

**REQUEST FOR PROPOSAL -- BID #0200-COVER SHEET
CITY OF LITTLE ROCK, December 28, 2009
2010 YEAR-ROUND NEIGHBORHOOD-BASED PREVENTION
PROGRAMS FOR TARGETED LITTLE ROCK NEIGHBORHOODS**

RESPONSE DEADLINE: 4:00PM, FRIDAY, JANUARY 22, 2010

ORGANIZATION(S)		
ADDRESS		
CITY/STATE/ZIP		
CONTACT PERSON		
TITLE		
PHONE:	FAX:	Email:

- Assurances of the following:
- Funds to be deposited in a Little Rock bank;
 - Submit monthly program and financial reports to the Community Programs Dept. on designated forms;
 - Adhere to City of Little Rock financial guidelines. (See Attachment B, City of Little Rock Financial Policies and Procedures revised December 2004)
 - Commitment to participate in evaluation and monitoring;
 - Commitment to participate in technical assistance and training sessions, when requested;
 - Submit end of contract financial, programmatic and evaluation reports to the Community Programs Dept.;
 - Programs and services comply with all federal laws, including Child Labor Laws; and, are accessible by the disabled.
 - Conduct background checks for adults working with youth.
 - I have read and agree with the terms in the attached contract template.

SIGNATURE TO ADHERE TO ASSURANCES	
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Please submit: 1) ONE original plus six (6) copies of the ***signed*** application/proposal; and
2) ***ONE budget and budget narrative in a separate sealed envelope.***

Submit both packages to: Jerry Paul, Purchasing Agent
Little Rock Finance Department
500 W. Markham Street, 3rd Floor
Little Rock, AR 72201

Inclusion of budget and/or budget narrative in proposal package and not in a separate sealed envelope will result in immediate disqualification.

Each of the items below must be checked in the appropriate box; and, included in the proposal package:

- All*** sections completed.
- All*** sections presented in defined format.
- All*** requested attachments included. (***See also Section XIII. Number 6***)
- One budget and budget narrative submitted in a separate, sealed envelope.
- Proof of 501(c)(3) notfor-profit tax status; for joint bids, all applicant agencies .
- If using another agency's 501(c)(3); applicant ***and*** other tax-exempt agency must sign this application cover sheet. (***See also Section Three, and Section XIII, Number 6*** for additional information to be provided when using another agency's 501(c)(3).)
- If using another agency's 501(C)(3), the City will contract with 501(c)(3) agency.

THIS APPLICATION COVER SHEET MUST BE SIGNED AND INCLUDED AS PAGE ONE OF SUBMISSION



CITY OF LITTLE ROCK, December 28, 2009
REQUEST FOR PROPOSAL: BID NUMBER 0200
2010 YEAR-ROUND NEIGHBORHOOD-BASED
PREVENTION PROGRAMS FOR LITTLE ROCK YOUTH

RESPONSE DEADLINE, 4:00 P.M., FRIDAY, January 22, 2010

I. BACKGROUND AND INTRODUCTION

BACKGROUND: In December 1993, residents of the City of Little Rock passed a one-half cent sales tax for public safety related programs including prevention, intervention, and treatment services. The use of these tax dollars reflects the City Board's commitment to prevention, intervention and treatment services that support children, youth, and families.

INTRODUCTION: The Little Rock Board of Directors announces the availability of funds for multiple contracts for Neighborhood Based Prevention Programs. A primary requirement under this category is that these programs and services are provided from a facility physically located in targeted neighborhoods (Central, East, Midtown, West and Southwest) within the City of Little Rock, and funds from the City of Little Rock are used only for residents of each targeted neighborhood. The boundaries of these targeted neighborhoods, recommended numbers of sites to be funded, and ages of youth to be served are included in this request for proposal (RFP) under Section IV. Geographic Location. Contracts will be awarded to provide prevention programs and services that are accessible, held during out-of-school time (after school, weekends, summer and holidays), neighborhood programs that are facility-based youth development programs and services to Little Rock youth, (male and female) ages 6-17 residing in the City of Little Rock. Funds will be awarded through the competitive request for proposal process.

Beginning in 2007, the City of Little Rock implemented Quality Youth Programming standards designed to enhance program management and promote effective relationships, stimulating activities, and a positive program environment. We anticipate that every contract will agree to these quality standards. Guidelines are available at the following web address- http://www.accesslittlerock.org/community_programs/funding/index.html.

