

REQUEST FOR PROPOSAL (RFP)

CITY OF POUGHKEEPSIE



REQUEST FOR PROPOSAL FOR A YOUTH SERVICE CONSULTANT

Issuing Agency

Mayor John C. Tkazyik
Chief Ronald J. Knapp
Police Department
City of Poughkeepsie
62 Civic Center Plaza
Poughkeepsie, New York 12601

1. SECTION 1- GENERAL RFP GUIDELINES

1.1 Statement of Purpose

The City of Poughkeepsie, Dutchess County, New York is distributing this Request for Proposal (RFP) to evaluate potential vendors who are interested in providing professional and qualified consulting services for a City wide study of all youth services.

The intent of the RFP is to communicate the City of Poughkeepsie's requirements and to provide vendors with sufficient information to enable them to prepare responses to this RFP. The City of Poughkeepsie intends to select a service provider by April 1, 2010.

1.2 Naming

Herein after, The City of Poughkeepsie shall be referred to as the "City." The words "consultant" and "vendor" are used interchangeably in this RFP.

1.3 Statement of Decision

This RFP is not an offer to enter into an agreement with responding vendors. Only the execution of a written contract will obligate the City in accordance with the terms and conditions in such contract. This RFP represents the City's request to receive proposals from vendors that have been contacted and that are interested in providing youth consulting services to the City.

1.4 Limitations

This RFP does not commit the City to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request, or to procure or contract services or supplies. The City reserves the right to accept or reject any or all proposals received pursuant to this request, to negotiate with one or all qualified vendors, or to cancel in part or in its entirety this RFP if it is in the best interest of the City to do so. The City may require the vendor(s) selected to participate in negotiations and to submit technical or other revisions of their proposal, as a result of any such negotiations. The City reserves the right to interview contractors prior to awarding a contract. The lowest priced proposal will not necessarily be accepted.

1.5 Statement of Confidentiality

In order to protect the confidentiality of the City's business, all information that is provided to vendors during the RFP process, in any form, shall not be duplicated and must be returned to the City at the end of the RFP process. Information shall be treated as confidential by vendors and should only be used for the purpose of providing responses to this RFP. Vendors shall not disclose any information found in this document or information that is gathered during the RFP process to anyone except City authorized officers and vendor's authorized officers directly connected with the RFP process.

1.6 Proposal Timeframes

Release of RFP	February 24, 2010
Deadline for Submission of Final Questions	March 10, 2010
Deadline for Proposal	March 15, 2010

1.7 Number of Proposal Copies

Eight (8) hard copies and one (1) electronic version (preferably PDF version) of the RFP response must be submitted to the following person and address. **Proposals must be received by City no later than 4 p.m. on Monday, March 15, 2010.**

**Deanne Flynn, City Chamberlain
City of Poughkeepsie
62 Civic Center Plaza
Poughkeepsie, New York 12601**

1.8 Request for Proposal Inquiries

All vendor questions regarding this RFP must be addressed via e-mail to hsansbury@cityofpoughkeepsie.com. Questions must be direct and concise for each issue to be addressed. If necessary, a representative of the City may contact vendor representatives to gather additional details prior to replying to inquiries. No questions will be answered past the Deadline for Submission of Final Questions date indicated in section 1.6.

1.9 Form and Structure of Response

The response must be delivered in a binder along with an electronic copy on or before the date specified in section 1.6. The response must be organized in the following manner:

- Vendor Cover Letter- Including primary contact information.
- Executive Summary- Detail the approach of the proposal.
- Proposed Responsibilities as outlined in Paragraph “3.2”
- Pricing- for services provided in Proposed Responsibilities
- Company/Personal Information- including company history, organization, location(s), training and certification of education.
- Timeline
- References- at least three (3) references.
- Appendices

2. Term and Price

2.1 Term

There shall be no term. Proposal shall describe a payment schedule based on the completion of the project or on the completion of different milestones or aspects of the “project.”

