

LACKAWANNA COUNTY BOARD OF COMMISSIONERS

REQUEST FOR QUALIFICATIONS FOR COUNSELORS

February 25, 2013

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 Counselors(Provider). This RFQ will be used in applying for funds to provide services for **July 1, 2013 to June 30, 2014**.

Respondents must submit their written submission by **4:00 p.m.** prevailing time on **Monday, March 25, 2013**.

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:

Lackawanna County Department of Human Services/Office of Youth and Family Services is requesting proposals for Request for Qualifications is to solicit submissions from licensed and qualified applicants to provide counseling services and treatment plans for minors who have exhibited or were victims of inappropriate and/or unlawful behavior.

This RFQ is looking for an applicant or agency to provide mental health, counseling, and/or therapeutic services to children and families. The primary client base to be served is for minors who are dealing with various problems and family issues associated with delinquent and dependent behaviors. The applicant or agency/organization should have experience working with dependent and delinquent children. Clients may be abused or neglected.

All respondents to this RFQ shall submit a detailed curriculum that addresses key elements identified through research.

PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS:

1. Two (2) 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, 6th 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, elkinsm@lackawannacounty.org 200 Adams Avenue, 6th Floor, Scranton, Pennsylvania, 18503 by **Monday, March 4, 2013**. All responses to questions will be posted on the Lackawanna County website at www.lackawannacounty.org by **Monday, March 11, 2013**.

CRITERIA FOR EVALUATION OF PROPOSAL:

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

1. General: RFQs are invited from interested Psychologists, Psychiatrists, and Licensed Clinical Social Workers who have a record of providing effective direct counseling and treatment services to children and families. Specifically, all submitted curricula must contain the following content:
 - a. Describe the type of therapeutic techniques and psychological testing instruments that the applicant will utilize.
 - b. Importance of maintaining children's relationship with both parents whenever possible.
 - c. Will be able to testify regarding treatment and assessment and/or progress as required.
 - d. Will participate in Family Group Decision Making as necessary.
2. Organizational Capacity:
 - a. Provider must possess or secure the physical space to administer the program. Upon request of the Provider, The County/Court may secure space for the delivery of the program for a fee to be paid to the county to offset any operational costs associated with provision of the space.
 - b. Provider must be able to issue certificates of attendance to ensure compliance with the Local Court Rules.
 - c. Provider must have sufficient Quality Assurance measures through appropriate instruments such as client satisfaction surveys, pre and post test or similar instruments.
3. Cultural Competency and Diversity: The Provider 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.

4. Experience and reputation with respect to providing services for governmental entities;
5. Knowledge of the subject matter of the services to be provided to the County;
6. Ability to meet timelines and schedules for completion on an expedited basis as set forth by the Board;
7. Availability to accommodate any required meetings of the Board; and
8. 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. All of the following information must be included as part of the RFQ proposal.

1. **Scope of Services/Prior Experience** - All submissions to the County must include the following:
 - a. All submittals must detail the services proposed to be provided and the firm's experience in providing such services. Provide a narrative of the plan for delivery of services to County referred clients.
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. Resume- Resume must include professional qualifications, employment history, and memberships in any professional organizations.
 - d. Copy of valid, unexpired license.
 - e. Proof of insurance coverage- Provide certificate of insurance reflecting all of the required coverage.

- f. Copy of Business License.
- g. Copy of Audited Financial Statements.
- h. 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
- i. A statement that your firm is not involved in any current litigation with the County.
- j. Statement about the ability of the firm to meet with the Evaluation Board to discuss the RFQ.

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.