The City of Little Rock Department of Community Programs will administer the proposals, through all phases including review, selection, notice of contract award, contract development, monitoring, and technical assistance. Proposals must be submitted to the City's Purchasing Agent by the assigned deadline to be eligible to compete. The Little Rock Board of Directors shall have final approval of all proposals selected for funding based on the recommendations of the City Manager. The contracts are subject to fiscal appropriation, the approval of the Little Rock Board of Directors, and successful contract negotiation.

II. AVAILABLE FUNDING AND CONTRACT TERMS

\$600,000.00 is available to award multiple contracts up to \$50,000 per contract.

Contract Term – 10 Months (March thru December), with option for up to two additional one-year extensions contingent upon contract performance and funding.

Award Ceiling -- \$50,000.00

Award Floor -- \$40,000.00

Contract funds must be used for program costs for non-duplicated youth residing each targeted neighborhood; also, services provided at no cost to the youth enrolled in the program.

The City of Little Rock will select proposals that best adhere to the program design contained in this RFP for prevention programs in targeted neighborhoods. ***The contract awards will be based upon the lowest responsible bidder within the targeted Little Rock neighborhood groups. The City of Little Rock reserves the right to reject any and all bids.***

III. ELIGIBLE APPLICANTS

Eligible organizations must be either governmental or legally incorporated not-for-profit organizations with

501(c)(3) tax exempt status from the U.S. Internal Revenue Service. Non-501(c)(3) tax-exempt agencies can apply using another bona fide 501(c)(3) agencies' tax exemption status. The application must contain a copy of the other agency's tax exempt documentation; a letter from tax exempt agency's board authorizing the applicant agency the use of their 501(c)(3); as well as a letter from the other agency's board authorizing the agency to respond to this request for proposal. The proposal attachments must include; a list of board members of tax exempt agency as well as a list of board members of the applicant agency; and, tax exempt agency must sign application with applicant on cover sheet. The 501(c)(3) agencies must also sign the contract and be responsible for the receipt and disbursement of contract funds.

Eligible applicant organization must be physically located in the target neighborhood, or link with another agency physically located in the target neighborhood from which services will be delivered. **Eligible applicants must provide year-round well-structured, supervised, after-school/ out-of-school time programs to the same youth; for a minimum of three hours per day, and at least four days per week after school; and a minimum of six hours per day, four days per week during summer within the targeted neighborhood.**

Eligible applicants must ensure programs and services are being provided to, and funds expended to serve

IV. GEOGRAPHIC LOCATION

Each application must provide services in one of the four neighborhoods defined in this RFP (East, Central, Midtown, West, and Southwest). Applicants must clearly identify the neighborhood in which they are interested in serving. The targeted neighborhoods were selected based on their concentration of youth and presence of characteristics that make youth vulnerable to high-risk behavior. The areas follow census tract lines and are illustrated below:

East: A few miles to the west of Arch Street Pike forms the western border of this area. State Highway 365 cuts north south down the middle, with Highway 67-167 running down the western one-third. The Arkansas River borders the north side. City boundaries cut this area diagonally in half. The East Area includes census tracts 2, 40.01, 40.06 and 40.07.

Central: This area includes downtown Little Rock, is bordered by the Arkansas River on the north, and Martin Luther King, Jr. Drive on the west. Roosevelt Avenue runs through the southern half of the area. The Central Area includes census tracts 1, 3, 4, 5, 6, 7, 8 and 9.

Midtown: This area is bordered on the north by Markham Street and on the south by Fourche Creek. I-630 runs through the northern side of this area. University Avenue runs through western side of this area. The Midtown area includes census tracts 10, 11, 12, 13, 14, 17, 18, 19, and 21.02.

Southwest: This area is bordered on the south and east by the Pulaski County line and is surrounded by Fourche Creek on the north and west. The Southwest area includes census tracts 20.01, 20.02, 41.03, 41.04, 41.05, 41.06, 41.07, and 41.08.

West: This are is bordered on the west by Barrow Road and is surrounded by Fourche and Rock Creeks. The West area includes census tracts 22.05, 24.02, 24.03, 24.04, 24.05, and 24.06.

V. TARGET POPULATION

The target population is Little Rock youth ages 6-17, who are at the highest risk of engaging in high-risk activities. Applicants may target younger youth ages 6 years to 11 years, or older youth ages 12 to 17 years. Applicant must clearly describe appropriateness of program design in targeting and providing services/activities to target age group.

