



Request for Qualifications

City of Suffolk
RFP #16077-JS
March 22, 2016

Purchasing Division
442 West Washington Street, Room 1086
Suffolk, VA 23434-5237
Phone: (757) 514-7520 / Fax: (757) 514-7524

Providers for Services in Compliance with the Children's Services Act (CSA)

SCOPE OF WORK – The City of Suffolk has issued this Request for Qualifications (RFQ) for the sole purpose of obtaining qualified vendors to provide a wide variety of services in compliance with the Children's Services Act (CSA).

The Purchasing Agent, Jay Smigielski is the Contract Officer for the City of Suffolk with respect to this RFP. All questions and/or comments should be directed to him at this email address: jsmigielski@suffolkva.us The respondents to this RFQ should not contact, either directly or indirectly, any other employee or agent of the City regarding this RFQ. Any such unauthorized contact may disqualify the Vendor from the procurement.

Qualifications are due: 3:00 p.m., May 1, 2016

Contract Officer:


Jay Smigielski, CPPO, Purchasing Agent, jsmigielski@suffolkva.us

OFFEROR:

Company Name: _____

Address: _____

City / State / Zip: _____

Telephone: _____

FAX No.: _____

E-mail: _____

Print Name: _____

Title: _____

Signature: _____

Date: _____

The above certifies the provider has read, understands, and agrees to all terms, conditions, and requirements of this RFQ, and is authorized to contract on behalf of firm named in this RFQ.

SOLICITATION DOCUMENTS

Qualifications should be sent to the Purchasing Office, 442 W. Washington Street, Room 1086, Suffolk, Virginia, 23434 prior to the closure date shown.

Questions concerning this RFQ must be in writing (email is preferred) and addressed to the Contract Officer listed on the front page of this solicitation, and, should be received no later than five (5) business days preceding the date that the qualification are to be received. E-mail is the preferred method and will get a more timely response.

Providers who respond to this Request for Qualifications are not guaranteed a contract by the City, or if offered a contract, that any work will be provided.

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, PLEASE CONTACT THIS DIVISION AS SOON AS POSSIBLE.

REQUEST FOR QUALIFICATIONS

Providers for Services in Compliance with the Children's Services Act

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1.0 PURPOSE

The intent of this Request for Qualifications is to obtain qualified vendors to provide a wide variety of services in compliance with the Children's Services Act (CSA). Providers are to submit a Statement of Qualifications (SOQ) in accordance with the terms and conditions indicated below. This RFQ replaces the letter sent to vendors in 2014.

2.0 BACKGROUND

The Children's Services Act is the now the name of the Comprehensive Services Act for At-Risk Youth and Families (CSA), passed in 1992 and implemented in 1993, to provide for an innovative Systems of Care approach for Virginia's children and families. The City of Suffolk Family Assessment and Planning Team (FAPT) is responsible for identifying the vendors to provide services for individual cases.

3.0 TERM OF CONTRACT

The contract shall cover the period beginning July 1, 2016 (or upon receipt of signed Contract) and continuing through June 30, 2018. This is an "as-needed" agreement. It is understood and agreed that the City shall not guarantee any minimum amount of work. Any contract that may result from this solicitation shall not obligate the City to utilize the provider for the services described.

4.0 SCOPE OF SERVICES

The City is looking for vendors who can provide the following services:

- Residential (congregate care) programs, Medicaid Level A, B & C
- Shelter care
- Treatment foster care
- Independent living services
- Special education private day placements
- Community based services (may include any of the following and other services as received in a community setting: Applied Behavior Analysis, Assessment/Evaluation, family support services, individualized support services, intensive in home services, mentoring, respite, substance abuse services, sex offender treatment services)
- Other additional services as required

All providers are required to attend FAPT meetings, provide a written treatment plan that correlates with the Individualized Family Service Plan (IFSP) within 30 days of initiation of services, and provide monthly progress summaries. Providers should be cooperative with utilization review procedures conducted by the CSA staff and FAPT including allowing chart and on-site reviews and visitation with the child and staff providing services.

