

LACKAWANNA COUNTY BOARD OF COMMISSIONERS

REQUEST FOR QUALIFICATIONS FOR DIVORCE AND FAMILY EDUCATION PROVIDERS

April 1, 2011

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 Divorce and Family Education Curriculum Providers(Provider).

Respondents must submit their written submission by **4:00 p.m.** prevailing time on **Monday April 18, 2011.**

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 and deliver a Divorce and Family Education curriculum.

Divorce and Family Education is a curriculum designed to limit the negative effects divorce or separation may have on children. Documented effects include poor indicators of well-being and adjustment including but not limited to; poor academic scores, disruptive behavior, depression, anxiety and low self-esteem. Research indicates that Divorce and Family Education significantly reduces conflict between former partners and it has been shown to limit re-litigation among parties.

All respondents to this RFQ shall submit a detailed curricula that address key elements identified through research as being critical to effective delivery of a Divorce and Family Education Program (identified below).

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, 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, 200 Adams Avenue, 6th 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. Curriculum: The submitted Divorce and Family Education Curriculum must address the development of skills to create and maintain supportive parent child-relationships while protecting children from ongoing conflict between parents. Specifically, all submitted curricula must contain the following content:
 - a. Developmentally specific information regarding the adjustment of children to divorce or separation
 - b. Importance of maintaining children's relationship with both parents
 - c. Education of parents relative to the detrimental effects of parental conflict between parents
 - d. Use of conflict resolution skills
 - e. Cooperative parenting skills
2. Characteristics: In addition to the curriculum content all Divorce and Family Education Programs must have the following characteristics:
 - a. Information delivery is through knowledgeable and skilled facilitators
 - b. Comprehensive take-home information
 - c. Group setting that provides the ability of participants to ask questions and participate in constructive discussions
 - d. Integration of domestic violence concerns in program administration, content and presentation.
3. Organizational Capacity:
 - a. 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 based upon parents' income.

- b. 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.
 - c. Provider must be able to issue certificates of attendance to ensure compliance with the Local Court Rules.
 - d. Provider must have sufficient Quality Assurance measures through appropriate instruments such as client satisfaction surveys, pre and post test or similar instruments.
4. 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.
 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.