reserves the right to accept or reject any and all Responses, to waive irregularities and technicalities, and to request resubmission. There is no obligation on the part of the City of Little Rock to award the contract to any proposed organization. The City shall be the sole judge of the submissions and the resulting negotiated contract shall be in the City’s best interests. The City’s decision shall be final.

The City of Little Rock reserves the right to negotiate for the modification of any Response with the consent of the selected organization and/or to re-advertise for the submission of new Responses.

Each Response shall be provided with the understanding that the acceptance in writing by the City of the selected organization to furnish the service pursuant to this Request for Qualifications shall constitute a contract between the City and the selected organization. In the event of default by the selected Organization, or the selected organization’s refusal or inability to complete the contract, the City reserves the right to negotiate with any other qualified organization on the list without the necessity of re-advertisement of this Request for Qualifications.

SERVICE AND CONTRACTUAL REQUIREMENTS

Potential organizations understand and agree that, by submitting Responses to this Request for Qualifications, any resulting contract negotiated between the City and the selected organization shall be in a form approved by the Little Rock City Attorney’s Office.

The City of Little Rock will work with the selected organization to expeditiously prepare a detailed, written description of the scope of the proposed services. The description will form the basis for contract negotiations and contract price pursuant to Arkansas Code Annotated §19-11-805 (West 2011).

PROJECTED TIME LINE

ACTIVITY	COMPLETION DATE
RFQ advertised and notification of fund availability released	Friday, January 23, 2015
Responses due by 4:00 P.M. CST	Friday, February 13, 2015
Review by Little Rock Board of Directors	Tuesday, March 3, 2015
Contract start date	Monday, March 16, 2015