2.2 Price

The proposal shall not exceed \$38,000.00

3.0 Scope of Services

3.1 Overview

The City wishes to address concerns due of youth violence in the City of Poughkeepsie. Hundreds of youth programming competes on an annual basis for limited resources from the federal, state, county, local, not for profit and private sector. The City wishes to conduct a comprehensive analysis of all programs to ensure adequate funding

is granted to organizations with the greatest impact on our most vulnerable youth and to create a plan of action on the most effective allocation of resources.

3.2 Proposed Responsibilities

The Contractor will provide the following responsibilities. There shall be no restrictions or limitations on the contractor's decision to exceed these minimum responsibilities.

1. Assist the City with drafting and adopting a policy statement which will be the basis for the goals and objectives of the Project.
2. Assist the City with determining what type of programming effectively deters youth violence and how the City can best allocate limited resources to assist our most at-risk youth population.
3. Conduct a survey of all youth programming in the City of Poughkeepsie for effectiveness.
4. Conduct an analysis of best practices.
5. Recommend to City the funding, replication, expansion and closure of youth programming.
6. Recommend an implementation plan to the City.

4.0 General Conditions of the RFP

1. All RFP submission material become the property of the City
2. The City reserves the right to postpone modify or cancel this RFP or reject any or all proposals, for any reason or no reason without penalty to the City. The City reserves the right to select the proposal believed to be the most beneficial to the City, without having the cost of materials and services being the sole determinative factor. Notwithstanding any other provision herein, the City is under no obligation to award a contract. The City reserves the right to waive any minor irregularities contained in any proposal. Selection of a vendor shall not be construed as an award of contract, but commencement of negotiations, including not limited to contract price proposed.
3. The City shall not be liable for any costs incurred by proposers in the preparation of the proposals or for any work performed in connection therein, or as a result of the modification, postponement or cancellation of the RFP.
4. Applicants are advised that the City has the option to select a vendor without conducting negotiations and that each applicant should initially submit their best proposal.
5. Any contract entered into with respect to this RFP will constitute the entire understanding and agreement between the City and the selected vendor, and shall constitute all the terms and conditions of the agreement between the parties. In the case of a conflict between the RFP and the contract, the contract shall prevail.
6. No vendor which has submitted a proposal pursuant to this RFP shall have the right to assign its submitted proposal or, if selected, the contract without the prior written consent of the City. The City's refusal to consent to an assignment shall not entitle the assigning vendor to cancel the submitted proposal and/or contract if fully executed, or give rise to any claim for damages against the City.
7. This RFP shall be construed in accordance with and governed by the laws of the State of New York. All actions or proceedings relating, directly or indirectly, to this RFP shall be litigated only in Courts located within Dutchess County or if in federal courts, in the United States District Court for the Southern District of New York. Proposer, its successors and or assigns, if any, by submitting its

proposal subject itself to the jurisdiction of any such state or federal court and EXPRESSLY WAIVES ITS RIGHT TO A TRIAL BY JURY.

8. Submission of the proposal will signify the vendor's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between the City and the successful vendor.
9. The vendor shall comply with all Federal, State and local statutory and constitutional anti-discrimination provisions. The vendor shall not discriminate against employees, applicants for employment, or third party vendors or subcontractors on the basis of race, creed, color, national origin, sex, age, disability, or marital status in recruitment, employment, job assignment, promotions, upgrading, demotions, transfers, layoffs, terminations, and rates of pay or other forms of compensation. The vendor will undertake or continue existing programs related to recruitment, employment, job assignments, promotions, upgrading, transfers, layoffs, terminations and rates of pay or other forms of compensation to ensure that minority group members and women are afforded equal employment opportunities without discrimination.
10. The City reserves the right to change the schedule or issue amendments to the RFP at any time. The City also reserves the right to cancel or re-issue the RFP at any time. Amendments or notice of cancellation will be posted on the City's website. It is the sole responsibility of the proposer to monitor the City's website for the posting of such information.
11. No subcontractor or third party vendor may be utilized by the contracting vendor without the prior written approval of the City.

6.0 Release of Information

The City of Poughkeepsie, upon request, will release budget and programming information upon request.