



BCYF Strengthening Community Fund Project Request for Qualifications Capacity Building Service Provider Selection

ISSUED BY:

City of Boston
Boston Centers for Youth & Families

CONTRACT PERIOD:

On or about February 1st 2009 through September 29th 2011

ISSUE DATE:

December 7th 2009

CLOSING DATE:

December 29th 2009
Responses must be delivered by 4:00 p.m. to
1483 Tremont Street, 4th Floor, Boston, MA

INQUIRIES:

Joe M. Braitsch II
Resource Development Manager
1483 Tremont Street
Boston, MA 02120
Joseph.Braitsch@cityofboston.gov

Background

Boston Centers for Youth & Families (BCYF) enhances the quality of life for children, youth, individuals and families by partnering with nonprofit boards, businesses, and community agencies to provide a wide range of programs and services according to neighborhood needs. In accordance with its mission, BCYF seeks to work with nonprofit and faith-based organizations to help them identify capacity strengths and challenges; work collaboratively to establish capacity building goals and relevant indicators; and develop a plan to provide trainings and technical assistance that will allow organizations to better achieve these goals. In this way, BCYF aims to create a stronger network of service providers to meet the needs of youth, families, and adults in Boston.

To support these efforts, BCYF competed nationally and won a municipal Strengthening Community Fund (SCF) award from the Administration for Children and Families to implement a full-service neighborhood model that develops nonprofit and faith-based organizations' capacities to help more low-income Bostonians secure and retain employment, earn higher wages, obtain better-quality jobs and gain greater access to state and federal benefits and tax credits.

Purpose and Availability of Funds

Through this RFQ BCYF seeks to engage professional services from Capacity Building Service Provider(s) (CBSP) for two years. These CBSP(s) will:

- Increase partner nonprofit and faith-based organizations capacities to provide adult education and career services. There are 18 partners who will receive regular group trainings. Of those, 9 partners will receive one-to-one capacity building coaching.
- Increase BCYF's program capacities to provide adult education and career services.
- Increase BCYF's capacity to provide training and technical assistance to nonprofit and faith-based organizations.

An RFQ is not a Request for Proposals. Responses must document the organization's qualifications to deliver the capacity building services specified. BCYF seeks providers with demonstrated experience in providing capacity building services.

RFQ Timeline

Dates	Activity
December 7 th 2009	Release RFQ
December 29 th 2009	RFQ Due to BCYF Central Offices
January 2010	Anticipated Notification of Status
January - February 2010	Anticipated Finalist Interviews
February 2010	Anticipated Notification of Status and Expected Start Date

Technical Support

Please contact Joe M. Braitsch II with questions concerning this RFQ.

Submission Requirements

I) Please complete the attached cover sheet from APPENDIX 1.

II) Please submit a 6-page response (12pt font, double-spaced, 1-inch margins) that discusses your organizations qualifications in the following areas:

1) Familiarity with BCYF Operations, Programs and Organizational Goals.

2) Experience developing organizations capacities in the five critical capacity areas:

- a) Organizational development
- b) Program development
- c) Collaboration and community engagement

- d) Leadership development, and
- e) Evaluation of effectiveness

- 3) Demonstrated success using “train the trainer workshop formats” in capacity building efforts.
- 4) Proven track record of incorporating sustainability into exit strategy.
- 5) Significant experience with organizational development as it relates to providing training and technical assistance.

III) Attach the organizations hourly services rate necessary to accomplish the stated objectives.

IV) Attach qualifications or resumes of staff who will oversee CBSP activities and potential subcontractors who are expected to provide the professional services. Attach a position description if staff position is currently vacant.

V) Attach two letters of support from organizations worked with in the past.

APPENDIX 2 summarizes the BCYF SCF Project objectives. Please use these to guide your response.

Completed packets are due to Joe M. Braitsch II by 4:00pm on December 29th 2009.

Reporting and Reimbursement

The selected CBSP(s) will be required to provide quarterly reports to BCYF with information documenting progress towards objectives and outcomes and will be subject to monitoring for operations in compliance with contract terms and conditions. BCYF reserves the right to withhold contract payments in the event of non-compliance or under-performance.

Agencies receiving an award will enter into a written agreement, as appropriate, with the City of Boston on behalf of Boston Centers for Youth & Families. Part of this agreement will necessitate your agency completing a W-9 with the City of Boston and a vendor form. This agreement is also subject to the City of Boston/County of Suffolk Standard Contract General Conditions listed in APPENDIX 3.

