

LACKAWANNA COUNTY BOARD OF COMMISSIONERS



REQUEST FOR QUALIFICATIONS

Issued: **February 26, 2014**

RFQ ID #: **057-14-1150**



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, 2014 – June 30, 2015. ARTS Engage! is partnership between the County of Lackawanna Department of Human Services, Office of Youth and Family Services DHS/OYFS and the Department of Arts and Culture.

Submission Deadline:

Respondents must submit their written Submittals by 2:00 p.m. Friday March 21, 2014

Submit To:

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

Contact Person: Maureen McGuigan, Deputy Director,

Lackawanna County Arts and Culture

email: mcquiganm@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 organizations with a proven history of developing and maintaining the goals of ARTS Engage! and 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 to. 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.

3. SPECIFICATION:

- 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 groups acting as a consortium with one organization applying as the coordinating agency. Please note we require one school as a partner for this program. The school may be elementary, middle or high school. Extra points will be given to agencies that have completed previous successful ARTS Engage! programs.
- C. TARGET AREAS - Applications are being accepted for programs addressing needs DHS/OYFS target areas which are Scranton and Carbondale. While all venues and programs do not have to be located in the target areas there must be a significant effort made to reach populations in these sections.

D. FUNDING AVAILABILITY - A consortium may apply for up to \$50,000. No more than 15% can be for administration including salaries and benefits of full-time staff, utilities, and office supplies. Programs must provide a minimum 25% match including cash or and in-kind services.

E. RFQ GUIDELINES

Programs must provide high quality arts programs within elementary, middle school and high school age groups in target areas with one organizations taking on the role of the coordinating agency to administer the program. An organization may be a partner on more than one application, but may only apply as the coordinating agency on one application. Programs must work with at least one school. Time must be allowed for program evaluations to be completed and drop- in visit of representatives from ARTS Engage!. Programs must be complete by June 30, 2015.

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. The ARTS Engage! consortium may include the following:

- One or more arts organizations.
- One or more social service agencies.
- A public school or community center.
- A college or university.
- A public or private housing project.
- Two or more professional teaching artists.
- One or more arts education consultant with expertise in curriculum and/or assessment.
- A for-profit business which is providing services or other support.
- A neighborhood group.
- 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 and an overall vision. The role of the Coordinating Partner and will be responsible for coordinating the consortium including:

- Acting as main liaison with DHS/OYFSLCCYS and the Arts and Culture Department.
- Collecting documentation from different site locations and partners.
- Working with partners to ensuring children are being recruited for and attending the program.
- Facilitating regular meetings between the consortium partners.
- Ensuring teaching artists have adequate Children and Youth Services training.
- Daily attendance records are to be keep and submitted weekly to ARTS Engage! staff in addition to the attendance records that are to be keep for monthly invoicing.
- A final attendance roster with students name and address and if available phone and email.
- Coordinating any efforts for an ARTS Engage! event. Funding may be used to hire a Consortium Coordinator or to cover the cost of the staff person managing the program. Funds should only cover the time the full-time staff person is spending on ARTS Engage! and the budget should make clear the hours and cost.

Role of the Primary Partners, along with the Coordinating Partner there will be Primary Partners who help really develop and shape the program. These partners will have a stronger role than other members who may be providing an important pieces such as a venue or service but may not responsible for the overall development of the program. Primary Partners will be indicated in both the narrative proposal and on the Consortium member form.

Submitting Consortium Lead Partner agrees and shall have the primary responsibility of the following;

- The applicant will need to produce a program per the requirements outlined in this RFQ per the stated schedule with materials and instructors.
- Notification of schedule deviations **MUST** be made to the Lackawanna County Department of Human Services/Office of Youth and Family Services DHS/OYFS and the ARTS Engage! offices.
- Providing the Lackawanna County's ARTS Engage! program the names of program principals, artists, instructors and mentors.
- Provide attendance records and progress updates for the students participating.
- Working with the County's designated individual(s) for periodic visits to the program's activities.
- Provide assistance in securing the necessary documents, releases and or completed forms from the students parents and of guardians.

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 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 057-14-1150 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. INFORMATION SESSION:

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

Date: Wednesday, March 12, 2014

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: calveyc@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 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: **Friday, March 14, 2014**

7. 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

- Does the program provide a fresh, creative way of engaging youth in the arts?
- Is the program well-structured and organized?
- 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

- 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 plans to increase family involvement?

Increased Interactions with Positive Peer Associations

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

Cost Effectiveness and Sustainability

- Is the consortium well-defined with all partners working together?
- Is the budget appropriate?
- Are the consortium partners providing resources on a cash or in-kind basis toward the program?
- Are there plans for additional fundraising or revenue sources?
- Does the program have a long-term vision?

8. 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 lessons were learned (what worked, what didn't etc. any changes you would make to your program based on your experience).
 - Detailed explanation of the role of the consortium members and how they will work together to reach goals.
 - A detailed description of the high quality arts activities provided.
 - How you selected the activities and if you are involving any interdisciplinary activities.
 - How the artists were selected to teach in the program.
 - Any additional program personnel and their role.
 - A planned schedule of activities including dates and times.
 - How the program plans to provide proper child to adult ratio including any specific mentorship plans.
 - 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" RFQ 057-14-1150 Cover Page
- "B" Consortium RFQ 057-14-1150 Partnership Form A
- "C" Consortium RFQ 057-14-1150 Partnership Form B
- "D" Consortium RFQ 057-14-1150 Partnership Form C
- "E" RFQ 057-14-1150 Budget
- "F" RFQ 057-14-1150 Worksheet

Qualification Based Selection Process

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



APPENDIX "A"

