

**REQUEST FOR PROPOSAL -- BID #11203-- COVER SHEET
CITY OF LITTLE ROCK
2011 YOUTH INITIATIVE PROJECTS FOR TARGETED LITTLE ROCK NEIGHBORHOODS**

RESPONSE DEADLINE: 4:00 P.M., FRIDAY, February 25, 2011

ORGANIZATION		
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 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 2010)
 - 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.

NOTICE

The City of Little Rock selects its board and commission members through a process that utilizes an executive session. Under Arkansas law, this fact deems a volunteer an employee for a limited purpose. The City cannot contract with an employee, and cannot contract with a corporation with an employee in an executive or managerial position who also serves as a volunteer on a City board or commission unless it first passes an ordinance to approve the contract. Is any person involved with this Bid an employee of the City, or a volunteer board or commission member who also holds an executive or managerial position with the Bidder? If the answer is "yes," please identify the person(s) and the nature of the relationship. THIS DOES NOT MEAN that the Bidder is disqualified; but, the apparent successful Bidder will not be selected if the Board of Directors fails to pass an ordinance to authorize the contract, regardless of the amount.

SIGNATURE TO ADHERE	
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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, 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 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, January 20, 2011
REQUEST FOR PROPOSAL: BID NUMBER 11203
*2011 YOUTH INITIATIVE PROJECTS FOR
TARGETED LITTLE ROCK NEIGHBORHOODS*

RESPONSE DEADLINE
4:00 P.M., FRIDAY, February 25, 2011

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 to provide Youth Initiative Projects (YIP). YIP is a specific model developed by New Futures for Youth under contract for the City of Little Rock and is designed to work with youth at the highest risk of being gang-involved. These contracts are to provide services in one target neighborhood (Southwest) within the City of Little Rock. The boundaries of the target neighborhood are included in this request for proposal (RFP) under Section IV geographic locations. Two sites are to target males and one site to target females. Funds will be awarded through the competitive request for proposal process. The contracts are for 10 months, with an option for one additional extension contingent upon funding, and contract performance.

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

\$150,000.00 is available to award three contracts up to \$50,000 per contract.

- Contract Term- 10 months Year (January-December), with an option for extension contingent upon contract performance and funding. Contractors are eligible for one extension.
- Award Ceiling (max)- 50,000
- Award Floor (min)- 40,000

Contract funds must be used for programs costs as outlined in the proposal for non-duplicated youth residing in the target neighborhood.

The City of Little Rock will award contracts to selected proposals that best adhere to the program design contained in this RFP for Youth Initiative Projects for targeted neighborhoods. *The awarding of contracts will be based upon the lowest responsible*

bidder with the City. 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) 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 current list of board members with signatures 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.

Applicants must follow YIP-Youth Initiative Project model; and must have an agency physically located in target neighborhood from where services will be provided.

Eligible applicant organization must be physically located in the targeted area, or link with another agency physically located in the targeted neighborhood from which services will be delivered. Current providers of the City of Little Rock programs (Neighborhood Based and/or YIP) are not eligible to apply for this bid.

Applicants must serve youth residing within the targeted neighborhoods (Southwest). The boundaries are defined in Section IV, based on the density of youth in the targeted areas. Following the review process, recommendations will be made until the maximum available funds have been exhausted.

The distribution of sites is as follows:

Southwest	Three Sites (1 Female, 1 Male, 1 Male Hispanic)
Total Sites	Three Sites

Applicants must ensure that they will expend funds for and provide services to youth residing in the targeted neighborhood. **Applicant organization may apply for more than one contract; however, separate proposals must be submitted for each site.**

IV. GEOGRAPHIC LOCATION

Each application must provide services in the neighborhood (Southwest) defined in this RFP. Applicants must clearly identify the neighborhood in which they are interested in serving. The targeted neighborhood was selected based on the concentration of youth and presence of characteristics, which make youth vulnerable to high-risk behavior. The area follows census tract lines illustrated below:

Southwest: Within the Southwest area, one male site, one female site and one site will be located south of Baseline. 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 41.05, 41.06, and 41.08.

