



REQUEST FOR PROPOSALS

City of Hampton

ISSUING OFFICE:

Consolidated Procurement
1 Franklin Street, Suite 345
HAMPTON, VA 23669
TELEPHONE: (757) 727-2200
FAX: (757) 727-2207

DATE: November 15, 2011

Attention of Offeror is Directed To Section
2.2-4367 to 2.2-4377 Code of Virginia
(Ethics In Public Contracting)

SEALED PROPOSALS will be received in the Issuing Office above until Closing Date and Closing Time as specified in this solicitation including any addenda issued by this office. The City of Hampton is not responsible for late delivery by U.S. Postal mail or other couriers.

All inquiries for information regarding this Request for Proposal are to be directed to the Issuing Office as defined herein.

COMMODITY: Youth Services and Programs
NIGP CODE: 95-200

**PLEASE FILL IN OFFEROR'S NAME & ADDRESS
IN THE SPACES PROVIDED BELOW:**

THIS IS NOT AN ORDER

RFP ITEM NO.
12-274/T

PROCUREMENT OFFICER

Tracey Delk-Hart
WAE Sr. Buyer

CLOSING DATE

December 6, 2011

CLOSING TIME

2:30 P.M. EST

PREPROPOSAL CONFERENCE

N/A

THE CITY OF HAMPTON, HEREAFTER REFERRED TO AS "THE CITY", RESERVES THE RIGHT TO ACCEPT OR REJECT ANY AND ALL PROPOSALS IN WHOLE OR IN PART AND WAIVE ANY INFORMALITIES IN THE COMPETITIVE NEGOTIATIONS PROCESS. FURTHER, THE CITY RESERVES THE RIGHT TO ENTER INTO ANY CONTRACT DEEMED TO BE IN ITS BEST INTEREST. THE ENTIRE CONTENTS OF THE REQUEST FOR PROPOSALS, ANY ADDENDA, OFFEROR'S PROPOSAL AND NEGOTIATED CHANGES SHALL BE INCORPORATED BY REFERENCE INTO ANY RESULTING CONTRACT. MINORITY AND WOMAN-OWNED BUSINESSES ARE ENCOURAGED TO APPLY.

THE CITY OF HAMPTON DOES NOT DISCRIMINATE AGAINST FAITH-BASED ORGANIZATIONS.

The City of Hampton Youth, Education and Family Services is seeking qualified offerors to provide Connecting Youth to Opportunities Services.

ACKNOWLEDGE RECEIPT OF ADDENDUM: #1____ #2____ #3____ #4____ (Please Initial)

THE CITY OF HAMPTON CANNOT LEGALLY AGREE TO ANY CLAUSE INDEMNIFYING THE CONTRACTOR FROM ANY DAMAGES ARISING OUT OF THE CONTRACT/AGREEMENT/LEASE OR HOLDING THE CONTRACTOR HARMLESS. THE SUBMISSION OF A BID OR A PROPOSAL CONSTITUTES AN AGREEMENT BY THE CONTRACTOR NOT TO REQUEST SUCH LANGUAGE IN THE RESULTING CONTRACT. IN COMPLIANCE WITH THIS SOLICITATION AND TO ALL THE CONDITIONS IMPOSED HEREIN, THE UNDERSIGNED AGREES TO PERFORM ANY CONTRACT AWARDED AS A RESULT OF THIS SOLICITATION. THE FOLLOWING SECTION SHALL BE SIGNED BY AN AGENT AUTHORIZED TO BIND THE COMPANY. FAILURE TO EXECUTE THIS PORTION MAY RESULT IN PROPOSAL REJECTION.

Authorized Agent:

Signature

Type or Print Name

Email Address

Telephone Number

Fax Number

Company FEI/FIN#

ENCLOSURES

ANTI-COLLUSION/NONDISCRIMINATION/DRUG-FREE WORKPLACE REQUIREMENTS

ANTI-COLLUSION CLAUSE:

IN THE PREPARATION AND SUBMISSION OF THIS PROPOSAL, SAID OFFEROR DID NOT EITHER 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 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 UNDERSIGNED OFFEROR HEREBY CERTIFIES 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, CITY HAS AN INTEREST IN, OR IS CONCERNED WITH, THIS PROPOSAL; AND, THAT NO PERSON OR PERSONS, FIRM OR CORPORATION OTHER THAN THE UNDERSIGNED, HAVE, OR ARE, INTERESTED IN THIS PROPOSAL.