Vendors are also encouraged to participate in the annual Southeastern Region CSA Vendor Fair in order to meet agency staff and discuss their services. Vendors may

bring marketing materials during presentations but are not allowed to distribute items that could be construed as gifts.

5.0 MINIMUM QUALIFICATIONS

Providers must demonstrate that they have the resources and capability to provide the services as described herein. All providers must submit documentation as indicated below with their qualifications. Providers must be fully licensed and insured in the Commonwealth of Virginia.

- A. Whether the provider is enrolled to provide services for Medicaid reimbursement
- B. Current licensure/certification with the appropriate organizations
- C. Ability, capacity and skill of the provider to provide the services required, including verifiable competencies and accreditation
- D. New providers to the City should include references from previous employers, colleagues/associates and other jurisdictions
- E. Rates for services to be delivered
- F. Providers are expected to possess a clinical license for at least one service or have supervision provided by a licensed person on staff.
- G. Providers must have a physical location in Virginia.

Failure to provide any of the required documentation may be cause for the SOQ to be deemed non-responsible and rejected.

6.0 INSTRUCTIONS FOR SUBMITTING STATEMENT OF QUALIFICATIONS

READ THE INSTRUCTIONS CAREFULLY

A. Submission of Qualifications

Interested providers should respond to the Contracting Officer as listed on the first page of this RFQ. The City will fax or emailed (preferred), an unsigned contract to the interested provider. Interested providers can also obtain an unsigned contract in person from the Purchasing Office.

Read this entire solicitation and the contract before submitting qualifications. Failure to read any part of this RFQ or subsequent contract (if accepted) shall not relieve any Provider from his or her contractual obligations.

B. Questions and Inquiries

Questions and inquiries pertaining to the Request for Qualifications will be accepted from providers via e-mail or fax. Email will get the fastest response. Inquiries should

provide RFQ number and title. Material questions may be answered by Addendum and will be posted on the City's website: www.suffolkva.us/bids/

Jay Smigielski, Purchasing Agent, is the designated authorized spokesperson for the City of Suffolk with respect to this RFQ. All questions and/or comments should be directed to his attention. The respondents to this RFQ should not contact, either directly or indirectly, any other employee or agent of the City regarding this RFQ. This prohibition shall also extend to the Suffolk City Council and other elected City officials. Any such unauthorized contact may disqualify the respondent.

C. Addendum and Supplement to Request

If it becomes necessary to revise any part of this request or if additional data are necessary to enable an exact interpretation of provisions of this request, an addendum will be issued. It is the responsibility of the Provider to ensure that he has received all addendums prior to submitting qualifications. All addenda is available at <http://www.suffolkva.us/bids/>

D. Authority to Bind Firm in Contract

SOQ must give full firm name and address of Provider. Person signing should show title or authority to bind their firm in a contract. Below are the guidelines of which signatures the City will accept:

- o Corporation – President.

If the signatory is not the president, a resolution of the board of directors of the corporation authorizing the signatory to bind the corporation must be included.

- o LLC – managing member

A copy of the entity's operating agreement must be included.

- o Sole Proprietorship – owner

- o Partnership - general partner

E. Preparation and Submission of Qualifications

All licenses, certifications, fee schedules and other documents are to be returned with the signed contract.

F. Miscellaneous Requirements

1. The City will not be responsible for any expenses incurred by a Provider in preparing and submitting their SOQ.
2. Providers who submit a SOQ in response to this RFQ may be required to make an answer to follow up questions for information if required. Follow up requests may be made via email or telephone.

3. The contents of the Qualifications submitted by the successful Provider and this RFQ will become part of any contract awarded as a result of the Scope of Services contained herein.
4. The City reserves the right to reject any and all SOQs received by reason of this request, or to negotiate separately in any manner necessary to serve the best interests of the City.
5. The City reserves the right to negotiate for additional services as needs require.