All awards through this RFQ will be paid through cost reimbursement, appropriate backup documentation will be necessary to receive payments.

Reservation of Rights

BCYF reserves the following rights:

- 1) To make any funding decisions it deems necessary to accomplish the City's goals.
- 2) To reject any or all responses received, or to seek other solutions through a different RFQ or through the re-issuance of this RFQ.

Contact Information

Joe M. Braitsch II
Resource Development Manager
1483 Tremont Street
Boston, MA 02120
Joseph.Braitsch@cityofboston.gov

APPENDIX 1

Boston Centers for Youth & Families Strengthening Communities Project Request for Qualifications Subrecipient Cover Sheet

Please provide the following information

Agency Name:

Agency Address:

Agency DUNS Number or Central Contractor Registry Number:

Agency Head:

Title:

Phone:

Email:

Agency Contact Person:

Title:

Phone:

Email:

Agency Type:

Agency Performance

State Code:

Location Code:

Congress District: MA-008

Agency Geographic Area of Benefit: City of Boston

For “Agency Type” select primary category from list of categories below:

- | | |
|--|--|
| 1. State Government | 6. For-Profit Organization (Other than Small Business) |
| 2. County Government | 7. Small Business |
| 3. Public/State Controlled Institution of Higher Education | 8. Hispanic-serving Institution |
| 4. Housing Authority | 9. Historically Black Colleges and Universities |
| 5. 501C3 IRS statue (Other than Institution of Higher Education) | |

APPENDIX 2

BCYF SCF Project - Summary

The anticipated objectives of the project fall into two categories:

- 1) Internal capacity building for BCYF
- 2) External training/technical assistance for nonprofit and faith-based partners

Please see BCYF SCF Project full narrative for a breakdown of benchmarks and deliverables.

Project Objectives:

A. Internal Capacity Building: Objective 1

Using a full-service neighborhood model, develop BCYF's ability to provide organizational outreach, training, technical assistance and other capacity building services to external nonprofit and faith-based organizations within adult education and career services program area. At the end of the project period, BCYF will have increased capacity to provide Organizational Development, Program Development, Collaboration and Community Engagement, Leadership Development and Evaluation.

B. Internal Capacity Building: Objective 2

Within the principles of the full-service neighborhood model, develop BCYF's adult education and career services program capacity to help more low-income Bostonians secure and retain employment, earn higher wages, obtain better-quality jobs and gain greater access to state and federal benefits and tax credits. Capacity building efforts focus on:

- + Program Development: increasing client capacity, aligning satellite programs.
- + Collaboration and Community Engagement: integrating programs into larger field.
- + Evaluation: improving client outcomes.

C. External Training/Technical Assistance: Objective 1

Using the full-service neighborhood model, develop nonprofit and faith-based organizations' capacities to help more low-income Bostonians secure and retain employment, earn higher wages, obtain better-quality jobs and gain greater access to state and federal benefits and tax credits. Capacity building efforts focus on: Organizational Development, Program Development, Collaboration and Community Engagement, Leadership Development and Evaluation.

APPENDIX 3

CITY OF BOSTON/COUNTY OF SUFFOLK STANDARD CONTRACT GENERAL CONDITIONS

FORM CM 11

ARTICLE 1 -- DEFINITION OF TERMS:

1.1 The following terms or pronouns used in their stead wherever they appear in these Contract documents shall be construed as follows:

1.1.1 "City" shall mean the City of Boston or the County of Suffolk.

1.1.2 "Contract" and "Contract Documents" shall include, as applicable, all Advertisements, Invitations for Bids, Requests for Proposals, Proposals, Applications, Purchase Description/Specifications, Evaluation Criteria, Performance Bonds, General Conditions/Special Agreements/Requirements Contract General Provisions, letter to the Mayor of Boston concerning the award of the Contract, and all amendments thereto, which documents are incorporated herein by reference.

1.1.3 "Contractor" shall mean the individual, partnership, corporation or other entity to whom this Contract is awarded.

1.1.4 "Official" shall mean the awarding authority/officer acting on behalf of the City in the execution of the Contract.

ARTICLE 2 -- PERFORMANCE:

2.1 The Contractor shall conform to all determinations and directions, in accordance with provisions of this Contract, of the Official concerning all questions which may arise relating to the performance of services under this Contract.

2.2 The Contractor shall, upon written request of the Official, remove from City premises and replace all individuals in the Contractor's employ whom the Official determines to be disorderly, careless or incompetent or to be employed in violation of the terms of this Contract.