DRUG-FREE WORKPLACE:

DURING THE PERFORMANCE OF THIS CONTRACT, THE CONTRACTOR AGREES TO (I) PROVIDE A DRUG-FREE WORKPLACE FOR THE CONTRACTOR'S EMPLOYEES; (II) POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, A STATEMENT NOTIFYING EMPLOYEES THAT THE UNLAWFUL MANUFACTURE, SALE, DISTRIBUTION, DISPENSATION, POSSESSION, OR USE OF A CONTROLLED SUBSTANCE OR MARIJUANA IS PROHIBITED IN THE CONTRACTOR'S WORKPLACE AND SPECIFYING THE ACTIONS THAT WILL BE TAKEN AGAINST EMPLOYEES FOR VIOLATIONS OF SUCH PROHIBITION; (III) STATE IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED BY OR ON BEHALF OF THE CONTRACTOR THAT THE CONTRACTOR MAINTAINS A DRUG-FREE WORKPLACE; AND (IV) INCLUDE THE PROVISIONS OF THE FOREGOING CLAUSES IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR.

FOR THE PURPOSE OF THIS SECTION, "DRUG-FREE WORKPLACE" MEANS A SITE FOR THE PERFORMANCE OR WORK DONE IN CONNECTION WITH A SPECIFIC CONTRACT AWARDED TO A CONTRACTOR IN ACCORDANCE WITH FEDERAL LAW, THE EMPLOYEES OF WHOM ARE PROHIBITED FROM ENGAGING IN THE UNLAWFUL MANUFACTURE, SALE, DISTRIBUTION, DISPENSATION, POSSESSION OR USE OF ANY CONTROLLED SUBSTANCE OR MARIJUANA DURING THE PERFORMANCE OF THE CONTRACT.

EMPLOYMENT DISCRIMINATION BY THE SUCCESSFUL OFFEROR SHALL BE PROHIBITED:

1. DURING THE PERFORMANCE OF THIS CONTRACT, THE CONTRACTOR AGREES AS FOLLOWS:
 - a. THE OFFEROR, SHALL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER BASIS PROHIBITED BY STATE LAW RELATING TO DISCRIMINATION IN EMPLOYMENT, EXCEPT WHERE THERE IS A BONA FIDE OCCUPATIONAL QUALIFICATION REASONABLY NECESSARY TO THE NORMAL OPERATION OF THE CONTRACTOR. THE CONTRACTOR AGREES TO POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES SETTING FORTH THE PROVISIONS OF THIS NONDISCRIMINATION CLAUSE.
 - b. THE CONTRACTOR, IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED BY OR ON BEHALF OF THE CONTRACTOR, SHALL STATE THAT SUCH CONTRACTOR IS AN EQUAL OPPORTUNITY EMPLOYER.
 - c. NOTICES, ADVERTISEMENTS, AND SOLICITATIONS PLACED IN ACCORDANCE WITH FEDERAL LAW, RULE OR REGULATION SHALL BE DEEMED SUFFICIENT FOR THE PURPOSE OF MEETING THE REQUIREMENTS OF THIS SECTION.
2. THE CONTRACTOR WILL INCLUDE THE PROVISIONS OF THE FOREGOING PARAGRAPHS A, B, AND C IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR.

Name and Address of OFFEROR:

Date: _____ Authorized Signature _____

Printed Name: _____ Title: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Federal Tax Identification Number/Social Security Number: _____

Is Offeror a "minority" business? ☐ Yes ☐ No

African American ☐ Hispanic American ☐

Is Offeror Woman Owned? ☐ Yes ☐ No

Is Offeror a Small Business? ☐ Yes ☐ No

Is Offeror a Faith-Based Organization? ☐ Yes ☐ No

If yes, please indicate the "minority" classification below:

American Indian ☐ Eskimo ☐ Asian American ☐ Aleut ☐ Other; Please Explain:

PURPOSE: The City of Hampton Youth, Education and Family Services is seeking proposals from qualified offerors to become Program Providers in various fields of expertise and to offer a variety of program services at the Hampton Teen Center.

I. BACKGROUND

Since 1995 the City of Hampton, through the Coalition for Youth and its contracted and partnering organizations, has supported a Youth Civic Engagement initiative which is designed to create a comprehensive system of opportunities for youth to be involved in the life of the community. The direct services of this system are currently coordinated by the Division of Youth, Education & Family Services in the Department of Human Services.