Programs and services must be provided to, and funds expended to serve enrolled youth residing in the targeted neighborhood. Successful applicants may not enroll youth in other after-school/out-of-school time programs.

VI. LINKAGES WITH NEIGHBORHOODS, ORGANIZATIONS, SERVICE PROVIDERS, AND OTHER AGENCIES

The funding available through this RFP is limited; therefore applicants **must** be linked to organizations, agencies,

churches, associations, and service providers in the city, and specifically within the targeted neighborhood to enhance service provision. Contractors will be encouraged to utilize existing agencies and organizations in the targeted community to assist in phases of implementation. Applicants must identify commitments for services, facilities, supplies, volunteers, or funds they have received from other sources or that will be provided to the applicant in support of the program. These commitments must be described in current signed letters of agreement describing levels of support with finances, facilities, staff, etc., to be provided from the contributing agency or organization.

VII. EVALUATION AND MONITORING

Evaluation and monitoring will be conducted and overseen by the Department of Community Programs (and a contractor hired by the City of Little Rock). To ensure quality programming and service provision, applicant must include a plan determining the degree to which the goals and objectives are met and methods are followed. The plan should include how information on participants and program activities is collected and maintained; activities that will be implemented to assess the outcome of identified goals and objectives; assurances from the contractor to participate in monitoring and evaluation efforts overseen by Community Programs (and an independent contractor hired by the City of Little Rock) and criteria for enrollment in program, and assurance that documentation will be maintained in individual participant files. A copy of enrollment form **must** be included in attachments. The selected applicant **must** agree to supply the evaluation organization as well as the City of Little Rock with designated reports and information regarding activities and participants.

VIII. OTHER REPORTING REQUIREMENTS

If selected, the applicant must follow City of Little Rock purchasing policies and adhere to City of Little Rock Financial policies and procedures (copy attached, **RFP Attachment B**). Monthly requests for payment (expenditure reports) must be made on the attached expenditure report form to include appropriate documentation for expenditures. Electronic versions of this form will be made available to the selected applicant. Monthly program reports will also be required, which detail the number of youth served each month, activities provided, and any other information requested by Community Programs detailing the implementation and success of the program.

City of Little Rock Community Programs staff and monitoring staff will meet with service providers to review reporting requirements, and provide monitoring, technical assistance/training, evaluation, etc.

IX. COMPLIANCE WITH STATE AND FEDERAL LAWS

Applicants must provide assurances that their programs and services are accessible to the disabled; applicants must also agree to comply with all applicable federal laws.

XI. COMPLIANCE WITH LITTLE ROCK FIRE DEPARTMENT MINIMUM REQUIREMENTS

Applicants must provide assurance that their program facility has two designated exits; required to have at least one currently inspected fire extinguisher no smaller than five pounds; required to have fire detectors in each room if facility has more than one room; and, have an annual on-site assessment of each location.

XII. BACKGROUND CHECKS

Eligible applicant if awarded a contract to deliver services described in this RFP must provide assurance that all adults working with youth will have a current (within the last year) background check on file with contractor.

XIII. SUBMISSION OF MATERIALS

To be eligible, applicants must submit **ONE** original plus six (6) copies of their proposal. The proposal must adhere to the proposal format described in **Section XV**. One copy of the project budget (developed on the attached form) and budget narrative must be submitted in a separate sealed envelope. **Applicants that submit budgets and/or budget and budget narratives, or budget information within their original proposal or proposal copies will be disqualified immediately.** All sections must be completed and all requested assurances and attachments must be submitted to equal a complete proposal. Failure to submit complete proposals, with signed cover sheet, shall result in immediate disqualification.

Proposals may be hand delivered or mailed to:

Jerry Paul, Purchasing Agent
City of Little Rock Finance Department

City Hall, 3rd Floor
500 West Markham Street
Little Rock, AR 72201

Whether hand delivered or mailed, proposals must be received in the Purchasing Division by 4:00 p.m., on Friday, January 22, 2010. Failure to submit completed proposals within the stated time frames will result in its disqualification.

XIV. PROPOSAL REVIEW

Proposals received will be analyzed and a recommendation of award will be made to the City Manager. All proposals will be reviewed to determine qualified respondents. Among those deemed qualified, price will be a determining factor. The Review Committee may at their discretion also request a presentation from vendors submitting responses.

