

**LACKAWANNA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR QUALIFICATIONS**

Issued: March 12, 2016

RFQ ID #: 072-16-1150



1. INTRODUCTION:

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed submittals will be received and reviewed by the County of Lackawanna ("COUNTY") for the ARTS Engage! program year July 1, 2016 – June 30, 2017. ARTS Engage! is partnership between the County of Lackawanna Department of Human Services, Office of Youth and Family Services and the Lackawanna County Department of Arts and Culture.

Submission Deadline:

Respondents must submit their written Submittals by 2:00 p.m. Friday April 22, 2016

Submit To:

Lackawanna County Chief of Staff Andrew M. Wallace, 200 Adams Ave 6th Fl.,
Scranton, Pennsylvania 18503

Contact Person:

Maureen McGuigan, Deputy Director,
Lackawanna County Arts and Culture
Email: mcguiganm@lackawannacounty.org

Submittals received will be reviewed and evaluated by the Board, based upon such criteria as the Board, in its sole discretion, deems appropriate. The Board reserves the right to request clarification or additional information from any respondent. The Board, in its sole discretion, may accept or reject any or all submittal.

The Board reserves the opportunity to modify this Request for Qualifications (here in after referred to as RFQ) at its own discretion and without prior notice, and to waive any immaterial defect or informality in any Submittal as may be permitted by law.

2. PURPOSE:

The purpose of this Request for Qualifications is to solicit proposals from professional organizations with a proven history of developing and maintaining the goals of ARTS Engage! which is to develop pro-social skills in youth by providing high quality art instruction, mentorship and positive peer experiences. The specific objectives of ARTS Engage! are to help children develop resiliency, self-esteem, positive social and artistic skills. Immediate outcomes include improvement in communication skills, conflict management skills, and artistic and creative skills. Intermediate/Long Term objectives include: improved attitude toward school, adults and personal future; increased positive peer association; increased interest in healthy activities; reduced truancy and increased family attachment. The programs are public art programs which are open to everyone, but funded organizations work directly with the Office of Family and Youth Services (OFYS) and other agencies to place at-risk youth in these programs.

3. SPECIFICATIONS:

- A. Scope of the Services/Prior Experience - All submittals must detail the services proposed to be.
- B. Eligible Applicants - applications will only be accepted for organizations acting as a consortium with one organization applying as the coordinating agency. We also now require two mandatory partners to allow us to have the widest reach for the OFYS population the County is aiming to reach. These include;
 - 1. An elementary program that must take place on site at a public housing unit(s) or provide round trip transportation for participants from public housing unit.
 - 2. A school -either elementary with programming for either middle or high school which may take place on site or provide round trip transportation.

- C. TARGET AREAS – Scranton and Carbondale are the sections of Lackawanna County this RFQ is focused. These areas are the sections of Lackawanna County that are in most need, based on data from the DHS/OYFS. Most programming should take place in these areas, although organizations may provide programming in other areas of Lackawanna County.
- D. FUNDING AVAILABILITY - A consortium may apply for up to Fifty Thousand (\$50,000). No more than 15% administration costs including salaries and benefits of full-time staff, utilities, rent, and office supplies. Programs must provide a minimum 25% match including cash or in-kind services. Award amounts will be given on the number of qualified applications received, application scores and the amount of funding available.
- E. RFQ GUIDELINES - Programs must provide high quality, accessible and well-organized arts programs within elementary, middle school and high school age groups in the target areas of Carbondale and Scranton following a consortium model with one organization taking on the role of the coordinating agency to administer the program. There are two mandatory partner requirements; Applicants must work with one school and public housing unit located in Carbondale or Scranton. These may be on site programs or the applicants may build in round trip transportation for the students. The public housing program should focus on elementary age students. Overall, programs may provide more than one program for each age group, but must develop a minimum of one for elementary, middle school and high school. An organization may be a partner on more than one application, but may only apply as the coordinating agency on one application. Programs must be complete by June 30, 2017. The RFQ will be scored on both the merit
- F. ARTS ENGAGE! CONSORTIUM MEMBERS - A consortium is defined as “a cooperative arrangement among groups or organizations”; Consortia work collaboratively to design and implement projects. We require **two** mandatory partners for the ARTS Engage! RFQ. To allow us to have the widest reach for the OFYS population we are aiming to reach. One must be a public housing unit(s) in Carbondale or Scranton for elementary age programs. The second must be a school in Carbondale or Scranton for either elementary, middle or high school.
- An elementary program that must take place on site at a public housing unit(s) or provide transportation to and from that unit for children.
 - A public school, either an elementary school, middle school or high school.

The ARTS Engage! consortium is not limited to but may include the following:

1. One or more arts organizations
2. One or more social service agencies
3. A public school or community center
4. A college or university
5. A public or private housing project
6. Two or more professional teaching artists
7. One or more arts education consultant with expertise in curriculum and/or assessment.
8. A for-profit business which is providing services or other support.
9. A neighborhood group
10. An educational organization such as Penn State Cooperative

One organization must be the Coordinating Partner that submits the RFQ. The consortium should be well defined with specific goals unified vision. The Coordinating Partner will be responsible for the following:

- Acting as main liaison with OFYS and the Arts and Culture Department including updating both departments of that any changes to the program including schedule deviations Informing them of incidents or other issues as well as being available for on-site visits.
- Collecting documentation from different site locations and partners.
- Marketing and working with partners and OFYS to recruit children.
- Facilitating regular meetings between the consortium partners.