Throughout the years, young people proposed the creation of a Teen Center to fill the void of opportunities for youth to have a place of their own to participate in a wide array of enriching activities. An active partnership was created between youth and adults to develop plans for such a teen center and to lobby the community for support.

In August 2009, the Hampton Teen Center opened and two key components served as the core for operations: youth-adult partnership in all decision-making and a dual management structure by both the City and a nonprofit partner.

Hampton's youth envisioned the Hampton Teen Center as being. *"Our place to belong; an innovative place to be."* The mission: *to be a place of possibility where all youth can discover their potential and participate in an endless variety of activity that challenges the mind, body and spirit.* Activities must focus on (1) health and fitness, (2) creative and expressive arts, (3) civic, social and cultural awareness and understanding, (4) preparations for life and (5) entertainment and leisure. Using a positive youth development approach, services promote youth voice, civic engagement, creative expression, and support the perception among youth that the Teen Center is an "innovative place to be."

Beginning in July 2011, the City moved forward with building on recent successes by maintaining a commitment to youth-adult partnership but choosing to enhance its partnership model by inviting multiple community partners to ensure that the best possible opportunities are offered in the most innovative way to as many youth as possible.

In its commitment to support youth the City has adopted the Ready by 21 framework and seeks to provide a comprehensive system of services and supports to prepare all young people in our community. Therefore, the City is seeking partnering entities to ensure that Hampton youth are ...

- Ready for higher education and learning
- Ready for work and career advancement
- Ready to lead healthy lives, and
- Ready for positive social and civic connections and engagement

II. SCOPE OF WORK

The City of Hampton, through Youth, Education & Family Services, is requesting proposals for vendors to provide high quality programs based in youth development. Programs offered must support the City of Hampton's Ready By 21 efforts. Selected vendors will develop and deliver programs in the service areas of wellness and fitness, expressive and fine arts; civic, social, and cultural identity; and preparations for life and (this includes regular programming such as Zumba, photography, youth leadership training, and CPR classes or special events such as lock-ins). Selected vendors will also offer leisure, recreational and entertainment special events such as dances, spirit night, sporting competition, etc.

General Requirements:

The City of Hampton will contract with vendors to provide the services described herein in support of the Hampton Teen Center and the city's Youth Civic Engagement efforts. **SEE SPECIFIC GOALS – ATTACHMENT A**

The following are the goals of this partnership for FY12:

1. To provide high quality programs based in youth development in a variety of fields
2. To ensure a safe space where youth can explore a variety of experiences that take into consideration all levels of youth engagement, skill, and experience
3. To maintain a commitment to youth-adult partnership as evidenced by program design and implementation
4. To promote activities with the assistance of City staff

III. SPECIAL INSTRUCTIONS TO THE OFFEROR

Definitions:

Tracey Delk-Hart, WAE Sr. Buyer
Consolidated Procurement Division
Community, Municipal Services/Education
1 Franklin Street, Suite 345
Hampton, VA 23669
Phone: (757) 727-2200
Fax: (757) 727-2207
Email: thart@hampton.gov

Contract Administrator:

Joy Jackson
Youth Development Manager
300 Butler Farm Road
Hampton, VA 23666
Phone: (757) 728-5483
Fax: (757) 766-1551
Email: jjackson@hampton.gov

Contact with City Staff, Representatives, and/or Agents:

Direct contact with City staff, representatives, and/or agents other than Consolidated Procurement Division staff on the subject of this RFP or any subject related to this RFP is expressly prohibited except with the prior knowledge and permission of the Purchasing Agent or designated representative.

Offerors of Record:

Offerors receiving a copy of this RFP from a source other than the Issuing Office, must contact the Issuing Office and provide Offeror's name, address, contact person, telephone and fax number, and the RFP Item Number. Offeror will be added to the City's Plan holders' list and will receive notification of any addenda to the RFP.

Questions:

Offerors must submit questions regarding the Request for Proposal in writing to the Issuing Office at (757) 727-2207 no later than **4:30 PM EST November 23, 2011**. Necessary replies will be issued to all Offerors of record as addenda that shall become part of the contract documents. Oral instructions do not form a part of the Proposal documents.

Offeror is responsible for checking the **Hampton/bids-contracts** web site or contacting the Issuing Office within 48 hours prior to Proposal closing to secure any addenda issued for this RFP.