The review process is conducted in four parts, as described below (Part 1-Technical; Part 2-Responsive Proposal; and, Part 3- Responsible Bid); and, Part 4-Contract Award. **A proposal will be deemed not responsive if applicant fails to: 1) submit the cover sheet with an agency authorized signature; or 2) to comply with the instructions in the proposal; or 3) to submit a complete proposal. If applicant includes price term/budget or price term/budget information in the proposal and not in a separate sealed envelope, the proposal will be immediately disqualified.**

A five-member Review Committee composed of representatives from the City and outside organizations shall conduct a comprehensive, fair, and impartial review of proposals received in response to this Request for Proposal. The bids will then be sorted from lowest to highest bids within target neighborhoods. The lowest cost responsive and responsible bidders will be recommended up to the number of sites per neighborhood, and/or total amount of funding allocation. **The Committee reserves the right to waive non-material deviations.** The Review Committee will designate a tiebreaker prior to reviewing costs in order to break a tie between more than one responsive bidder that submits the same cost bid. **Applicant agencies cannot and do not serve on proposal review committees.**

The recommendations from the Review Committee are forwarded to the Little Rock City Manager. The City Manager and the Little Rock Board of Directors reserve the right to reject any and all proposals. The City Manager will make award recommendations to the Little Rock Board of Directors. Upon ratification of selection by the Little Rock Board, contract negotiations begin. (See Time Line, page 8.) All applicants will be notified in writing following action of Little Rock Board of Directors.

XV. PROGRAM DESIGN

Beginning with 2007, the City of Little Rock implemented Quality Youth Programming designed to enhance program management and promote effective relationships, stimulating activities, and a positive program environment. We anticipate that every contract will agree to these quality standards. Guidelines are available at the following web address: http://www.accesslittlerock.org/community_programs/funding/index.html.

Research indicates that for children and youth to develop fully, succeed in school, and to resist the temptations that lead to early pregnancy, involvement in crime and delinquency, abuse of alcohol and other drugs and dropping out or under performing in school, they must be provided services and supports that offer the following opportunities: A) Relationships; B) Social/Recreation; C) Community Contributions; D) Skills Development; and, E) Leadership (design/implementation). **(See RFP Attachment B)**

Research further indicates that youth are most likely to engage in risk taking behaviors (using alcohol and other illegal drugs, sexual activity, crime, etc.) during unsupervised, non-school hours. Nationally, almost 30% of all youth, and 40% of youth in the lowest income group, do not participate in any youth development activities.

Section IV, Item 3, Program Design must clearly describe services to be performed and must be addressed in the required format. To effectively engage youth in this age range (6-17), the program examples **must** include the program components listed in Section XV, Item 3, Program Design.

XV. PROPOSAL FORMAT: 5 Points

The format below must be followed:

- Each item must be addressed in the order it is listed.

- Use the same numerals, letters, and headings to insure completeness of the proposal.
- Application Cover Sheet (Supplied cover sheet must be signed and must be submitted as page one of each copy of proposal application). **Failure to attach and sign assurances/cover sheet will result in immediate disqualification.**
- Failure to provide information in the required format will result in loss of points.

1. NEIGHBORHOODS AND TARGET POPULATION –10 Points

- Specify **one** targeted area (east, central, midtown, southwest, West), to be served. (Note: application limited to only one designated area on cover sheet.)
- Identify target area and describe geographic boundaries.
- Use specific data to describe demographics, socio-economic factors and other characteristics that make youth in this target area vulnerable to high-risk behavior, (e.g., teen parents, first time juvenile offenders, gang involvement, academic deficits, at-risk of dropping out of school, substance abuse, other characteristics).
- Describe assets of target area.
- Describe target population: ages of youth to be served in your application (youth ages 6-11) or, (youth ages 12 to 17); severity of need, and appropriateness of program design.
- State total number of youth to be served through this contract; (males and females) and, assurance to maintain average daily attendance of 80%.
- Describe outreach and recruitment methods.
- Exact location within targeted neighborhood from which services will be provided; describe the facility to be used, its capacity to provide stated program services, describe accessibility to youth in targeted neighborhood, and describe access to the disabled.

