

**REQUEST FOR PROPOSAL -- BID #9222-- COVER SHEET  
CITY OF LITTLE ROCK  
2009 SUMMER RECREATION PROGRAMS  
FOR LITTLE ROCK YOUTH AGES 6-15**

**RESPONSE DEADLINE: 4:00 P.M., FRIDAY, April 24, 2009**

<b>ORGANIZATION</b>		
<b>ADDRESS</b>		
<b>CITY/STATE/ZIP</b>		
<b>CONTACT PERSON</b>		
<b>TITLE</b>		
<b>PHONE:</b>	<b>FAX:</b>	<b>Email:</b>

Assurances of the following:

- Funds to be deposited in a Little Rock bank;
- Submit monthly financial and quarterly program 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 February 2007)
- Commitment to participate in 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.
- Current background checks for adults working with youth. (Current within the last year.)
- Comply with Little Rock Fire Department minimum requirements.

<b>SIGNATURE TO ADHERE TO ASSURANCES</b>	
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Please submit: 1) ONE original plus eight (8) 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, 3<sup>rd</sup> 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, and presented in defined format, and sign cover sheet.
- All** requested attachments included. **(See also Section XV. Number 5)**
- One budget and budget narrative submitted in a separate, sealed envelope.
- Proof of 501(c)(3) not-for-profit tax status, list of board members, letter authorizing application.
- For non-501(c)(3) agencies: If using another agency's 501(c)(3); both the applicant **and** other tax-exempt agency must sign this application cover sheet. **(See also Section III, and Section XV, Number 5)** for additional information to be provided when using another agency's 501(c)(3).
- If using another agency's 501(c)(3); applicant **and** other tax-exempt agency must sign this application cover sheet. Tax exempt agency must be responsible for the receipt and disbursement of contract funds. **(See also Section III, and Section XV, Number 5)**
- 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**  
**REQUEST FOR PROPOSAL: BID NUMBER #9222**  
**2009 SUMMER RECREATION PROGRAMS**  
**FOR LITTLE ROCK YOUTH AGES 6-15**

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**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 planning, youth development, 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 one-time funding of summer recreational programs and activities for Little Rock youth (male and female) ages 6-15, who are at risk, or at the greatest risk of engaging in negative behavior. **Applicants must provide well-structured, supervised summer recreational programs and activities for a minimum of seven weeks, a minimum of six hours per day, and a minimum of four days per week.**

The primary purpose for these funds is to provide program costs for non-duplicated youth to access summer recreational services and activities, academic and/or cultural enrichment, and community enhancement projects performed by youth (at no cost to youth participants), or their families.

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. Contracts will be awarded through a competitive request for proposal process.

**II. AVAILABLE FUNDING AND CONTRACT TERMS**

\$300,000 is available to award multiple contracts. Individual contracts will be awarded up to \$20,000, with approximately one-third of funds being provided as start-up funds and the remainder being provided through direct cost reimbursement billing. No on-going operating costs should be funded with these one-time funds. Programs or services must be provided to and funds must be spent for Little Rock residents.

The contract term is June 8, 2009 through July 31, 2009.

Contract services are to be completed on or before July 31, 2009. Final expenditure reports and program summaries **must be submitted to the City of Little Rock, Department of Community Programs by August 28, 2009.** These are one-time funds; contracts are not eligible for continued funding beyond the end of the contract term, (no later than July 31, 2009).

**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) agency's 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) agency must also sign the contract and be responsible for the receipt and disbursement of contract funds.

**IV. GEOGRAPHIC LOCATION**

Successful applicants must be located in Little Rock, and serve youth ages 6-15 residing in Little Rock.

## V. TARGET POPULATION

The target population is Little Rock youth ages 6-15, who are at the highest risk of engaging in high-risk activities. If awarded a contract, contractor must agree to enroll non-duplicated youth. Non-duplicated youth are youth not enrolled in other City funded after-school/out-of school time programs, YIP, Neighborhood-based, or Citywide Enhancement programs. Also youth enrolled in these contracts must not be enrolled prior to start of contract term.

## 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 to enhance service provision. Contractors will be encouraged to utilize existing agencies and organizations to assist in phases of implementation. Applicants must identify commitments for services, facilities, supplies, volunteers, or funds they have received from other groups 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. 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 efforts overseen by Community Programs, criteria for enrollment in program, and assurance that documentation will be maintained in individual participant files. A copy of an enrollment form **must** be included in attachments. The selected applicant **must** agree to supply 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**). Applicants awarded contracts will be provided electronic workbooks to be used for monthly expenditure reports. At end of program report will also be required, which detail the number of youth served, activities provided, goal achievement, and any other information requested by Community Programs detailing the implementation and success of the program.

City of Little Rock Department of Community Programs staff and monitoring staff will meet with service provider 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.

## X. 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.

## XI. BACKGROUND CHECKS

Eligible applicant if awarded a contract to deliver services described in this RFP must provide assurance that all adults (18& older) working with youth will have a current (within the last year) background check on file with contractor.