Changes or Modifications:

Changes or modifications to this Request for Proposals made prior to the date and time of closing will be addressed by addenda from the Issuing Office. Offerors are to acknowledge receipt of addenda in the space provided on the cover page of this Request for Proposal. Oral communications are not a part of the Proposal documents. This RFP and any addenda shall be incorporated, by reference, into any resulting contract.

RFP Closing:

Offeror shall ensure its Proposal is time stamped by the Issuing Office no later than the Closing Date and Time shown on the cover page of this Information for Proposal. Proposals received after the specified date and time (time stamped 2:31 P.M. or later) will not be considered and will be returned to the Offeror unopened.

Proposal Submittal Requirements: IN ADDITION TO THE REQUIREMENTS LISTED BELOW, SEE SPECIFIC REQUIREMENTS- ATTACHMENT B**A. General Requirements**

1. The cover page of this Request for Proposal, which will contain:
 - Original signature of an agent authorized to bind the company;
 - Requested contact information;
 - Company FEI/FIN number; and,
 - Acknowledgment of any addenda on page one (1);
 - Proposals shall be signed, in ink, by an authorized representative of the Offeror. All information requested must be submitted. Failure to submit all information requested will result in the Purchasing Agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the Purchasing Agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
2. Pricing Schedule-Hourly Pricing for all services
3. Completed and signed anticollusion/nondiscrimination clauses on page 2;
4. Emphasis should be on completeness and clarity of content. Proposals must be typed on single-sided —8.5 x 11 white paper, using a standard font size no smaller than 12 point and double-spaced.
5. Proposals should be prepared simply and economically, providing a straightforward, concise, clear description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
6. Proposals must be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. The proposal should contain a table of contents, which cross references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to locate where the RFP requirements are specifically addressed.
7. Proposals must be submitted utilizing the following requirements:
 - The proposal Project Narrative may not exceed five (5) pages. The following items will NOT be counted toward the five-page limit: **All Attachments**, Letters of Support or Collaborative Agreement(s), and Position Descriptions of key staff and leaders of the project.
 - Submit the original and three (3) copies of the proposal
 - Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.

Each Proposal submission shall be submitted to the Issuing Office and shall include the following documents:

1. Offerors are encouraged to submit their Proposals on recycled paper and to use double-sided copying.
2. Proposals must be submitted utilizing the following requirements:
 - a. Offerors shall submit proposals in a sealed envelope or package, and label the envelope or package with the Request for Proposal's item number and the name and address of the Offeror. **Proposals received by telephone, telegraph, facsimile, or any other means of electronic transfer shall not be accepted.**
 - b. **Submit 4 copies of their proposal one original and three (3) copies.**
 - c. All proposals shall be received and time stamped in the Issuing Office no later than the Closing Date and Time shown on the cover page of this Request for Proposal December 6, 2011 @ 2:30 PM. Any proposal received after the specified date and time (2:31 PM EST or later) will not be considered and will be returned to the Offeror unopened.
- a. Proposals must include all elements noted in the "Preparation of Proposals" section below.
- b. Include a statement setting forth the basis for protection of proprietary information, if any, as detailed in the "Proprietary Information/Disclosure" section.
- c. Complete and return forms 1 and 2 of the M/WBE utilization.

Vendors will be evaluated on the following criteria:

1. How closely proposals represent the intention of the program described herein
2. Expertise and demonstrated success in the field of expertise
3. Demonstrated ability to develop and implement successful youth activities
4. Demonstrated ongoing commitment to youth development activities within a teen center setting and support for Hampton's Teen Center model.
5. Ability to work creatively and collaboratively with City staff and community partners
6. Ability to work creatively within an ever-changing city government system guided by the Hampton Community Plan
7. Price
8. M/WBE Utilization Program.
9. Exceptions/Alternatives will also be considered.

Based on the initial evaluation, the City may request the selected Offerors to make oral presentations. Thereafter, the City will conduct negotiations with each of the selected short-listed Offerors. Individuals representing the Offeror during negotiations shall have the authority to negotiate and contractually bind the company to a contract. After negotiations are completed, City will select the Offeror who, in City's opinion, has made the best proposal and shall award the contract to that Offeror (referred to in this RFP as the Successful Offeror). Should City determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The City is not required to furnish a statement of the reason(s) why a proposal was not deemed to be the most advantageous.

Proposals will be evaluated by the City and a youth review panel to determine the Offeror(s) to be most qualified and best suited for contract award(s).