2. ORGANIZATIONAL HISTORY, STAFFING, AND FACILITY INFORMATION – 10 Points

- Provide a general description of the history of your organization.
- Describe the organization's previous experience providing programs, services, or activities requested through this RFP and proposed for targeted area.
- Describe the experience of staff responsible for execution of programs, services, or activities proposed in your application. Provide an organizational chart, job descriptions and resumes of staff members as an attachment.
- Current background checks (within the last year). Describe method utilized for background checks on all adults working with youth. How will results be maintained?
- Identify and describe exact location(s) in targeted area from which program services will be provided; describe facility(ies) to be used; describe capacity to provide stated services; describe accessibility to youth with disabilities.
- If the program site is not the main office of the program applicant, describe how services and communications between the facilities will be achieved.
- Provide assurance that background checks are current (within most current year). Describe method utilized for background checks on all adults working with youth. Explain how results will be maintained.

3. PROGRAM DESIGN – 50 Points

- Describe proposed services and activities to be provided; i) List goals and steps to be taken to achieve program goals; and ii) describe methods to be used in the provision of each service,
- Relate appropriateness of services in addressing needs of youth in this target area.
- Describe the frequency of services to be provided
 - State number of days per week program services provided;
 - State days of the week program services provided.
 - State hours per day program service provided. At a minimum, applicant must **propose offering programs and services that are year-round, well-structured, supervised, out-of-school hours programs for a minimum duration of three hours per day, at least four days per week within the targeted neighborhood.**
 - State hours of operation for each day, as appropriate for age group served. State hours of services for after-school and hours of operation during out-of-school time; i.e., summer, spring Breaks, holidays, etc.
- Describe in detail how you fit or relate the program items below with the Five Critical Areas of Youth Programming. Describe your method for implementation of these program components.

- Employability (if appropriate for older youth)
- Structured, supervised after-school programs with tutoring and homework assistance.
- Structured mentoring with adults
- Scouting programs
- Volunteering/Community Service activities
- Transportation if needed to access services
- Pregnancy Prevention education
- Life Skills
- Peer groups
- Personal and social development skills (self-esteem)
- Recreational/arts/sports (one or more)
- Domestic/family violence prevention
- Arts/cultural program activities
- Alcohol, tobacco, and other drug prevention education
- Links to academic in-school learning.

Five Critical Areas of Youth Programming:

- Opportunities for caring, consistent relationships with responsible adults in their families in the broader community;
- Opportunities for positive social and recreational activities with peers and family;
- Opportunities to make positive contributions to their family, their neighborhood, and their community and to feel valued for their contributions;
- Opportunities to learn and test new skills through participation in a wide range of social, cultural, educational, service, and employability activities; and,
- Opportunities to assist in the design and implementation of programs and services in which they participate.

4. PROGRAM MONITORING AND EVALUATION -- 10 Points

The evaluation plan must relate directly to the goals and objectives listed in program design. Provide the following information:

Stating the type and frequency of activities by itself will not be considered adequate to measure outcomes. Applicants must maintain in youth's files, proof of achievement of desired objectives or outcomes, or achievement of levels of performance and how they were achieved. Information such as follow-up documentation from participant and employer, participant journals, case studies, letters describing achievements, news articles, testimonials, attendance, grades, truancy reduction rates, and crime reduction rates, etc., may be used to supplement quantifiable evaluation methods.

Present a plan for determining the degree to which the objectives are met and methods are followed. Plan should include;

- A. How information on participants and program activities is collected and maintained.
- B. Describe activities that will be implemented to assess the outcome of identified goals and objectives.
- C. Assurance to participate in monitoring and evaluation efforts overseen by Community Programs and an independent contractor hired by the City of Little Rock.
- D. Describe criteria for enrollment in program, and documentation maintained in youth files to support enrollment. Include a copy of enrollment form.

5. COLLABORATIONS, LINKAGES, AND SUSTAINABILITY – 10 Points

Describe plans to collaborate or link services with other agencies or organizations. Highlight applicable partnerships, existing resources to be used, and other relevant information.

- A. Describe coordination efforts between your organization and neighborhood residents, associations, other organizations, businesses, or service providers.
- B. Describe tangible commitments, e.g., space/facilities, equipment, cash, etc., from other organizations, businesses, residents, or others. **(See Number 6. Attachments items D and E below).** Provide specific examples of real and in-kind resources to supplement the program.
- C. Describe real and in-kind resources to supplement the program
- D. Describe Partnership Agreements and include Letters of Commitment and/or Letters of Agreement. Letters must detail specific commitments of resources (e.g., space, staff, funds, in-kind, etc.).
- E. **SUSTAINABILITY: Describe organizations capacity to sustain itself, its work and its staff.**

6. ATTACHMENTS—5 Points (Failure to provide attachments, and in the required format will result in loss of points.)

- A. Organizational Chart.