7.0 SPECIFIC SUBMISSION REQUIREMENTS

Interested providers are to contract the Contract Officer to request an unsigned contract. Statements of Qualifications should be as thorough and detailed as necessary to allow the City of Suffolk to properly evaluate the Provider's capabilities to provide the required services. All submission should provide a straightforward, concise delineation of the Provider's capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content. Providers are required to submit the following items in the format provided as a complete proposal.

Qualifications should be submitted in the following format:

A. Signature Sheet

(Page 1 of this RFQ)

B. List of Services Provided

This section should describe the list of services provided by your firm. Refer to the Section 4.0 "Scope of Services" Section of this RFQ.

C. Qualifications

The information requested in this section should describe the qualifications of the Provider and key staff. Refer to Section 5.0 "Qualifications" of this RFQ.

D. Copies of all Licenses and Certifications

As required for services offered

E. Rate Schedule

For FY 16 (July 1, 2016 to June 30, 2017). Refer to Paragraph 9 of the Contract.

F. Completed Federal Form W-9

Include Tax identification number or Social Security Number

G. Current Insurance Certification

Refer to Paragraph 20 of the Contract for details as to types of insurance required.

H. Proof of Authority to Transact Business in Virginia

(Page 11 of this RFQ)

I. Signed Contract

In accordance with Section 6.0 (D) of this RFQ.

8.0 EVALUATION CRITERIA

The City's Department of Social Services shall review each SOQ and verify the claims and credentials of each prospective Provider. Selection will be made for each SOQ based the criteria listed below.

- Qualifications, credentials, and related experience
- Compliance with RFQ requirements
- Needs of the Department of Social Services

The agency should execute and return the contract and all documents to the City by May 1, 2016.

9.0 CONDITIONS AND INSTRUCTIONS FOR RFQ (Revised 3/09/16)

1. **Use of Form:** All proposals should be submitted in paper form in accordance with this form.
2. **Withdrawal of Qualifications:** SOQs may be withdrawn by the Provider any time prior to contract execution. Withdrawal may be accomplished by submitting such request in writing on the issuing company's letterhead either by email, in person, or by mail.
3. **Addenda:** If issued, addenda to this solicitation will be posted on the Purchasing website <http://www.suffolkva.us/bids/> It is the Provider's responsibility to check the website or contact the Purchasing Division prior to the submittal deadline to ensure that the Provider has a complete, up-to-date package.
4. **Award:** Award will be made to the Provider by the City's sole determination after following the procedure outlined herein. Award of a contract does not guarantee any amount of work.

5. **City's Rights:** The City reserves the right to reject any and all SOQs, and to waive any informality if it is determined to be in the best interest of the City. The City reserves the right to obtain additional providers as needs require.
6. **Rights to Damages:** By signing this proposal, the offeror assigns to the City any and all rights that it may have under the antitrust laws of the United States and the Commonwealth of Virginia in any way arising from or pertaining to this proposal. This provision is remedial in nature and is to be liberally construed by any court in favor of the City.
7. **Alien employment:** The Provider certifies that he does not and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ unauthorized aliens as defined in the federal Immigration Reform and Control Act of 1986, as amended.
8. **Default:** In event of default by the Provider, the City reserves the right to procure the services from other sources. Such actions taken by the City shall not release the Provider from additional remedies that may be allowed by law.
9. **Faith-based Organizations:** The City of Suffolk does not discriminate against faith-based organizations.
10. **Additional Conditions:** The Conditions and Instructions in this solicitation are intended to apply to the resulting contract and shall supersede any conflicting terms offered. Any additional conditions a Provider intends be considered must be submitted with the SOQ and noted as an exception. Such exceptions may result in a finding that the SOQ is 'non-responsive' to the proposal, negating possibility of an award to that Provider. Contractual documents submitted by the Provider after an award will not be accepted.
11. **Rights and Remedies Not Waived:** In no event shall the making by the City of any payment to the Provider, or the waiver by the City of any provision under this contract including any obligation of the Provider , constitute or be construed as a waiver by the City of any other provision, obligation, breach of covenant, or any default which may exist under this contract on the part of the Provider , and the making of any such payment by the City while any such breach or default exists shall not impair or prejudice any right or remedies available to the City.
12. **Responsibility of Provider:** The Provider shall, without additional costs or fee to the City, correct or revise any errors or deficiencies in his performance. Neither the City's review, approval or acceptance of, nor payment for any of the services required under this Agreement shall be deemed a waiver of rights by the City, and the Provider shall remain liable to the City for all costs which are incurred by the City as a result of the Provider's negligent performance of any of the services furnished under this Agreement.
13. **Exemption from Taxes:** The City is exempt from State Sales Tax and Federal Excise Tax. Tax Exemption Certificate indicating the City's tax exempt status will be furnished by the City of Suffolk upon request.
14. **Debarment Status:** By submitting a SOQ, providers certify that they are not currently debarred by the Commonwealth of Virginia from submitting a