Presentation/Demonstration:

If in the City's opinion, vendor presentations or demonstrations of the Offeror's proposed system's features and capabilities are warranted, the City will notify the appropriate vendors. Such presentation or demonstration will be at the City site at a date and time mutually agreed to between the City and Offeror and will be at the Offeror's expense.

IV. GENERAL TERMS AND CONDITIONS

A. Contract Document:

This RFP, its addenda, Contractor's proposal, any additional information requested, and negotiated changes and will constitute the final contract hereafter referred to as this "contract". These documents will be incorporated by reference into the City purchase order awarding this contract. This contract shall be governed by the contract documents in the following order of precedence:

This RFP document;

Any negotiated changes to the foregoing documents; and

Offeror's proposal

B. Proposal Binding For One-hundred Twenty (120) Days:

Offeror agrees that its Proposal shall be binding and may not be withdrawn for a period of one-hundred (120) calendar days after the scheduled closing date of this Request For Proposals.

C. Proprietary Information/Non-Disclosure:

Offeror is advised that the Virginia Public Procurement Act (Section 2.2-4342, Code of Virginia, 1950 as amended) shall govern public inspection of all records submitted by Offeror. Specifically, if Offeror seeks to protect any proprietary data or materials, pursuant to Section 2.2-4342, Offeror shall:

1. Invoke the protections of this section prior to or upon submission of the data or other materials,
2. Provide a statement that identifies the data or other materials to be protected and that states the reasons why protection is necessary.
3. Submit trade secrets or other proprietary information under separate cover in a sealed envelope clearly marked "**PROPRIETARY**".
4. Information submitted that does not meet the above requirements will be considered public information in accordance with State statutes.
5. the City reserves the right to submit such information to the City attorney for concurrence of the Offeror's claim that it is in fact proprietary.
6. References to the proprietary information may be made within the body of the Proposal; however, all information contained within the body of the Proposal shall be public information in accordance with State statutes.
7. Trade secrets or proprietary information submitted by an Offeror in conjunction with this RFP is not subject to public disclosure under the Virginia Freedom of Information Act (VFOIA).
8. Information submitted that does not meet the above requirements will be considered public information in accordance with the VFOIA.
9. An all-inclusive statement that the entire Proposal is proprietary is unacceptable. A statement that Offeror's costs and/or Proposal pricing are to be protected is unacceptable. Offeror will be requested to remove any such statement(s) in order to be eligible for further consideration.

D. Contract Modification(s):

After award, any and all modifications to this contract shall be mutually agreed to by both parties, in writing, and authorized by the City Purchasing Agent or his designee via issuance of a change order (purchase order).

E. Offeror Obligation:

Offeror shall carefully examine the contents of this Request for Proposals and any subsequent addenda. Failure to do so shall not relieve the Contractor of its obligation to fulfill the requirements of any contract awarded as a result of this RFP.

F. Conditions of Work:

Offeror shall inform itself fully of the conditions relating to services required herein. Failure to do so will not relieve a Contractor of the obligation to furnish all goods and/or services necessary to carry out the provisions of this contract

G. Prime Contractor:

If in its performance of this contract, Contractor supplies goods or services by or through another party or subcontractor, Contractor agrees that:

1. Contractor shall act as the prime contractor for the goods and services to be provided under contract and shall be the sole point of contact with regard to all obligations under this contract.

2. Contractor represents and warrants that Contractor has made third parties or subcontractors aware of the proposed use and disposition of the other party's products or services, and that such other party has agreed in writing that it has no objection and that the City is not liable to such third parties or subcontractors for any work performed under this contract.
3. The use of subcontractors and the work they perform must receive the prior written approval of the City. The City will designate a Contract Administrator to approve such work.
4. Contractor shall be solely responsible for all work performed and materials provided by subcontractors.
5. Contractor shall be responsible for the liability of subcontractors for the types and limits required of the Contractor under this contract.

H.Subcontractors:

Contractor's use of subcontractors and the work they are to perform must receive written approval from the Contract Administrator at least ten (10) calendar days prior to the work being performed. Contractor shall be solely responsible for all work performed and materials provided by subcontractors. Contractor shall be responsible for the liability of subcontractors for the types and limits required of the Contractor.

I. Non-Assignment:

Contractor shall not assign its rights and duties under this Agreement without the prior written consent of the City Contract Administrator.