- B. Resumes and job descriptions of currently employed staff, and other staff to be dedicated to this program.
- C. Sample of weekly schedule of programs, activities; explain how you intend to schedule program enhancements into your weekly schedule, and site locations
- D. Current signed commitment letters from any collaborating partner organization describing real or in-kind resources, staff, facilities, etc. to program.
- E. Current signed support letters.
- F. Proof of IRS tax-exempt status, or signed verification of using another organization's tax-exempt status, if applicable.
- G. Current signed letter of authorization to apply from agency board of directors.
- H. Current list of members of applicant agency's board of directors.
- I. If applying under another agency's tax-exempt status; include proof of other agency's tax-exempt status; current signed letter from other agency's board authorizing use of their tax-exemption; other agency's board list, and other agency ***must*** sign with applicant on cover sheet. Authorization letter must include a statement agreeing to contract with the City of Little Rock if awarded.
- J. Current signed letter assuring that site is accessible to the disabled.
- K. Any other information/documents to support your application.
- L. Sample enrollment form for program participants.
- M. If assessment (pre- and post-, other) to be utilized, provide a copy as attachment.
- N. Current signed letter of compliance with Little Rock Fire Department minimum requirements.

XVI. BUDGET

The proposal budget must be submitted on the attached form, or an exact replica. A written budget narrative that explains how each budget line item is calculated, why the cost is a justified expense, and individual salary distribution must be included. PIT finance policies and procedures, budget forms, budget revision forms, and expenditure forms are included with proposal packet. **(RFP Attachment B)**

SUBMIT ONLY ONE BUDGET AND BUDGET NARRATIVE, UTILIZING BUDGET FORM ATTACHED TO THIS RFP. THE BUDGET AND BUDGET NARRATIVE MUST BE SUBMITTED IN A SEALED ENVELOPE SEPARATE FROM THE PROPOSAL NARRATIVE. FAILURE TO COMPLY WITH THIS INSTRUCTION WILL RESULT IN YOUR APPLICATION'S IMMEDIATE DISQUALIFICATION.

Budget Instructions:

1. All budget items must be related directly to the program described in the proposal.
2. *Other Sources* is defined as commitments or contributions from collaborating organizations that are described in the ***Section XV.5 Collaborations, Linkages and Sustainability***.
3. Not more than 20% of the total contract may be used for all costs in the administrative cost category.
4. Capital expenditures must be used directly for program activities described in the proposal and may not exceed 10% of total contract.
5. The City retains ownership of computers, copiers, furniture, and other capital equipment purchased with City funds. The City must be notified immediately of such purchases so that the equipment may be tagged and entered into the City's fixed assets system.
6. City purchasing policies must be followed.
7. Purchase of, repair of, and improvements to real property (e.g. buildings, land, etc.) are not allowable expenditures. Providers' liability insurance should cover this cost.
8. Budgets must be submitted on the enclosed form or simulated exactly if using a word processor.
9. Submit the budget and a budget narrative in a separate sealed envelope on the form provided or an exact simulation. ***Failure to submit a budget and budget narrative in a separate sealed envelope will result in IMMEDIATE disqualification of your proposal.***
10. Adherence to current City of Little Rock budget, and financial policies and procedures. (See also **RFP Attachment B**, and assurances on proposal cover sheet.)
11. Incentives and/or Stipends are not allowable reimbursable expenditures.
12. Program meals, and refreshments should be included under object code 5140 (meals/refreshments).
13. Reimbursements under object code 6210/03 include group trips, group meals, trophies and commemorative awards such as a medals or plaques. Reimbursement for group trips and meals will require the submission of a Group Activities Expenditure Report form. The completed Report will provide a description of the activity, along with original signatures of persons participating in this group event or activity, and will have a copy of the itemized receipt attached. **(Group Activities Expenditure Report Form. See RFP Attachment B. Finance Policies and Procedures.)**

XVII. PROJECTED TIME LINE

ACTIVITY	COMPLETION DATE
RFP advertised and notification of fund availability mailed out.	December 28, 2009
Proposals Due by 4:00 p.m.	FRIDAY, January 22, 2010
Little Rock Board of Directors award contract	Tuesday, February 16, 2010
Contract negotiation begins	February 18, 2010

RFP ATTACHMENTS:

- A. Programming in Effective Programs for Youth
- B. City of Little Rock Financial Policies and Procedures (Revised November 2003)
- C. SCANS Skills
- D. Contract Template