One site for Hispanic males will encompass all of Southwest. The area includes census tracts 20.01, 20.02, 41.03, 41.04, 41.05, 41.06, 41.07 and 41.08.

V. TARGET POPULATION

The target population is Little Rock youth ages 13 through 19, who are at the highest risk of engaging in negative behaviors. Programs and services must be provided to, and funds expended to serve enrolled youth residing in the targeted neighborhood.

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 target 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.

(See RFP Attachment C)

VII. EVALUATION AND MONITORING

Evaluation and monitoring will be conducted and overseen by the Department of Community Programs and New Futures for Youth. 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 New Futures for Youth 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 A**). 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 Quality Standards and all applicable federal laws.

X. 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 XIII*. 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, February 25, 2011. Failure to submit completed proposals within the stated time frames will result in its disqualification.

XI. PROPOSAL REVIEW

This section has four parts. The review process is conducted in four parts (Part 1-Technical; Part 2-Responsive; Part 3- Responsible; 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.*
- 4) *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.*

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. *The Committee reserves the right to waive non-material deviations. Applicant agencies cannot and do not serve on proposal review committees.*

PART ONE: Technical Review: Staff performs a technical review of proposals to determine if application is complete: i.e., required format followed; required number of copies; budget in separate sealed envelope; signed cover sheet; attachments provided; and assurances checked.

PART TWO: Responsive Review: This process is to determine if each proposal is sufficiently responsive to specifications in RFP. 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. Each proposal is reviewed and rated by each member of the review committee. 100 points are available (utilizing the point values in the proposal format section of this RFP). Each proposal needs a minimum of 85 points to determine if applicant's proposal is responsive to specific instructions listed in this RFP.

Following the scoring, a pass-fail ranking will be compiled. During the Part Two review, the Review Committee reserves the option to request additional information from staff. A responsive bid is one that scores a minimum of 85 points by at least three members of the review committee.

PART THREE: Responsible Bid Determination: Part Three includes the review of the budget and budget narrative. The Review Committee will review proposal budget or price term to determine if bid (and other sources of income information if provided) is adequate (*or responsible*) to provide proposed services. The bids will then be sorted by the four target neighborhoods, 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. See also information in previous paragraphs. *Refer to Section II for number of sites per target neighborhood.*

PART FOUR: Award of Contracts: The recommendations from the Review Committee are forwarded to the Little Rock City Manager. The City Manager and

the Little Rock Board of Directors reserves 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.

XII. PROGRAM DESIGN

The Youth Initiative Project/Youth Intervention Program (YIP) was designed to involve youth who are at risk of gang activity by taking the gang dynamic and turning it around. The idea is if gangs can be effective in enticing youth into a certain mind set, then positive alternatives can be just as effective in enticing youth into mainstream society. Each YIP site must be staffed with one full-time YIP Coordinator, who will be available to youth 24-hours per day, 7 days per week on-site and/or via cell phone or pager.

Experts nationwide agree that just like adults, youth strive for a sense of belonging, protection, economic gain, status, respect and social ranking. In segments of society where these things are not easily accessed, gangs appear to be the way (out or the way up). YIP uses this understanding to attract youth, but provides them with constructive, acceptable ways of meeting the needs of youth. YIP also serves as a powerful form of outreach and collaboration within the community.

The success of the YIP sites can be attributed to the user-friendly design of the model, but also to the fact that the program's presence can have an impact on the surrounding community and public policy.

The target age range for Youth Initiative Project (YIP) participants is 13 through 19 years old, although the program occasionally serves youth younger than 13 and older than 19 who fit the program's profile. The three-tiered structure (or phases) is based on the same components that gangs use: **Recruitment**, **Enrichment** and **Empowerment**.

Recruitment Phase The initial engagement or recruitment process should begin with a one-on-one assessment, gathering information such as educational history, family history, social service needs, legal history and other pertinent information. The YIP coordinator must have the ability to understand and empathize with youth and the challenges they face; e.g., expulsion from school, conflict with family members, poverty or isolation from mainstream society.

