

Cover Sheet

(Must be included as page one of RFQ response)

Request for Qualifications

Bid #15111

Certified Youth Counseling and Support Services

**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 and the quality of life for the children, youth, and families of Little Rock. The use of tax dollars for this purpose reflects the Little Rock City Board of Director's commitment to prevention planning, youth development, and treatment services that support children, youth, and families.

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

In its advisory role to the City of Little Rock Board of Directors, the 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 seeks a qualified Consultant (individual or firm) to provide appropriate youth counseling and "wrap-around" supportive services specifically to youth returning from the Department of Youth Services (DYS). The successful Consultant will provide services which include (but are not limited to) targeted intervention plans and strategies to effectively transition youth who are – or are at high risk for – juvenile delinquency, involvement in gangs, or other negative behaviors to prevent or end cycles of community violence and juvenile delinquency in schools and neighboring communities. This will primarily be achieved through linking students and their families to appropriate City of Little Rock YIP Programs and other appropriate

community organizations as well as public and private services as required based on individual needs assessments. Further, the city has determined that resources should be targeted to improve counseling opportunities available to low income and indigent Little Rock residents for whom sliding fee scales present barriers to services.

SCOPE OF SERVICES

Respondents to this Request for Qualifications shall provide the following information in the numerical order requested regarding the qualifications and characteristics of their organization:

1. Describe your qualifications, work history, and experience. Include appropriate and relevant certification and specialized training information.
2. If a firm, provide the name, qualifications, work history, and experience of all individuals who would be assigned to this project. Include appropriate and relevant certification and specialized training information. Clearly identify the team leader and the role of each employee.
3. Describe similar youth counseling and support services that you have provided. A responsive answer will include experience with young adults; experience working with youth who are – or are at high risk for – involvement in gangs, juvenile delinquency, or other negative behaviors; experience with low income or indigent populations; experience with individual, family, and group work; experience developing community partnerships and key stakeholder collaboration models; and current collaborations with the judicial system, law enforcement, and other service providers.
4. Discuss your plan to accomplish the project and describe any problems that you anticipate and how they might be resolved. Include outreach, linkages, and referral sources.
5. Provide any other data that specifically highlights your firm’s unique qualifications for this project.

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, proposed vendors must have at least the following qualifications:

1. A minimum of five (5) years experience in individual family and group counseling.
2. The capability to provide the services sought by the City, and to respond quickly to service requests.
3. If agency applicant, lead person delivering services must be LMSW level, and supervised by an advanced licensed clinician; e.g., LCSW or Ph.D.
4. If an individual applicant, the lead person delivering services must be an independent advanced licensure; e.g., LPC or LCSW, or Ph.D.
5. Have a valid City of Little Rock business license or obtain a City of Little Rock business license prior to the execution of any contract.
6. Have a proven track record of successfully completing this type of work.
7. Must have a service location within fifteen (15) miles of referring agency.

ELIGIBILITY

This project is open to all individuals and organizations, regardless of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability. Multiple Consultants may also join together as a team to achieve qualifications. Current Providers receiving any PIT funds from the City of Little Rock are not eligible to apply nor 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.

SUBMISSION OF QUALIFICATIONS

Respondents to this RFQ shall address each of the Scope of Service 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 #15111 – Certified Youth Counseling Services.**

Deliver RFQ Submissions 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 applicant 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 Consultant 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 insufficient 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 submission will be reviewed by a Selection Committee composed of City employees and other persons knowledgeable of youth counseling and supportive services. The committee will make a recommendation to the City Manager who will recommend to the City Board of Directors. The committee will operate under provisions of Arkansas Code Annotated §19-11-1801 et.seq which established the procedure for competitive selection of professional service providers. The following criteria will be used by the committee to evaluate qualifications:

1. Experience of the organization and staff with Certified Youth Counseling and Support Services.
2. Recognition of expertise as documented through licensure, professional certifications and other appropriate credentials.
3. Meet qualifications and licensure, professional certifications and other appropriate credentials of the lead individual to be assigned to this project. (See specifications in minimum qualifications above).
4. Past record of performance of the organization.
5. Responsiveness to this Request for Qualifications, and quality of professional references.

RATING OF RESPONSES

The City’s Selection Committee will evaluate all proposals submitted in response to this RFQ based upon the following areas and weightings:

CONSIDERATION	WEIGHT
Counseling approach, work plan, and time schedule	40

Organization experience, and staff qualifications	40
Recognition of documented expertise	10
Quality of professional references	<u>10</u>
	100

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

SELECTION PROCESS

After the Selection Committee evaluates the responses to this Request for Qualifications; proposals will be ranked according to qualifications. Verbal presentations to the committee may or may not be requested.

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 submitted 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 CONTRACTURAL 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 Consultant 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