2014 / 2015 ARTS ENGAGE! CONSORTIUM
RFQ 057-14-1150 Cover Page

Name of Coordinating Consortium Partner			Date	
Street Address		City		Zip
Mailing (if different from Street Address)		City		Zip
Federal Tax ID #		Phone		Fax
Coordinating Partner Contact	Title	Email		Contact Phone
Alternate Contact 1	AC 1 Title	AC 1 Email		AC 1 Phone
Alternate Contact 2	AC 2 Title	AC 2 Email		AC 2 Phone
Emergency Contact		Emergency Phone		Emergency Cell or other
	Anticipated number of Students to be served	Anticipated number of Artists-Instructors	Artist Instructor Ratio to students	Venue of Program Location (s)
Elementary Program				
Middle School Program				
High School Program				
Overall Total				
2014 - 2015 ARTS Engage! RFQ 057-14-1150				amount requesting \$

2014/2015 ARTS Engage!

Consortium RFQ 057-14-1150 - Partnership Form A

APPENDIX "B"

Use this form to list your key consortium partners, the organizations they represent, their role for this project, and their phone number. In the "code" column, use one or two letters to indicate:

- "P"** **Partner** – key leaders of the consortium who meet together to plan and shape programs
- "TA"** **Teaching Artist**
- "A"** **Advisor** – people playing a supporting or consulting role

- "B"** **Business** who may be hired
- "M"** **Mentor** or Mentoring Organization
- "V"** for **Venue**

Contact Name	Code	Organization	Role for this project	Phone Number	Cell Number	email
Social Services Organization						
Arts Organization						

**2014/2015 ARTS Engage!
Consortium RFQ 057-14-1150 - Partnership Form B**

APPENDIX "C"

Consortium Partnership Form page 2

Use this form to list your key consortium partners, the organizations they represent, their role for this project, and their phone number. In the "code" column, use one or two letters to indicate:

- | | |
|--|--|
| <p>“P” Partner – key leaders of the consortium who meet together to plan and shape programs</p> <p>“TA” Teaching Artist</p> <p>“A” Advisor – people playing a supporting or consulting role</p> | <p>“B” Business who may be hired</p> <p>“M” Mentor or Mentoring Organization</p> <p>“V” for Venue</p> |
|--|--|

Contact Name	Code	Organization	Role for this project	Phone Number	Cell Number	email
Community Organizations						
Teaching Artists						

2014/2015 ARTS Engage!
Consortium RFQ 057-14-1150 - Partnership Form C

APPENDIX "D"

Consortium Partnership Form *page 3*

Use this form to list your key consortium partners, the organizations they represent, their role for this project, and their phone number. In the "code" column, use one or two letters to indicate:

- "P" **Partner** – key leaders of the consortium who meet together to plan and shape programs
- "TA" **Teaching Artist**
- "A" **Advisor** – people playing a supporting or consulting role

- "B" **Business** who may be hired
- "M" **Mentor** or Mentoring Organization
- "V" for **Venue**

Contact Name	Code	Organization	Role for this project	Phone Number	Cell Number	email
Schools / Universities / Colleges						
Mentors / Mentorship Organizations						

APPENDIX "E" 2014 / 2015 ARTS Engage! Consortium RFQ 057-14-1150 Budget

Coordinating Consortium Partner		2014 -2015 July 1, 2014 – June 30, 2015			
EXPENSES	Elementary Program	Middle School Program	High School Program	Consortium Amount	
Consortium Administrative not to exceed 15% of total budget					
Administrative Salaries					
Benefits					
Administration Area (<i>space, utilities, phone</i>)					
Program Personnel					
Artists - Instructors					
Program Staff					
Arts Organization					
Advisory Consultants					
Materials - Supplies <i>please specify</i>					
Marketing Materials					
Transportation-Off Site Programs - Field Trips –Outings					
TOTAL EXPENSES					
Income					
ARTS Engage! Consortium Grant Request					
TOTAL INCOME					
In- Kind Support					
TOTAL IN-KIND SUPPORT					
Budget Summary (these amounts will be filled in automatically from the amounts above)					
ARTS Engage! Consortium Grant Request					
Cash Matched (confirmed and anticipated)					
Cash income not including ARTS Engage! Consortium Amount					
In-Kind Support (total donated services and materials)					
TOTAL PROJECT BUDGET					

APPENDIX "F" 2014 / 2015 ARTS Engage! Consortium RFQ 057-14-1150 Personnel RFQ Worksheet

Any personnel cost for your ARTS Engage! programs should be broken down per day, per hour and/or per session.

		Cost per day day/hour /session	Number of days/hour /session	Total
Coordinating Partner direct administrative costs				
Admin.				
Other				
Other				
Coordinating Partner direct administrative costs TOTAL				
<u>Elementary Program</u>				
Teaching Artist 1				
Teaching Artist 2				
Teaching Artist 3				
Teaching Artist 4				
Teaching Artist 5				
Program Staff 1				
Program Staff 2				
Program Staff 3				
Other				
Other				
Elementary School Program TOTAL				
<u>Middle School Program</u>				
Teaching Artist 1				
Teaching Artist 2				
Teaching Artist 3				
Teaching Artist 4				
Teaching Artist 5				
Program Staff 1				
Program Staff 2				
Program Staff 3				
Other				
Other				
Middle School Program TOTAL				
<u>High School Program</u>				
Teaching Artist 1				
Teaching Artist 2				
Teaching Artist 3				
Teaching Artist 4				
Teaching Artist 5				
Program Staff 1				
Program Staff 2				
Program Staff 3				
Other				
Other				
High School Program TOTAL				