J. Antitrust:

Any perceived anti-trust violation will be reported to the State Attorney General for possible enforcement of anti-trust laws.

K. Anticollusion/Nondiscrimination Requirements Form:

The attached "Anticollusion/Nondiscrimination Requirements" form, on page 2 of this RFP, shall be executed by Offeror and is to be submitted with Offeror's Proposal. The requirements set forth on said form shall be considered to be binding terms and conditions in any contract resulting from this RFP. A contract will not be awarded to an Offeror who has not signed the anticollusion/nondiscrimination statement.

L.Hold Harmless/Indemnification:

It is understood and agreed that Contractor hereby assumes the entire responsibility and liability for any and all damages to persons or property caused by or resulting from or arising out of any act or omission on the part of Contractor, its subcontractors, agents or employees under or in connection with this Contract or the performance or failure to perform any Work required by this Contract. Contractor agrees to indemnify and hold harmless the City and its agents, volunteers, servants, employees and officials from and against any and all claims, losses, or expenses, including reasonable attorney's fees and litigation expenses suffered by any indemnified party or entity as the result of claims or suits due to, arising out of or in connection with (a) any and all such damages, real or alleged, (b) the violation of any law applicable to this Contract, and (c) the performance of the Work by Contractor or those for whom Contractor is legally liable. Upon written demand by the City, Contractor shall assume and defend at Contractor's sole expense any and all such suits or defense of claims made against the City, its agents, volunteers, servants, employees or officials.

M. Notices:

All notices, requests, demands, and elections under this contract, other than routine operational communications, shall be in writing and shall be deemed to have been duly given on the date when hand-delivered, or on the date of the confirmed facsimile transmission, or on the date received when delivered by courier that has a reliable system for tracking delivery, or six (6) City business days after the date of mailing when mailed by United States mail, registered or certified mail, return receipt requested, postage prepaid. All notices shall be addressed to the following individuals:

To the City Contract Administrator as designated in this RFP.

To Contractor: Contractor's Contract Administrator as defined in Contractor's Proposal.

Either party may from time to time change the individual(s) to receive notices and/or its address for notification purposes by giving the other party written notice as provided above.

N. Non-Performance:

1. Delivery Delays: The City reserves the right to procure goods and/or services to be provided under this contract from other sources in the event Contractor fails to deliver such goods and/or service deliverables in accordance with delivery dates and time frames set forth in this contract.
2. Unacceptable Deliveries (Rejections): Upon notification by the City that goods and/or service deliverables provided by the Contractor under this contract are damaged and/or not of the quality specified by the City, such goods and/or service deliverables will be rejected. Contractor shall replace such rejected goods and/or service deliverables immediately or within a reasonable time as determined by the City.
3. Contractor shall remove all rejected materials, equipment or supplies from the premises of the City within ten (10) days of notification. Rejected goods and/or service deliverables not removed from the City's premises within ten (10) days will be regarded as abandoned, shall become the property of the City, and the City shall have the right to dispose of such items.
4. The City reserves the right to authorize immediate purchase from other sources against rejections.
5. Liability: Contractor shall be liable to the City for all costs incurred by the City as a result of Contractor's failure to perform in accordance with the contract. Contractor's liability shall include, but not be limited to:
 - a. Damages and other delay costs, to include costs to procure goods/services from alternate suppliers.
 - b. Increased costs of performance, such as extended overhead and increased performance costs resulting from performance delays caused by Contractor and/or rejections of Contractor's goods and/or service deliverables.
 - c. Warranty and rework costs, liability to third party, excess costs, attorney's fees and related costs incurred by the City due to non-responsive performance of Contractor.

O. Termination Without Cause:

The City may at any time, and for any reason, terminate this Contract by written notice to Contractor specifying the termination date, which shall be not less than thirty (30) days from the date such notice is mailed. Notice shall be given to Contractor by certified mail/return receipt requested, addressed to the Contractor's Contract Administrator. In the event of such termination, Contractor shall be paid such amount as shall compensate Contractor for the work satisfactorily completed, and accepted by the City, at the time of termination. If the event the City terminates this Contract, Contractor shall withdraw its personnel and equipment, cease performance of any further work under this Contract, and turn over to the City any work completed or in process for which payment has been made.

