

**Cover Sheet**

**(Must be included as page one of RFQ response)**

# **Request for Qualifications**

**Bid #15110**

## **Domestic Violence Counseling Services**

**City of Little Rock  
Department of Community Programs  
Prevention and Intervention**

**RFQ Release Date:**

**Friday, January 23, 2015**

**RFQ Submission Deadline:**

**Friday, February 13, 2015, 4:00P.M.CST**

***No Exceptions***

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**Applicant Authorized Signature**

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**Date**

# **RFQ: Domestic Violence Counseling Services**

## **City of Little Rock, Arkansas**

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### **BACKGROUND**

#### **PREVENTION, INTERVENTION AND TREATMENT (PIT) OVERVIEW**

In September of 2011, the citizens of Little Rock passed a sales tax that provided new revenue for programs to be administered by the Department of Community Programs. These programs and services serve the children, youth, and families of Little Rock in keeping with the public safety and quality of life goals of the City of Little Rock Board of Directors. Programs provide prevention and intervention services for children and youth during after school and out-of-school time as well as other geographically, demographically, and specifically targeted populations. The Department of Community Programs has responsibility for all phases of the issuance of Requests for Qualifications (RFQ) related to prevention and intervention services.

#### **DEPARTMENT OF COMMUNITY PROGRAMS**

In 1996, the City of Little Rock established the Department of Community Programs with a mission to effectively administer and maximize the Future Little Rock PIT/CYF (and other) funds in order to provide the Little Rock community with quality programs that utilize citizen involvement, proven practices, and standardized processes with the goal of improving positive outcomes and the quality of life for the children, youth, and families of Little Rock. The use of tax dollars for this purpose reflects the Little Rock City Board of Director's commitment to prevention planning, youth development, and treatment services that support children, youth, and families.

#### **LITTLE ROCK COMMISSION ON CHILDREN, YOUTH & FAMILIES (CYF)**

In its advisory role to the City of Little Rock Board of Directors, the Commission provides policy leadership and advocacy to improve the health, safety, education, and quality of life for children, youth, and families in Little Rock. To that end, CYF and the Department of Community Programs work together to create a full partnership of City and government agencies, local educational agencies, public and private businesses, and dedicated organizations working directly in Little Rock neighborhoods so all families can enjoy safe, nurturing, self-determining, drug-free, and violence-free environments.

### **PROJECT SUMMARY**

The City of Little Rock is seeking qualified organizations to provide comprehensive, cost effective counseling services that are responsive to the needs of individuals and families who suffer from the presence of domestic violence in their lives. Further, the city has determined that resources should be targeted to improve counseling opportunities available to low income and indigent Little Rock residents for whom sliding fee scales present barriers to services.

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**SCOPE OF SERVICES**

Respondents to this Request for Qualifications shall provide the following information in the numerical order requested regarding the qualifications and characteristics of their organization:

1. Describe the history and experience of your organization.
2. Provide a description of the domestic violence and similar counseling services that you have provided. A responsive answer will include experience with victims and perpetrators of domestic violence; experience with low income or indigent populations; individual, family, and group work; and, collaborations with the judicial system, law enforcement, and other service providers. Provide the names and telephone numbers of three professional references.
3. Provide the name and qualification profile of all individuals who would be assigned to this project. Clearly identify the team leader, qualifications, credentials, and experience; and the role of each team member.
4. Discuss your plan to accomplish the project and describe any problems that you anticipate and how they might be resolved. Include outreach, linkages, and referral sources.
5. Provide any other data that specifically highlights your firm's unique qualifications for this project.

The expected timeline of services and deliverables for this project is:

- Commencement: March 16, 2015
- Culmination: February 28, 2016

**MINIMUM QUALIFICATIONS**

To be considered for selection, proposed vendors must have at least the following qualifications:

1. A minimum of five (5) years experience in individual family and group counseling.
2. The capability to provide the services sought by the City, and to respond quickly to service requests.
3. If agency applicant, lead person delivering services must be LMSW level, and supervised by an advanced licensed clinician; e.g., LCSW or Ph.D.
4. If an individual applicant, the lead person delivering services must be an independent advanced licensure; e.g., LPC or LCSW, or Ph.D.
5. Have a valid City of Little Rock business license or obtain a City of Little Rock business license prior to the execution of any contract.
6. Have a proven track record of successfully completing this type of work.
7. Must have a service location within fifteen (15) miles of referring agency.

**ELIGIBILITY**

This project is open to all individuals and organizations, regardless of race, color, religion, national origin, gender, age, military status, sexual orientation, marital status, or physical or mental disability. Multiple Consultants may also join together as a team to achieve qualifications. Current Providers receiving any PIT funds from the City of Little Rock are not eligible to apply nor serve as part of a team or as a sub-contractor.

**MINORITY BUSINESS ENTERPRISE (MBE)**

The City of Little Rock encourages participation of small, minority, and women owned business enterprises in the procurement of goods, services, professional services, and construction, either as a general contractor or sub-contractor. It is further requested that whenever possible, majority contractors who require sub-contractors, seek qualified small, minority, and woman businesses to partner with them.