statement of qualifications on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

15. **Safety:** All Providers and sub-consultants performing services for the City are required and shall comply with all Occupational Safety and Health Administration (OSHA), State and City Safety and Occupational Health Standards and any other applicable rules and regulations. Also all Providers and sub-consultants shall be held responsible for the safety of their employees and any unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this contract.
16. **License Requirement:** All firms doing business in the City of Suffolk are required to be licensed in accordance with the City of Suffolk business license ordinance. Providers without a business location in the City of Suffolk are exempt from this requirement. Any questions concerning business licenses should be directed to the Commissioner of the Revenue's Office, telephone (757) 514-4260 or comrev@suffolkva.us

17. **Anti Collusion:**

In the preparation and submission of this Statement of Qualifications, the Provider did not directly or indirectly enter into any combination or arrangement with any person, firm or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free competition in violation of the Sherman Act (15 U.S.C. Section 1) Sections 59.1-9.1 through 59.1-9.17 or Sections 59.1-68.6 through 59.1-68.8 of the Code of Virginia. The Provider hereby certified that this agreement, or any claims resulting therefrom, is not the result of, or affected by, any act of collusion with, or any act of, another person or persons, firm or corporation engaged in the same line of business or commerce; and, that no person acting for, or employed by, the City of Suffolk has an interest in, or is concerned with, this bid; and, that no person or persons, firm or corporation other than the Provider, have, or are, interested in this bid.

18. **Ethics in Procurement**

Bidders, Offerors, contractors or consultants must provide written disclosure with their bid or proposal if one of your officers, directors, trustees, partners, employees, or lenders is an employee or officer of the City of Suffolk or an immediate family member of the employee or officer (as defined by Section 2.2-4368 of the Virginia Procurement Act) who is involved personally or substantially participates in procurement transactions or owns or controls an interest of more than three percent (3%) of the company or receives more than \$5,000 annually from the bidder, Offeror, contractor or consultant.

PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL/BID, FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL/BID

Pursuant to Virginia Code §2.2-4311.2 a Provider organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its proposal/bid the identification number issued to it by the State Corporation Commission ("SCC"). Any Provider that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal/bid a statement describing why the Provider is not required to be so authorized. Any Provider described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures establish to implement this section is granted by the City Manager, as applicable.

If this quote for goods or services is accepted by the City of Suffolk, Virginia the undersigned agrees that the requirements of the Code of Virginia Section §2.2-4311.2 have been met.

Please complete the following by checking the appropriate line that applies and providing the requested information.

A. _____ Provider is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such vendor's Identification Number issued to it by the SCC is _____.

B. _____ Provider is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such vendor's identification Number issued to it by the SCC is _____.

C. _____ Provider does not have an Identification Number issued to it by the SCC such vendor is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

Please attach additional sheets if you need to explain why such Provider is not required to be authorized to transact business in Virginia.

Legal Name of Company (as listed on W-9)

Legal Name of Provider

Date

Authorized Signature

Print or Type Name and Title