P. Termination With Cause/Breach:

In the event that Contractor shall for any reason or through any cause be in default of the terms of this Contract, the City may give Contractor written notice of such default by certified mail/return receipt requested at the address set forth in Contractor's Bid Proposal or in Paragraph I of this Contract. Unless otherwise provided, Contractor shall have ten (10) days from the date such notice is mailed in which to cure the default. Upon failure of Contractor to cure the default, the City may immediately cancel and terminate this Contract as of the mailing date of the default notice. Upon termination, Contractor shall withdraw its personnel and equipment, cease performance of any further work under the Contract, and turn over to the City any work in process for which payment has been made. In the event of violations of law, safety or health standards and regulations, this Contract may be immediately cancelled and terminated by the City and provisions herein with respect to opportunity to cure default shall not be applicable. This contract may be terminated by either party in the event that the other party has failed to perform a material obligation or has otherwise breached a material term of this contract, if that other party has failed to cure that failure or breach within ten (10) days after receipt of written notice thereof from the other party.

Q. Breach of Contract:

Contractor shall be deemed in breach of this contract if the Contractor:

Fails to comply with any terms of this contract;

Fails to cure such noncompliance within ten (10) calendar days from the date of the City's written notice or such other time frame, greater than ten (10) calendar days, specified by the City Contract Administrator in the notice.

Fails to submit a written response to the City's notification of noncompliance within ten (10) calendar days after the date of the City notice.

All notices under this contract shall be submitted, either by fax or certified mail, return-receipt requested, to the respective contract administrator. Contractor shall not be in breach of this contract as long as its default was due to causes beyond the reasonable control of and occurred without any fault or negligence on the part of both the Contractor and its subcontractors. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the City in its sovereign capacity, fires, floods, epidemics, strikes, freight embargoes, and unusually severe catastrophic weather such as hurricanes.

R. Applicable Law:

This Contract shall be deemed to be a Virginia contract and shall be governed as to all matters whether of validity, interpretations, obligations, performance or otherwise exclusively by the laws of the Commonwealth of Virginia, and all questions arising with respect thereto shall be determined in accordance with such laws. Regardless of where actually delivered and accepted, this Contract shall be deemed to have been delivered and accepted by the parties in the Commonwealth of Virginia.

S. Compliance With All Laws:

Contractor shall comply with all federal, state and local statutes, ordinances, and regulations now in effect or hereafter adopted, in the performance of this contract. Contractor represents that it possesses all necessary licenses and permits required to conduct its business and/or will acquire any additional licenses and permits necessary for performance of this contract prior to the initiation of work. If the Contractor is a corporation, Contractor further expressly represents that it is a corporation of good standing in the Commonwealth of Virginia and will remain in good standing throughout the term of the contract and any extensions. All City of Hampton business license, personal property, real estate and other applicable tax requirements shall be met by Contractor.

T. Immigration Reform and Control Act of 1986

Contractor/Vendor does not and shall not during the performance of the Contract knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

U. Venue:

Venue shall be in the Circuit Court of the City of Hampton, Virginia, and the United States District Court for the Eastern District of Virginia, Norfolk Division, compliant with applicable laws and regulations, as deemed appropriate by the City of Hampton.

V. Severability:

If any provision of this contract is found by any court of competent jurisdiction to be invalid or unenforceable, the invalidity of such provision shall not affect the other provisions of this contract, and all other provisions of this contract shall remain in full force and effect.

W. Non-Appropriation of Funds:

It is understood and agreed between the parties herein that the City shall be bound hereunder only to the extent that the funds shall have been appropriated. In the event no funds or insufficient funds are appropriated, the City shall immediately notify the Contractor of such occurrence and this Contract shall terminate on the last day funds are available without penalty or expense to the City of any kind whatsoever.

X. Tax Exemption:

The City is exempt from federal excise tax and from all State and local taxes. Contractor shall not include such taxes in any invoices under this agreement. Upon request, the City will furnish the Contractor with tax exemption certificates or the City tax exempt number.

Y. Vendor's Invoices:

Contractor shall submit to the City all invoices promptly upon completion of the requirements for installation, delivery, and acceptance of the Products and Services required under this contract. Invoices shall not include any costs other than those identified in the executed City purchase order awarding this contract or any subsequent change orders issued by the Consolidated Purchasing Division. All shipping costs are the Contractor's responsibility, except to the extent such charges are identified in the executed City purchase order or change orders.

Contractor's invoices shall provide at a minimum:

Type and description of the Product or Service installed, delivered and accepted;

Serial numbers, if any;

Quantity delivered;

Charge for each item;

Extended total (unit costs x quantity);

This RFP number and the City Purchase Order Number.

