

LACKAWANNA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR QUALIFICATIONS
FOR A HUMAN SERVICES BOARD DEVELOPMENT CONSULTANT

Issued: February 14, 2014

RFQ ID #: 045-14-320

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 a Human Services Development Consultant for the remainder of 2014

Submission Deadline:

Respondents must submit their written Submittals by 2:00 p.m. prevailing time: March 12, 2014

Contact Person:

William Browning

Email:

browningw@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 Qualifications from professional firms with a proven history of developing and maintaining government and/or private advisory boards.

3. SPECIFICATION:

NA

3. 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 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 firm and the RFQ number 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 is not permitted. The final selection will be made in the sole discretion of the Board.

4. PRE-SUBMITTAL MEETINGS:

~~There will be an opportunity for prospective Submitters to meet with the County staff for a Question and Answer session:~~ **Only Submittals from the Submitters that attended the Pre-Submittal Meeting will be accepted.**

Date: NA
Time: NA
Location: NA

5. QUESTIONS:

Questions can be submitted via email to:

- * Questions will be answered by the appropriate individual(s) and answered within 3 business days via email with a return reply acknowledging receipt of the email request.
- * QUESTIONS AND ANSWERS WILL BE SHARED WITH ALL SUBMITTERS.

All questions pertaining to this RFQ must be submitted on or before: March 4 2014

6. CRITERIA FOR EVALUTION OF Qualifications:

The Board will independently evaluate each submittal and selection will be made upon the following criteria:

- 1) All applicants must have a demonstrated professional history in developing, organizing and maintaining government advisory boards an/or boards of directors; such as, Criminal Justice Advisory Boards, Mental Health Boards and/or Children and Youth Advisory Boards.
- 2) Applicants must have a demonstrated knowledge of facilitating organizational activities including but not limited to strategic planning, developing mission and vision statements, and developing outcome measures/benchmarking.
- 3) Organizational Capacity: A designated legal entity responsible for program and fiscal operations has

been established and implements basic sound administrative practices including but not limited to bill according to procedures outlines by County and State policy and regulation.

- 4) **Cultural Competency and Diversity: The applicant promotes policies, practices and procedures that are** culturally competent. Cultural competency is defined as the capacity to function in more than one culture, requiring the ability to appreciate, understand and interact with members of diverse populations within the local community.
- 5) Demonstrated knowledge/familiarity in the structures of governmental structures such as Criminal Justice, Child Welfare, Behavioral Health, etc., including but not limited to confidentiality and information sharing.
- 6) Demonstrated expertise in the facilitation of multidisciplinary discussions.

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 lettering and/or numbering.

Title Page:

(1 page): Show name of your firm, 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:

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| 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 firms understanding for the services/items to be performed and make a positive commitment to provide the service as specified. Provide the name(s) of the person(s) authorized to make representations for your firm, their title, address, phone number and email address; |
| SECTION 3 | Scope of Services as it applies to this RFQ. All Submittals must detail the services/items proposed along with any supporting materials; |

- SECTION 4** Name, address, and description of your firm along with a brief history;
- SECTION 5** Organizational Chart;
- SECTION 6** A certified copy of a current financial report of the company;
- SECTION 7** A list of five (5) references, including name of institution, address, contact person and phone number;
- SECTION 8** The names, experience, and qualifications of the individual(s) who would be primarily responsible for performing services;
- SECTION 9** A statement of assurance that your firm is not currently in violation of any regulatory rules and regulations that may have any impact on your firm's operations; and
- SECTION 10** A statement that your firm or principals are not involved in any current or pending litigation involving Lackawanna County, or any of its Departments or Authorities.
- SECTION 11** Statement of assurance that there are no conflicts of interest
- SECTION 12** Information not specifically required but deemed important by the Respondent.
- SECTION 13** **SUBMITTALS MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTORS(S) -- NO EXCEPTIONS**

8. RESPONSIBILITIES:

The successful Submitter shall have primary responsibility for the following:

- * Assist in the development and organization of the advisory board and any related committees and work groups;
- * Assist in the development of a strategic plan, vision and mission statements;
- * Facilitate and coordinate all quarterly advisory board meetings;
- * Maintain contact with membership through email or other correspondence as needed including but not limited to dissemination of research or other documents related to mission of the advisory board;
- * Record and disseminate minutes of the quarterly meetings;
- * Maintain accurate board membership lists in coordination with DHS;
- * Facilitate and coordinate board committee and workgroup meetings as needed;

9. 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.

10. 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.

11. COMMUNICATION WITH ELECTED OR APPOINTED OFFICIALS

All communications during this process should be directed to the appropriate contact listed in this RFQ. Any firm 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.

Qualification Based Selection Process

The statement of qualifications will be evaluated in accordance with the County's Qualifications Base Selection Process. Anyone submitting a statement of qualifications is advised to review that process, which is set forth on the County's website.