## XII. SUBMISSION OF MATERIALS

To be eligible, applicants must submit **ONE** original plus eight (8) 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 any 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, 3<sup>rd</sup> 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, April 24, 2009. Failure to submit completed proposals within the stated time frames will result in disqualification.***

### **XIII. SELECTION PROCESS**

Proposals received will be reviewed 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, (Part 1-Technical; Part 2-Responsive Proposal; and, Part 3-Responsible Bid; and, Part 4-Contract Award.) A five-member Review Committee composed of representatives from the community that do not have a conflict with any applicant organization or a vested interest in the work proposed in the RFP shall conduct a comprehensive, fair, and impartial review of proposals received in response to this Request for Proposal. ***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.**

***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, the proposal will be immediately disqualified. Price term/budget must be included in a separate sealed envelope.***

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.

### **XIV. PROGRAM DESIGN**

Program designs must clearly describe services to be performed; and must be age appropriate in order to be effective. The information requested in Section XV, beginning with Proposal Format and continuing through numbers 1 thru 5, **must** be addressed in the required format.

Research 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.

**Applicants must provide well-structured, supervised recreational programs and activities for a minimum of eight weeks, a minimum of four days per week, and a minimum of six hours per day.**

### **XV. PROPOSAL FORMAT: 5 Points**

The format below **must** be followed:

- A. **Each item must be addressed in the order it is listed.**
- B. Use the same numerals, letters, and headings to insure completeness of the proposal.
- C. 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.***
- D. Failure to provide information in the required format **will** result in loss of points.

#### **1. Organizational History, Neighborhood Characteristics, Target Population, and Staffing 25 Points**

- A. Knowledge of needs, severity of needs (i.e., teen parents, first time juvenile offenders, other)
- B. Provide brief description of your organization; and experience of staff.

- C. Describe experience providing programs, services, or activities requested through this RFP, and proposed in your application.
- D. Describe method utilized for background checks on all adults working with youth. Explain how results will be maintained. Provide assurance that background checks are current (last two years).

**2. PROGRAM DESIGN – 45 Points**

- A. i.) Describe proposed services and activities to be provided; ii.) frequency of services to be provided; iii.) list program goals and objectives; iv.) describe methods to ensure goal achievement.
- B. Describe in detail the methods to be used in the provision of each service.
- C. Relate appropriateness of services in addressing needs of youth ages 6-15.
- D. Provide assurance to provide services a minimum of seven weeks, four days per week, six hours per day. State days of the week, and hours of operation. (State hours of service for each day, as appropriate for age group served.)
- E. State number of youth to be served (minimum 30 youth served)
- F. Provide assurance to maintain average daily attendance of 95%.

**3. PROGRAM MONITORING AND EVALUATION -- 10 Points**

Present a plan for determining the degree to which the goals and 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.
- D. Describe criteria for enrollment in program, and documentation maintained in youth files to support enrollment. Include a copy of enrollment form.

**4. 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, 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 5. Attachments items D and E below).** Provide specific examples of real and in-kind resources to supplement the program.
- C. Describe Partnership Agreements and include Letters of Commitment and/or Letters of Agreement detailing specific commitments of resources (e.g., space, staff, funds, in-kind, etc.). Letters must be current and specific to this proposal, not a general letter of support for your organization.
- D. **SUSTAINABILITY: Describe organizations capacity to sustain itself, its work and its staff.**

**5. 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 program and activities; 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. Letters must be current and specific to this proposal, not a general letter of support for your organization.
- 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 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.4 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 purchases are not an allowable expenditure in summer contracts.
5. City purchasing policies must be followed. City purchasing manuals are available upon request.
6. 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.
7. Budgets must be submitted on the enclosed form or simulated exactly if using a word processor.
8. Submit the budget and a budget narrative in a separate sealed envelope on the form provided or an exact simulation.
9. Adherence to current City of Little Rock budget, and financial policies and procedures. (See also **RFP Attachment B**, and assurances on proposal cover sheet.)
10. Salary payments to youth for services rendered, **is the only form of incentive or compensation that may be awarded; however payments must be funded under object code 1020 (part-time and temporary salary line item)**.
11. Program meals and refreshments should be funded under object code 5140 (meals/refreshments).

**XVII. PROJECTED TIME LINE**

<b>ACTIVITY</b>	<b>COMPLETION DATE</b>
RFP advertised and notification of fund availability mailed out.	<b>Monday, March 30, 2009</b>
Proposals Due by 4:00 p.m.	<b>Friday, April 24, 2009</b>
Little Rock Board of Directors award contract	<b>Tuesday, May 19, 2009</b>
Contract negotiation begins	<b>Tuesday, May 26, 2009</b>

**RFP ATTACHMENTS:**

- A. Programming in Effective Programs for Youth
- B. City of Little Rock Financial Policies and Procedures (**Revised February, 2007**)