

## LACKAWANNA COUNTY BOARD OF COMMISSIONERS

### REQUEST FOR QUALIFICATIONS For An Equine Assisted Therapy Program

December 21, 2010

**NOTICE IS HEREBY GIVEN** that pursuant to a fair and open process, sealed submissions will be received and reviewed by the County of Lackawanna (the "County") Board of Commissioners ("Board of Commissioners") for an Equine Assisted Therapy Program

Respondents must submit their written submission by **4:00 p.m.** prevailing time on **January 6, 2010**.

Submissions 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 the proposal of a respondent, may choose a respondent with which the Board will enter into negotiations, or may reject all proposals.

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

#### **PURPOSE:**

The purpose of this Request for Qualifications is to solicit submissions from qualified practitioners to continue operation and/or for a provider to develop an Equine Assisted Therapy Program (EATP) for the benefit and treatment of child victims of trauma and/or witness to violence.

Equine Assisted Therapy has been shown to be an effective treatment modality with both victims of violence as well as child witnesses to violence through building self-esteem, effective communication and trust. This is evidenced in the literature through the improvement in the Global Assessment of Functioning (GAF) of children diagnosed with PTSD, adjustment disorder as well as mood and disruptive disorders.

All EAP applicants to this RFQ shall be trained and familiar with the Equine Assisted Growth and Learning Association (EAGALA) model. Additional resources and information about EAGALA can be obtained by going to the EAGALA website: <http://eagala.org/>.

## **PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS:**

1. Four (4) copies of the proposal must be provided. Qualifications must be submitted to the Board of Commissioners, c/o Maria Elkins, Chief of Staff, 200 Adams Avenue, 6<sup>th</sup> Floor, Scranton, Pennsylvania 18503. Qualifications must be submitted in a sealed envelope with the name of the firm submitting 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.
2. All questions regarding this Request for Qualifications should be made in writing to the Board of Commissioners, c/o Maria Elkins, Chief of Staff, 200 Adams Avenue, 6<sup>th</sup> Floor, Scranton, Pennsylvania 18503.

## **CRITERIA FOR EVALUATION OF PROPOSAL:**

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

1. Eligibility for EAGALA Certification or Advanced Certification.
2. Ability to provide behavioral therapeutic support through a qualified, licensed therapist(s).
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 the ability to set a fee for service schedule and bill according to procedures outlined by County and State policy and regulation.
4. Cultural Competency and Diversity: The EATP shall promote 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. Experience and reputation with respect to providing services for governmental entities;
6. Knowledge of the subject matter of the services to be provided to the County
7. Ability to meet timelines and schedules for completion on an expedited basis as set forth by the Board;

8. Availability to accommodate any required meetings of the Board; and
9. Other factors determined to be in best interest of the County in the Board's sole discretion.

## **PROPOSAL**

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

1. **Scope of Services/Prior Experience** - All submittals must detail the services proposed to be provided and the firm's experience in providing such services.
2. **Personnel** – All submissions to the County must include the following:
  - a. Name, address, and brief description of your firm;
  - b. The names, experience, and qualifications of the individual(s) who would be primarily responsible for performing services on behalf of the County;
  - c. 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
  - d. A statement that your firm is not involved in any current litigation with the County.
3. **Conflict of Interest** - All submittals must state that there are no conflicts of interest to which the firm would be subject if it were to provide the requested services for the County.

## **CONFIDENTIALITY:**

This Request for Qualifications, and all submissions received in response, will remain confidential (with the exception of information that was previously public information), and will not be used for any purpose other than the evaluation of the proposals received by the Board. Each respondent, by responding to this Request, acknowledges the terms expressed above and agrees to safeguard the details of this process and the contents of this document. If your organization does not agree to

these conditions concerning confidentiality, or if you elect not to respond to this Request for Qualifications, please return this Request to the Board and retain no copies thereof.

**Lackawanna County**  
**Qualification Base 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.