

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

Issued: March 13, 2020

RFQ ID #: 073-20-1150



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, 2020 – June 30, 2021. ARTS Engage! Is a 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 17, 2020

Submit To:

Lackawanna County Chief of Staff Brian Jeffers
Lackawanna County Government Center, 6th Floor
123 Wyoming Avenue
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 submittals.

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 RFQ 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 education and experiences, mentorship and positive peer experiences. The specific objectives of ARTS Engage! are to help youth develop resiliency, self-esteem and positive social and artistic skills. Immediate outcomes include improvement in communication skills, conflict management, artistic and creative skills and community engagement. Intermediate/Long Term objectives include: improved attitude toward school, improved relationships with adults and peers, increased interest in healthy activities, reduced truancy and increased family attachment. The programs are public art programs, open to everyone, but funded organizations work directly with the Office of Family and Youth Services (OYFS) and other agencies to place at-risk youth in these programs.

3. SPECIFICATIONS:

- A. Scope of the Services and Prior Experience.
- B. Eligible Applicants - Applications will only be accepted for organizations acting as a consortium with one organization applying as the coordinating agency.
- C. TARGET AREAS – Scranton and Carbondale are the sections of Lackawanna County upon which 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 Dollars (\$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. The Direct Cost Budget form must be completed for each individual program. One individual program per sheet. Award amounts will be given on the number of qualified applications received, application scores and the amount of funding available.
- E. **RFQ GUIDELINES** - Programs should provide high quality, accessible and well-organized arts programs for elementary, middle school and high school age groups, but it is not mandatory, in the target areas of Carbondale and Scranton. 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, and follow a consortium model with one organization 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 be complete by June 30, 2021.
- 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 highly recommend a wide range of partnerships including collaboration with organizations in direct contact with house at-risk populations. (i.e. social service agencies or public/private housing unit). An organization may partner with a school for on-site programs but must ensure that spots do not fill up before OYFS youth are placed.

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

- Coordinating Partner Roles of the Primary Partner must be detailed in the narrative.
- Acting as main liaison with OYFS and the Arts and Culture Department including updating both departments of any changes to the program including schedule deviations; informing them of incidents or other issues and managing collection of data and evaluation.
- Provide assistance in securing the necessary documents, releases and or completed forms from the students’ parents and of guardians.
- Communicating with partners and OYFS to recruit youth. Ensuring fliers and program information are delivered in a timely manner.
- Marketing to general public.
- Facilitating regular meetings between the consortium partners
- Ensuring teaching artists have adequate training.
- Submitting attendance records to OYFS and at the completion of the ARTS Engage! Program a rooster to the ARTS Engage! office with students name and address and if available phone and email.
- Submitting all evaluation materials to OYFS.
- Invoicing OYFS with correct paper work including, student sign in sheet(s) and attendance records.
- Providing the Lackawanna County’s ARTS Engage! program the names of program principals, artists, instructors and mentors.
- Communicate changes in schedule and or program issues with Arts and Culture Staff and OYFS.

G. CRITERIA FOR EVALUATION OF QUALIFICATIONS

Program Design

(40 pts)

- Program is well-structured and organized with specific dates, time locations and program descriptions.
- Clear curriculum, instruction methods, and structure of activities.
- Program has adequate adult to child ratio.
- Program exhibits collaboration with other organizations.
- Program has provided a transportation plan.

Goals and Outcomes

(40 pts)

- Applicant has understanding of goals selected and how they relate to the Arts Engage!
- Program provides evidence that goals match the program design.
- Program shows evidence of success in previous ARTS Engage! funded years(or other programming if new applicant) of achieving these or similar goals.

Administrative

(20 pts)

- Program has track record of successful past programming
- Program has appropriate staff to manage all administration of program.
- Programs have reasonable budgets.
- Program demonstrates flexibility if not fully funded.

4. PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS:

One (1) original and two (2) copies of the Submittal must be provided.