**SUBMISSION OF QUALIFICATIONS**

Respondents to this RFQ shall address each of the Scope of Service items detailed above and provide a total of eight (8) identical copies of the Response by the due date and time detailed below, except that one of the eight (8) Responses shall be clearly marked "ORIGINAL" and contain signatures in ink as well as obvious imprints or ink

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icons of required notary and corporate seals to verify the original signatures. The other seven (7) Response copies may contain reproductions of these pages and signatures. There will be no exceptions to these requirements.

The Response must be submitted to the location listed below by the due date and time detailed below inside an envelope clearly labeled:

**City of Little Rock Bid #15110  
Domestic Violence Counseling Services.**

**Deliver RFQ Submissions to:** Abdoul Kabaou, Purchasing Manager  
City of Little Rock, Room 300  
500 West Markham Street  
Little Rock, AR 72201

**RESPONSES MUST BE SUBMITTED BY 4:00 P.M. CST ON FRIDAY, FEBRUARY 13, 2015.**  
**Submissions will be timed according to the bid timer clock used by the City Finance Department.**

**A postmark will not be accepted.**

It shall be the sole responsibility of the potential applicant to have its Response delivered to the Purchasing Office for receipt on or before the above-stated date and time. If a Response is sent by U.S. Mail, the potential Consultant shall be responsible for its timely delivery to the Purchasing Office. **Late or fax transmitted Responses shall not be considered or accepted.**

All materials and content submitted in response to this RFQ will immediately become the property of the City of Little Rock and will not be returned unless a self-addressed and stamped envelope, with insufficient postage, is provided with the submission. The City of Little Rock will make every effort to protect submitted materials, however, it will not be liable for any loss or damage. The City of Little Rock reserves the right to refuse or reject any and all applications.

**CRITERIA FOR SELECTION**

Each submission will be reviewed by a Selection Committee composed of City employees and other persons knowledgeable of domestic violence counseling services. The committee will make a recommendation to the City Manager who will recommend to the City Board of Directors. The committee will operate under provisions of Arkansas Code Annotated §19-11-1801 et.seq which established the procedure for competitive selection of professional service providers. The following criteria will be used by the committee to evaluate qualifications:

1. Experience of the organization and staff with Domestic Violence Counseling.
2. Recognition of expertise as documented through licensure, professional certifications and other appropriate credentials.
3. Meet qualifications and licensure, professional certifications and other appropriate credentials of the lead individual to be assigned to this project. (See specifications in minimum qualifications above).
4. Past record of performance of the organization.
5. Responsiveness to this Request for Qualifications, and quality of professional references.

**RATING OF RESPONSES**

The City's Selection Committee will evaluate all proposals submitted in response to this RFQ based upon the following areas and weightings:

CONSIDERATION	WEIGHT
Counseling approach, work plan, and time schedule	40
Organization experience, and staff qualifications	40
Recognition of documented expertise	10
Quality of professional references	<u>10</u>
	100

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Submissions must receive a minimum score of 85 to be considered for a contract.

**SELECTION PROCESS**

After the Selection Committee evaluates the responses to this Request for Qualifications; proposals will be ranked according to qualifications. Verbal presentations to the committee may or may not be requested.

**RFQ RESPONSE ACCEPTANCE AND REJECTION**

**NOTE:** This is a Request for Qualifications, not a Request for Proposal. As a result, cost is not a criterion for selection and will not be considered in determining which organization is the most qualified. **Any mention of a price term or budget amount included in a response to this RFQ shall result in disqualification.** Price terms will be negotiated once the most qualified have been determined by selected reviewers.

The City of Little Rock reserves the right to accept or reject any and all Responses, to waive irregularities and technicalities, and to request resubmission. There is no obligation on the part of the City of Little Rock to award the contract to any proposed Organization. The City shall be the sole judge of the submissions and the resulting negotiated contract shall be in the City’s best interests. The City’s decision shall be final.

The City of Little Rock reserves the right to negotiate for the modification of any Response with the consent of the selected organization and/or to re-advertise for the submission of new Responses.

Each Response shall be submitted with the understanding that the acceptance in writing by the City of the selected organization to furnish the service pursuant to this Request for Qualifications shall constitute a contract between the City and the selected organization. In the event of default by the selected Organization, or the selected organization’s refusal or inability to complete the contract, the City reserves the right to negotiate with any other qualified organization on the list without the necessity of re-advertisement of this Request for Qualifications.

**SERVICE AND CONTRACTURAL REQUIREMENTS**

Potential organizations understand and agree that, by submitting Responses to this Request for Qualifications, any resulting contract negotiated between the City and the selected organization shall be in a form approved by the Little Rock City Attorney’s Office.

The City of Little Rock will work with the selected Consultant to expeditiously prepare a detailed, written description of the scope of the proposed services. The description will form the basis for contract negotiations and contract price pursuant to Arkansas Code Annotated §19-11-805 (West 2011).

**PROJECTED TIME LINE**

<b>ACTIVITY</b>	<b>COMPLETION DATE</b>
RFQ advertised and notification of fund availability released	<b>Friday, January 23, 2015</b>
Responses due by 4:00 P.M. CST	<b>Friday, February 13, 2015</b>
Review by Little Rock Board of Directors	<b>Tuesday, March 3, 2015</b>
Contract start date	<b>Monday, March 16, 2015</b>