

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

Issued: March 1, 2019

RFQ ID #: 060-19-1150



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, 2019 – June 30, 2020. 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, March 22, 2019

Submit To:

Lackawanna County Chief of Staff Fran Pantuso
Lackawanna County Government Center, 6th Floor
123 Wyoming Avenue
Scranton, Pennsylvania 18503

Contact Person: Maureen McGuigan, Deputy Director,
Lackawanna County Arts and Culture
Email: m McGuigan@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 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/Prior Experience - All submittals must detail the services proposed to be.
- 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 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 (\$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 must provide high quality, accessible and well-organized arts programs within elementary, middle school and high school age groups 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. There are two mandatory partner requirements; Applicants must work with one school and public housing unit located in Carbondale or Scranton. These may be on site programs or the applicants may build in round trip transportation for the students. 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, 2020.

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.

The ARTS Engage! consortium is not limited to but may include the following:

1. One or more arts organizations
2. One or more social service agencies
3. A public school or community center
4. A college or university
5. A public or private housing project
6. Two or more professional teaching artists
7. One or more arts education consultant with expertise in curriculum and/or assessment.
8. A for-profit business which is providing services or other support.
9. A neighborhood group
10. 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 unified vision. The Coordinating Partner will be responsible for the following:

- Acting as main liaison with OYFS and the Arts and Culture Department including updating both departments of that 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 ARTS Engage! staff in addition to the Arts and Culture Office including quarterly roster 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 and attendance records.
- Providing the Lackawanna County's ARTS Engage! program the names of program principals, artists, instructors and mentors.
- Communicate changes in schedule, program issues with Arts and Culture Staff and OYFS>

G. CRITERIA FOR EVALUATION OF QUALIFICATIONS

Program Design

(50 pts)

- Program provides quality activities and experiences for engaging youth in the arts including.
- Program collaboration is well-defined and utilizes diverse resources.
- Program is well-structured and organized with specific dates, times, locations and programs outlined in detail.
- Program provides opportunities for the participants to have arts experiences outside the structured program such as field trips, special events and opportunities to showcase their work.
- Program structure/intake is inclusive and welcoming for OYFS youth and families.
- Program incorporates appropriate staff and resources to ensure data for the OYFS can be collected.

Evidence for Increased Positive Associations with Adults

(15 pts)

- Teaching artists are high quality artists with significant teaching experience.
- Program provides an adequate adult to child ratio. There is evidence of mentorship.
- Program incorporates family engagement through activities, special events, field trips, etc.

Evidence for Increased Interactions with Positive Peer Associations

(15 pts)

- Program is structured so youth participate with others in their own age group. If the program has older participants with younger they are working a mentorship capacity that is clearly defined and organize.
- Program cultivates collaboration and team-building among participants
- Program offers opportunities for reflection and positive reinforcement between students.

Program Planning and Sustainability:

(20 pts)

- The consortium is well-defined with roles defined.
- A transportation plan has been submitted.
- The budget is reasonable and appropriate.
- The consortium partners have dedicated resources toward the program.
- There is additional financial support from other funders, donors or agencies.

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 Fran Pantuso, the Lackawanna County Chief of Staff, 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 060-19-1150 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. MANDATORY INFORMATION SESSION:

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

Date: Tuesday, March 12, 2019

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: **Friday, March 8, 2019**

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

Cover Page : **PAGE 1**, 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:

1. Give a brief outline of how the consortium partners will be working together and what each is providing.
2. List the activities including dates and times and descriptions of high quality arts activities. Please be descriptive and detailed. Submit a list artists and bios/resumes (**one page only**) Work samples are not required but should be available if requested.
3. Who are the key personnel from the Consortium involved with the management of the ARTS Engage! programs? Describe their roles.
4. Outline any plans you have to ensure that at-risk populations have access to your programs. While OYFS does its best to transport children we are asking the programs to also help solve transportation issues.
5. Research demonstrates that the more adult interaction youth have the better they are likely to develop pro-social skills and life skills. How will you ensure adequate connection with adults? What will be your adult child ratio for the program? Do you have additional volunteers or mentor who will be part of the program?
6. Describe any specific strategies or programs to engage OYFS families?
7. Evaluation is a key requirement of organizations who receive ARTS Engage! funding. This includes collection of pre and post-tests, updating and coding rosters, as well as other evaluation requirements, attendance at monthly and individual meetings as well as periodic trainings. Illustrate how you are prepared to handle the logistics of collection and management of data and required attendance.

8. If the organization has received funding for an ARTS Engage! list years and what lessons were learned. (what worked, what didn't etc. any changes you would make to your program based on your experience) If you are a new applicant share any relevant experiences you have had with arts programs and arts programs for at-risk youth. If the applicant is a first time applicant please address any challenges you may foresee and nay plans you have to address them.

- 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. APPLICATION PAGES and APPENDIXS:

Page 1	Cover page RFQ 060-19-1150	
Page 2	Instructional page RFQ 060-19-1150	
Page 3	Application RFQ 060-19-1150	
Page 4	Consortium Partners RFQ 060-19-1150	APPENDIX "A"
Page 5	Budget page INKIND RFQ 060-19-1150	APPENDIX "B"
Page 6	Budget page ADMINISTRATIVE RFQ 060-19-1150	APPENDIX "C"
Page 7	Budget page DIRECT PROGRAM COSTS RFQ 060-19-1150	APPENDIX "D"
	This Direct Program Costs Budget must be completed for each individual program. One individual program per sheet.	