This phase purposefully mirrors the method used by youth gangs to fill the need for acceptance, fellowship and protection. Intensive recruitment methods should include peer recruitment, linkages with the juvenile justice system, LRPD, and going out into the community and talking with young people on the streets, in schools, or in their homes. The use of traditional, cultural, athletic, and other recreational activities are effective tools for recruiting and keeping youth engaged as well as build group cohesion. These activities are mainstays of the program during the recruitment phase.

Enrichment Phase Throughout this phase youth should be challenged to identify inappropriate behavior. Positive activities must be offered as: alternatives to negative activities; a means to teach and practice acceptable behavior; a means to build self-reliance as they become aware of their ability to function positively in a variety of social situations. The advanced stage of this phase should incorporate seminars, workshops, retreats, etc. as a method of teaching violence prevention through conflict resolution and drug abuse education.

In the Enrichment phase, as in each phase of the YIP, emphasis should be placed on school improvement, (both academically and behaviorally), regular attendance, regular study periods, tutoring, and fundamentals of positive peer pressure as a motivation for individual growth and learning. To strengthen this component, providers should include off-site activities; e.g., library visits, attending lectures, and other educational and cultural activities. Because funds are limited, linkages and collaborations utilizing volunteers, teachers/professional instructors, participation of community members, other youth-service professionals, and community organizations are critical to enhance your ability to offer some needed services.

The use of group discussions and group dynamics builds strong communication skills, offers useful information, and emphasizes positive values among group members. Topics should include conflict resolution, violence prevention and drug/alcohol abuse, as well as a more diverse range of concerns, such as social development, male/female responsibility, sexually transmitted disease, economic empowerment, racism, and academic achievement.

Intensive case management is a critical piece in the YIP component, through which YIP coordinators deliberately and constructively become involved in the lives of the participants. Providing 24-hour access to supportive adult interaction assists in replacing the gang as the youth's support system. The case management element includes direct intervention by coordinators and referrals to agencies for services not provided by the YIP.

The behavior and skills initially possessed by these youth are often developed as a response to extremely adverse social and economic conditions causing them to be labeled as problem youth or troublemakers. As such, they are often excluded from school, youth centers and other traditional programs. The Enrichment phase focuses on promoting the development of social skills, which enable young people to function, be successful, and contribute to mainstream society.

The role modeling offered by the YIP coordinators and other adults are a part of both the Enrichment and Empowerment phases. Periodic contact with successful adults helps build healthy relationships between YIP participants and the world around them.

Empowerment Phase: The final phase of the program, *Empowerment*, focuses on personal accountability and a new awareness of self in relationship to a career path. It solidifies a youth's connection with mainstream society by linking him or her to educational and economic institutions and opportunities. The YIP component offers assistance to youth in

obtaining steady employment, education, vocational training, and emphasizes the importance of being a constructive and contributing society member. It also highlights the benefits of reinvestment in the community and entrepreneurship.

In your application, you must address how these three components will be made available through the program described in your organization's application.

XIII. 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

- A. Describe neighborhood to be served – 5 Points
 - i. Describe geographic boundaries of target neighborhood
 - ii. Describe targeted area and specific area characteristics. Use specific data, which describes demographics, socio-economic factors and other characteristics that make youth in this 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).
- B. Target Population – 5 -- Points
 - i. State number of youth to be served (minimum requirement, 20-25).
 - ii. Describe target population.
 - iii. State ages of youth to be served (ages 13-19). Clearly indicate whether your program's focus will be ***female*** or ***male***. Do not target females in an area not designated for female programs; ***Application will be determined unresponsive.***
 - iv. Describe specific needs of this target population; assets of service area that will enhance service provision; and appropriateness of services to address needs.
 - v. Describe the extent of gang activity and highly at-risk youth in the target neighborhood. Denote the involvement of males and females in gang activities in the target neighborhood.

2. Organizational History and Staffing – 15 Points

- A. Provide the history of your organization.
- B. Provide history of experience working in the target neighborhood.
- C. Describe the organization's previous experience providing programs, services, or activities targeting highly at-risk youth, or the prevention of gang activity/involvement.