2.3 All work papers, reports, questionnaires and other written materials prepared or collected by the Contractor in the course of completing the work to be performed under this Contract shall at all times be the exclusive property of the City. The Contractor shall not use such materials for any purposes other than the purpose of this Contract without the prior written consent of the Official.

ARTICLE 3 -- ACCEPTANCE OF SERVICE:

3.1 The City shall have a reasonable opportunity to inspect all service performed by and work product of the Contractor and accept or reject such service or work product.

ARTICLE 4 -- TIME:

4.1 It is understood and agreed that all specified times or periods of performance are of the essence of this Contract.

ARTICLE 5 -- COMPENSATION:

5.1 The Contractor may, in the absence of a payment schedule, periodically submit to the Official invoices, itemizing service, labor and expenses for which compensation is due and requesting payment for services rendered by the Contractor during the period covered by the invoice.

5.2 Thereupon the Official shall estimate the value of services accepted by the City, and City shall pay to the Contractor such amount less sums retained under the provisions of Article 8 of these General Conditions.

5.3 The City shall pay in full and complete compensation for services performed under this Contract in an amount not to exceed the amount shown on the face of this Contract paid in accordance with the rate indicated or in accordance with a prescribed schedule.

5.4 In the event that this Contract provides for reimbursement by the City to the Contractor for travel or other expenses, the Contractor shall submit such proposed expenses to the Official for approval prior to the incurrence of such expenses, unless the Contract specifically provides otherwise.

5.5 The Contractor shall furnish such information, estimate or vouchers relating to the services or to documentation of labor or expenses as may be requested by the Official.

ARTICLE 6 -- RELATIONSHIP WITH THE CITY

6.1 The Contractor is retained solely for the proposes of and to the extent set forth in this Contract. Contractor's relationship to the City during the term of this Contract shall be that of an independent Contractor. The Contractor shall have no capacity to involve the City in any contract nor to incur any liability on the part of the City. The Contractor, its agents or employees shall not be considered as having the status or pension rights of an employee; provided that the Contractor shall be considered an employee for the purpose of General Laws c. 268A (the Conflict of Interest Law). The City shall not be liable for any personal injury to or death of the Contractor, its agents or employees.

6.2 Unless all the terms and conditions for the delivery or provision of goods or services by the Contractor to the City specified by this Contract are expressly set forth in a writing incorporated herein by reference, such delivery of goods or services shall require written approval of or direction by the Official prior to the incurrence of any liability by the City.

6.3 All alterations or additions, material or otherwise, to the terms and conditions of this Contract must be in writing and signed by the Official and Contractor and filed with the City Auditor.

6.4 Any waiver, expressed or implied, by the City or the Official of any rights, terms or conditions of this Contract shall not operate to waive such rights, terms or conditions or any other rights, terms or conditions, beyond the specific instance of waiver.

ARTICLE 7 -- ASSUMPTION OF LOSS AND LIABILITY:

7.1 The Contractor shall pay and be exclusively responsible for all debts for labor and material contracted for by Contractor for the rental of any appliance or equipment hired by Contractor and/or for any expense incurred on account of services to be performed under this Contract.

7.2 The Contractor shall bear all loss resulting from any cause before performance of services is completed and after performance of services if the service or work product fails to conform to specifications.

7.3 The Contractor shall assume the defense of and hold the City, its officers, agents or employees, harmless from all suits and claims against them or any of them arising from any act or omission of the Contractor, its agents or employees in any way connected with performance under this Contract.

ARTICLE 8 - REMEDIES OF THE CITY:

8.1 If the Contractor shall provide services in a manner which is not to the satisfaction of the Official, the Official may request that the Contractor refund services at no additional cost to the City until approved by the Official. If the Contractor shall fail to provide services or shall provide services which are not satisfactory to the Official, the Official, in the alternative, may make any reasonable purchase or Contract to purchase services in substitution for those due from the Contractor. The City may deduct the cost of any substitute Contract or nonperformance of services together with incidental and consequential damages from the Contract price and shall withhold such damages from sums due or to become due to the Contractor.

8.2 If the damages sustained by the City as determined by the Official exceed sums due or to become due, the Contractor shall pay the difference to the City upon demand.

8.3 The Contractor shall not be liable for any damages sustained by the City due to the Contractor's failure to furnish services under the terms of this Contract if such failure is in fact caused by the occurrence of a contingency the nonoccurrence of which was a basic assumption under which this Contract was made, including but not necessarily limited to a state of war, act of enemies, embargoes, expropriation or labor strike or any unanticipated federal, state, or municipal governmental regulation or order, provided that the Contractor has notified the Official in writing of such cause within fourteen (14) days after its occurrence.