Submittals must be addressed to the Lackawanna County Chief of Staff, Brian Jeffers, Lackawanna County Government Center, 123 Wyoming Avenue, Scranton, PA 18503. **Submittals must be in a sealed envelope with the name of the submitting organization and the RFQ number RFQ 073-20-1150 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. Optional INFORMATION SESSION:

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

Date: Friday, March 27th

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: **Monday, March 23, 2020**

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 application which must contain the following;

Application Cover Page Show name of your organization, address, name of contact person, telephone number(s) and email address, Federal Tax ID, amount requested and signature of applicant. Also include the title and number of the RFQ 073-20-1150. Other required information contained in the application in addition to the cover page are as follows;

- (1) Program Cover Sheet** – Program name, scheduled program hours including day of weekend hours. The Art discipline, Program goals (minimum of three). Program Cover Sheet are required to be submitted with RFQ application and also at the end of the ARTS Engage! Program.
- (2) Partner's-** Organization Partner contact, contact person(s), phone number(s) and email(s)

(3) In-Kind – Description of In-Kind services and amount

(4) Budgets Administration Cost of Program – The administration cost program, administrative ARTS Engage!, Administrative program match, Administration total.

(5) Budget Direct Program Costs – Program name, age group, number of students, direct program expenses, ARTS Engage!, direct program match and direct program totals. Each program is required to provide a completed **Budget Direct Program Costs**, additional budget Direct Cost may be submitted.

All Submissions to the County must include the following:

SECTION 1 Statement of Qualification of Submitter: Identify the RFQ 073-20-1150 project for which the Submission has been prepared and a brief description of your organization.

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

1. Program Design

Describe in detail each of the programs you are requesting funding for explain ensure to include

- Why specify age groups were selected
- Give a brief outline of the curriculum and any teaching methods you plan to use.
- Who are the instructors and what are their experience?
- Will time for peer interaction/team building be built in? In what ways?
- List the approximate number of staff, instructors and volunteers working on the program and their roles.
- If you have any plans for family engagement please detail.

2. Select three goals from the list which you plan to address and how your program design will help reach these goals.

3. Address your ability to handle the administration of this program including meeting requirements evaluation and administrative tasks such as billing.

4. Outline Your Transportation Plan.

5. Who are your collaborative partners and explain their roles.

6. A budget sheet for each program. Complete application budget sheets. Only 15% of grant may be used for administration.

- Explain any budget items that may be questionable.
- Do you have other sources of funding for this project?
- Will you be able to adjust the programs if not fully funded?

7. Description: How would you Describe this program to a Case Worker who is talking with families?
Think Elevator Pitch!

SECTION 2 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 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 organization along with a brief history;

SECTION 5 Consortium members contact information. *see Appendix "B" Appendix "C" Appendix "D"*

SECTION 6 An itemized budget listing expenses, 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, use 1-2 page budget narrative to explain any unusual expenses.

SECTION 7 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 Application's Appendix; "B" Appendix "C"; Appendix "D"*.

SECTION 8 Letters of commitment from all consortium partner members.

SECTION 9 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 10 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 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:

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! is to help children develop the following;

Social skills	Reduces social alienation	Interest in healthy activities
Positive peer association	A safe haven	Child's perception of parental interest
Positive school attitudes	Positive association with adults	Positive view of their artistic expression
Thinking about the future	Improved self-esteem	

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 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.***

12. APPLICATION PAGES and APPENDIXS:

Page 1	Cover page RFQ 073-20-1150	
Page 2	Instructional page RFQ 073-20-1150	
Page 3	Application RFQ 073-20-1150	
Page 4	Program (iindividual) Cover Sheet	APPENDIX "A"
Page 5	Consortium Partners RFQ 073-20-1150	APPENDIX "B"
Page 6	Budget page IN-KIND RFQ 073-20-1150	APPENDIX "C"
Page 7	Budget page ADMINISTRATIVE RFQ 073-20-1150	APPENDIX "D"

Direct Program Cost Budget must be completed for each individual program. One individual program per sheet.

Page 8	Budget page DIRECT PROGRAM-1 COSTS RFQ 073-20-1150	APPENDIX "E-1"
Page 9	Budget page DIRECT PROGRAM-2 COSTS RFQ 073-20-1150	APPENDIX "E-2"
Page 10	Budget page DIRECT PROGRAM-3 COSTS RFQ 073-20-1150	APPENDIX "E-3"