- D. Describe the success of organization working with the selected target population (gang involved males or gang involved females between the ages of 13 through 19).
 - i. Describe experience of staff in executing programs, services, activities proposed in your application.
 - ii. Detail staff's (YIP Coordinator) experience in working in gang intervention programs and with gang involved youth.
 - iii. Detail relevant training received by staff.
 - iv. Resumes of identified staff members are to be submitted as an attachment.
 - v. Describe your organization's plan for on-going training of YIP Coordinator; capacity building; technical assistance, and other opportunities for training to improve service provision.
- E.
 - i. State address from which services will be provided.
 - ii. Describe exact location(s) in target area from which program services will be provided; describe facility(ies) to be used.
 - iii. Describe its capacity to provide stated services; describe accessibility of location(s) from where program services will be provided in target area.
 - iv. If utilizing multiple sites, describe each facility, locations, capacity, purpose for use, etc.
Note: If awarded contract by City of Little Rock, applicant will be required to provide copies of all agreements associated with the provision of services under this contract; i.e., contract/consultants, rental, salary, non-financial, other space usage agreements, etc.
- F. If the program site is not the main office of the program applicant, describe how services and communications between the facilities will be achieved.
- G. Describe method utilized for background checks on all adults working with youth. How will results be maintained?

3. ***PROGRAM DESIGN – 45 Points***

Utilizing the information described in **Section XII. Program Design:**

- A. Describe the **Recruitment Component**.
 - i. Describe how youth will be recruited for the program.
 - ii. Describe how group cohesiveness will be built and maintained.
 - iii. Describe services, activities to be implemented to address recruitment
 - iv. Describe method to ensure planned services are provided; or program goals are achieved
- B. Describe the **Enrichment Component**.
 - i. Describe the opportunities for learning positive social skills including violence prevention, conflict resolution and drug abuse education.
 - ii. Describe the program components offered on improvement at school, both academically and behaviorally.
 - iii. Describe opportunities to develop and/or enhance relationships with family members.
 - iv. Describe services, activities to be implemented to address enrichment

- v. Describe method to ensure planned services are provided; program goals achieved
- C. Describe the **Empowerment Component**.
 - i. Describe opportunities for youth to assist in the design and implementation of programs and services in which they participate.
 - ii. Describe opportunities for employability training, summer or full-time employment and support to address the youth's educational needs.
 - iii. Describe all other services, activities to be implemented to address empowerment
 - iv. Describe the method to be used to ensure planned services are provided, or goals are achieved
- D. Provide general program information:
 - i. State the hours youth are to be engaged in your program. Note: Attach a sample weekly schedule of activities.
 - ii. Provide assurance to requirement staffing YIP with one full-time YIP Coordinator available 24 hours/day and 7 days/week via cell phone and/or pager.
 - iii. Provide assurance to consult assistance from contractor of YIP Coordination when hiring coordinators.

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. Describe coordination efforts between your organization and neighborhood residents, associations, other organizations, businesses, service providers, and City enhancement programs
- F. Assurance to participate in City funded enhancement programs.
- G. **SUSTAINABILITY: 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 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
- 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 with signatures.
- I. If applying under another agency's tax-exempt status; include proof of the other agency's tax-exempt status; current signed letter from the other agency's board authorizing use of their tax-exemption; other agency's board list, and the 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. Statement of assurance to involve New Futures for Youth in recruitment and selection of YIP Coordinator and implementation of model.

XIV. *TIME LINE*

ACTIVITY	COMPLETION DATE
RFP advertised and notification of fund availability mailed out.	January 18, 2011
Proposals Due by 4:00 p.m.	Friday, February 25, 2011
Little Rock Board of Directors award contract	March 15, 2011
Contract negotiation begins	March 16, 2010

XV. 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 also 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 XIII.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. City purchasing manuals are available upon request.

7. Purchases 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. **Program incentives or stipends for individual youth must be funded from "other funding sources".**
12. 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 50200 (part-time and temporary salary line item).**
13. Program meals, and refreshments should be funded under object code 62020 (meals/refreshments).
14. Reimbursements under object code 62020/64013 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, a list of participants and will have a copy of the itemized receipt attached. **(Group Activities Expenditure Report Form. See RFP Attachment B. Finance Policies and Procedures.)**

RFP ATTACHMENTS:

- A. Youth Initiative Project Model
- B. City of Little Rock Financial Policies and Procedures (Revised February 2010)