8.4 This Contract may be terminated at any time for the convenience of the City at the option of the Official by delivering or mailing to the Contractor at the Contractor's business address a written notice of termination setting forth the date, not less than seven (7) days after the date of such delivery or mailing, when such termination shall be effective. In the event of such termination for convenience, the Contractor shall be compensated for services rendered to the effective date of said termination in accordance with the rates of compensation specified in this Contract.

ARTICLE 9 -- REMEDIES OF CONTRACTOR:

9.1 If damages, other than loss on nonconforming services or on services not performed, are actually sustained by the Contractor due to any act or material omission for which the City is legally responsible, the City may allow a sum equal to the amount of such damages sustained by the Contractor as determined by the Official in writing, provided the Contractor shall have delivered to the Official a detailed written statement of such damages and cause thereof within thirty (30) days after the act or material omission by the City.

ARTICLE 10 - PROHIBITION AGAINST ASSIGNMENT:

10.1 The Contractor shall not assign, delegate, subcontract or in any way transfer any interest in this Contract without prior written consent of the Official.

ARTICLE 11 - COMPLIANCE WITH LAWS AND PUBLIC POLICY:

11.1 This Contract is made subject to all laws of the Commonwealth of Massachusetts.

11.2 The Contractor shall provide, at its sole expense, all necessary licenses, permits or other authorizations required by the City, the Commonwealth of Massachusetts or any other governmental agency with proper jurisdiction.

11.3 The Contractor shall where applicable take out and maintain during the term of this Contract such Worker's Compensation insurance as may be reasonably necessary to protect the Contractor from claims under General Laws c. 152 (the Worker's Compensation Law).

11.4 The Contractor agrees and shall require any subcontractor to agree not to discriminate in connection with the performance of work under the Contract against any employee or applicant for employment because of sex, race, religious creed, national origin or age. The Contractor agrees and shall require any subcontractor to agree to post in conspicuous places notices to be provided by the Massachusetts Commission Against Discrimination, setting forth provisions of the Fair Employment Practice Law of the Commonwealth.

11.5 The Contractor's attention is called to General Laws c. 268A (the Conflict of Interest Law). The Contractor shall not act in collusion with any City officer, agent, employee or any other party, nor shall the Contractor make gifts regarding this Contract or any other matter in which the City has a direct and substantial interest.

11.6 The Contractor shall keep himself fully informed of all City Ordinances and Regulations, and State and Federal laws, which in any manner affect the work herein specified. The Contractor shall at all times observe and comply with said ordinances, regulations or laws, and shall protect and indemnify the City, its officers, agents and employees against any claim or liability arising from or based on the violations of such ordinances, regulations or laws, caused by the negligent actions of the Contractor, his agents, or employees.

11.7 In furtherance of the Mayor's Executive Order "Minority and Women Business Enterprise Development" dated December 31, 1987 and the Ordinance entitled "Promoting Minority and Women Owned Business Enterprises in the City of Boston" (Ordinances of 1987, Chapter 14), it is understood and agreed by the Contractor, and the Contractor by the execution of this Contract so certifies, as follows: (1) That the contractor shall actively solicit bids for the subcontracting of goods and services from certified minority and women businesses; (2) That in reviewing substantially equal proposals the Contractor shall give additional consideration to the award of subcontracts to certified minority and women bidders.

ARTICLE 12 -- AVAILABLE APPROPRIATION:

12.1 This Contract is subject to the availability of an appropriation therefor.

12.2 If the Contract is funded under a grant with the Federal Government, it is being executed without further appropriation pursuant to General Laws c. 44, s.53A.

12.3 When the amount of the City Auditor's certification of available funds is less than the face amount of the Contract, the City shall not be liable for any claims or requests for payment by the Contractor which would cause total claims or payments under this Contract to exceed the amount so certified.

12.4 Unless otherwise expressly provided in a writing incorporated herein by reference, the amount certified by the City Auditor as available funds under this Contract may be increased or decreased by the Official with the written approval of such change by the City Auditor. In the event of any decrease in the amount certified, the Contractor shall be compensated for services rendered to the effective date of such reduction, in accordance with the rates of compensation specified in this Contract.

ARTICLE 13 -- RELEASE OF CITY ON FINAL PAYMENT:

13.1 Acceptance by the Contractor of payment from the City for final services under this Contract shall be deemed to release forever the City from all claims and liabilities, except those which the Contractor notifies the Official in writing within six (6) months after such payment.