- Ensuring teaching artists have adequate training
- Submitting attendance records to ARTS Engage! staff in addition to the Arts and Culture Office including A final attendance roster with students name and address and if available phone and email.
- Invoicing OFYS with correct paper work including student sign in sheet and attendance records.
- Providing the Lackawanna County's ARTS Engage! program the names of program principals, artists, instructors and mentors.
- Coordinating any efforts for an ARTS Engage! events.
- Provide any progress reports, positive experiences
- Provide assistance in securing the necessary documents, releases and or completed forms from the students parents and of guardians.

G. CRITERIA FOR EVALUTION OF QUALIFICATIONS

The Board will independently evaluate each submittal and selection will be made upon the following criteria: Proposals will be reviewed by a panel of experts. Consortium RFQs will be scored using the following criteria which include the desired program outcomes.

Increased Skills in Artistic Disciplines and Arts Appreciation (25 pts)

- Does the program provide a fresh, creative way of engaging youth in the arts?
- Is the program well-structured and organized with dates and times and locations
- Does the program allow for interdisciplinary experiences in the arts so that children are exposed to more than one art form?
- Are there opportunities for the participants to have arts experiences outside the structured program (field trips, special events)?

Increased Positive Associations with Adults (25 pts)

- Are the teaching artists high quality artists with significant teaching experience?
- Does the program have a mentorship piece and/or adequate number of adult to child ratio?
- Are there any intergenerational opportunities for the students to work with older adults?
- Are there any plans to involve the families?

Increased Interactions with Positive Peer Associations (25 pts)

- Is the program structured so children work with others in their own age groups?
- Are there team-building aspects to the program? How does the program encourage collaboration among students?
- Does the program have an end goal (an exhibit, performance, etc.) where students can celebrate their work?

Program Planning and Sustainability:

- Is the consortium well-defined with all partners working together? Have letters of support been submitted?
- Is the program accessible for different youth demographics. Are any transportation options included?
- Is the budget reasonable and appropriate?
- Are the consortium partners providing resources on a cash or in-kind basis toward the program?
- Is there evidence of additional financial support from other funders, donors as well as the applicant?
- Does the program have a long-term vision?

4. PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS:

One (1) original and four (4) copies of the Submittal must be provided.

Submittals must be addressed to the Andrew Wallace the Lackawanna County Chief of Staff, 200 Adams Ave 6th Fl., Scranton, Pennsylvania 18503. **Submittals must be in a sealed envelope with the name of the submitting organization and the RFQ number RFQ 072-16-1150 clearly marked on the outside of the envelope.** The County assumes no responsibility for delays in any form of carrier, mail or delivery service causing the submission to be received

after the above-referenced due date and time. **Submissions by fax, telephone, or email are not permitted.** The final selection will be made in the sole discretion of the Board.

5. MANDATORY INFORMATION SESSION:

There will be an opportunity for prospective Submitters to meet with the County staff for a Question and Answer session:

Date: Friday April 1, 2016

Time: 9:00 am to 10:00 am

Location: The Electric City Trolley Museum, 300 Cliff Street, Scranton, PA 18503

Registration: Chris Calvey at 570.963.6590 ext. 106 email: arts-culture@lackawannacounty.org

6. QUESTIONS:

Questions can be submitted via email to: arts-culture@lackawannacounty.org

- Questions will be answered by the appropriate individual(s) and answered and posted to the County's website.
- QUESTIONS AND ANSWERS WILL BE SHARED ON THE COUNTY'S WEBSITE.

All questions pertaining to this RFQ must be submitted on or before: **Thursday, March 24, 2016**

7. SUBMISSION REQUIREMENTS:

Each Submission must be in sufficient detail to permit evaluation, at a minimum, with respect to the following issues. Submissions must include the information that is specifically requested herein as well as such additional information as a respondent deems relevant to the process. Each submitter agrees that their Submittal constitutes a firm offer to the County that cannot be withdrawn for ninety (90) days from the Submission due date.

To achieve a maximum degree of comparability, the Submissions shall be organized in the manner specified below and use corresponding

Cover Page: See Appendix "A" (1 page): Show name of your organization, address, name of contact, telephone number(s) and email address along with the current date. Also include the title and number of the RFQ.

Table of Contents:

All Submissions to the County must include the following:

SECTION 1 ~~Ten Percent (10%) Bid Bond, Certified Check or Cashier's Check;~~ *Leave this Section blank.*

SECTION 2 Statement of Qualification of Submitter: Identify the RFQ project for which the Submission has been prepared. Briefly state your organization understands for the services/items to be performed and make a positive commitment to provide the service as specified.

A narrative four to six (4-6) page narrative to include the following:

- If the organization has received funding for an ARTS Engage! program and what year(s). What lesson were learned (what worked, what didn't etc. any changes you would make to your program based on your experience). If you are a new applicant share any relevant experiences you have had with arts programs and arts programs for at-risk youth.
- Detailed explanation of the role of the consortium members and how they will work together to reach goals including how the school and public housing unit will Transportation is continually an issue. While OFY does its best to transport children we are asking the programs to also help solve transportation issues. Please outline any plans you have to ensure that at-risk populations have access to your programs'
- A detailed description of the high quality arts activities provided including an intergenerational activities which is an area the ARTS Engage! program is developing and also field trips, end or program performances, exhibits or

- A planned schedule of activities including dates and times.
- List of artists and bios (**one page only!**) why they were selected to teach in the program. Work samples are not required but should be available if requested.
- Any additional program personnel and their role.
- How the program plans to provide proper child to adult ratio including any specific mentorship plans. i.e. partners, volunteers additional staff, etc.
- Any plans to try to engage the children's families.

- SECTION 3 Provide the name(s) of the person(s) authorized to make representations for your organization, their title, address, phone number and email address; *see Appendix "A"*
- SECTION 4 Scope of Services as it applies to this RFQ. All Submittals must detail the services/items proposed along with any supporting materials;
- SECTION 5 Name, address, and description of your organization along with a brief history;
- SECTION 6 Consortium members contact information. *see Appendix "B" Appendix "C" Appendix "D"*
- SECTION 7 ~~A certified copy of a current financial report of the company;~~ *Leave this Section blank*
- SECTION 8 An itemized budget listing expenses and revenue and in-kind services. Applicants may use the budget form provided see Appendix "E". Additional pages may be submit only in a similar budget format and categories must be itemized. If needed a 1-2 page budget narrative to explain any unusual expenses.
- SECTION 9 ~~A list of five (5) references, including name of institution, address, contact person and phone number;~~ *Leave this Section blank*
- SECTION 10 The names and contact information such as, address, phone numbers, experience, and qualifications of the individual(s) artists, instructors, who will be primarily responsible for performing services; *see Appendix; "B" Appendix "C"; Appendix "D".*
- SECTION 11 A one page resume for each artist, their work samples are not required, but must be made available. Also a one page resume of program personnel, consultants or advisors.
- SECTION 12 Letters of commitment from all consortium partner members.
- SECTION 13 A statement of assurance that your organization is not currently in violation of any regulatory rules and regulations that may have any impact on your organization's operations.
- SECTION 14 A statements that your organization or principals are not involved in any current or pending litigation involving Lackawanna County, or any of its Departments or Authorities.
- SECTION 15 Statement of assurance that there are no conflicts of interest
- SECTION 16 Information not specifically required but deemed important by the Respondent.
- SECTION 17 SUBMITTALS MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTORS(S) -- NO EXCEPTIONS

9. RESPONSIBILITIES:

The successful Submitter shall have primary responsibility for the following:

- The goal of ARTS Engage! is to provide high quality art instruction, support and mentorship to at-risk youth through the partnership of local arts organizations, social service agencies, professional artists, volunteers, colleges and universities, peer mentors, and other organizations.
- The objectives of ARTS Engage! are to help children develop resiliency, positive social skills and artistic skills.
- Immediate outcomes include improvement in communication skills, conflict management skills, and artistic and creative skills.
- Intermediate objectives include improved attitude toward school, adults and personal future; increased positive peer association; increased interest in healthy activities; reduced truancy and increased family attachment.

10. CONFIDENTIALITY:

All Submissions in response to this RFQ shall be held confidential until a contract is awarded. Following the contract award, Submissions are subject to release as public information unless the Submission or specific parts of the Submission can be shown to be exempt from the Pennsylvania Public Information Act. Respondents are advised to consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other proprietary information. The County assumes no obligation or responsibility for asserting legal arguments on behalf of potential Respondents. If a Respondent believes that a Submission or parts of a Submission are confidential, then the Respondent shall so specify. The Respondent shall stamp in bold red letters the term "CONFIDENTIAL" on that part of the Submission, which the Respondent believes to be confidential. Vague and general claims as to confidentiality shall not be accepted. All Submission and parts of Submissions that are not marked as confidential will be automatically considered public information after the contract is awarded.

11. CONFLICT OF INTEREST:

Any vendor or person considering doing business with Lackawanna County Government must disclose the vendor or person's affiliation or relationship that might cause a "Conflict of Interest" with County Government entity. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest may automatically result in the disqualification of the Submitter's submittal.

12. COMMUNICATION WITH ELECTED OR APPOINTED OFFICIALS:

All communications during this process should be directed to the appropriate contact listed in this RFQ. ***Any organization that makes any effort to communicate with any other official of Lackawanna County, either directly or indirectly, during this process will be EXCLUDED from consideration.***

13. APPENDIX ATTACHED:

- "A" Cover Page RFQ 072-16-1150
- "B" Partnership Form A Consortium RFQ 072-16-1150
- "C" Partnership Form B Consortium RFQ 072-16-1150
- "D" Budget RFQ 072-16-1150
- "E" Worksheet RFQ 072-16-1150