Z. Contractual Disputes:

Any dispute concerning a question of fact as a result of a contract with the City which is not disposed of by agreement shall be decided by the City Purchasing Agent or designee, who shall reduce his decision to writing and mail or otherwise forward a copy thereof to the contractor within thirty (30) days. The decision of the City Purchasing Agent or designee shall be final and conclusive unless the contractor appeals within six (6) months of the date of the final written decision by instituting legal action as provided in the Code of Virginia. A contractor may not institute legal action, prior to receipt of the public body's decision on the claim, unless the public body fails to render such decision within the time specified. Contractual claims, whether for money or other relief, shall be submitted in writing no later than sixty days after final payment; however, written notice of the contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.

AA. Warranty/Guarantee:

Contractor guarantees against defective or faulty material or workmanship for at least one (1) year or for the manufacturer's standard warranty period, whichever is greater, from date of acceptance by the City. To furnish adequate protection from damage for all work and to repair damages of any kind for which Contractor or Contractor's workmen are responsible, to the building or equipment, to Contractor's own work, or to the work of others. Any merchandise or service provided under the contract which is or becomes defective during the warranty period shall be replaced by the Contractor free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment or service (one year or manufacturer's standard warranty period, whichever is greater, from the date of acceptance of the replacement). Contractor shall make any such replacement immediately upon receiving notice from the City.

BB. Payment Terms:

To be eligible for payment, all labor, equipment and materials covered under Contractor's invoice must be completed and accepted by the City. The City agrees to make payments under this contract within thirty (30) days after receipt of a correct invoice for such payment. Where payment is made by mail, the date of postmark shall be deemed to be the date of payment. Any amounts due the City under the terms of this or any other agreement may be applied against Contractor's invoices with documentation for the basis of the adjustment attached. In no event shall any interest penalty or late fee accrue when payment is delayed because of disagreement between the City and Contractor regarding the quantity, quality, time of delivery, or other noncompliance with the contract requirements for any Product or Service or the accuracy or correctness of any invoice. Payment terms offering a "prompt payment discount" of 20 days or greater will be considered in the evaluation of Proposals. All other payment terms shall be net thirty (30) calendar days or greater. Payment terms not specified by Offeror shall be Net 45 days.

Special Educational or Promotional Discounts

Contractor shall extend any special educational or promotional sale prices or discounts immediately to the City during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.

CC. Audits:

The City shall have the right to audit all books and records (in whatever form they may be kept, whether written, electronic or other) relating or pertaining to this Contract (including any and all documents and other materials, in whatever form they may be kept, which support or underlie those books and records), kept by or under the control of Contractor, including, but not limited to those kept by Contractor, its employees, agents, assigns, successors and subcontractors. Contractor shall maintain such books and records, together with such supporting or underlying documents and materials, for the duration of this Contract and for at least three years following the completion of this Contract, including any and all renewals thereof. The books and records, together with the supporting or underlying documents and materials shall be made available, upon request, to the City, through its employees, agents, representatives, contractors or other designees, during normal business hours at Contractor's office or place of business in Hampton, Virginia. In the event that no such location is available, then the books and records, together with the supporting or underlying documents and records, shall be made available for audit at a time and location in Hampton, Virginia, which is convenient for THE CITY. This paragraph shall not be construed to limit, revoke, or abridge any other rights, powers, or obligations relating to audit which the City may have by state, city, or federal statute, ordinance, regulation, or agreement, whether those rights, powers, or obligations are express or implied.

DD. Notice of Award:

Any contract resulting from this RFP will be publicly posted for inspection in the Consolidated Procurement Division, 1 Franklin Street, Suite 345, Hampton, Virginia.

EE. Award:

The City intends to award a contract to a fully qualified Offeror submitting the best proposal based on the criteria set forth herein and as determined by the City in its sole discretion. At the City's sole discretion, the City may reject any or all proposals in whole or in part if such action is determined to be in the City's best interest. The City reserves the right to enter into any contract deemed to be in its best interest, including the award of this contract to more than one contractor.

FF. Disposition of Proposals:

All materials submitted in response to this RFP will become the property of the City. One (1) copy of each proposal will be retained for official files, will become a matter of public record after award of the contract, and will be open to public inspection subject to the ***Proprietary Information/Disclosure*** section of this RFP.

GG. Non-Exclusivity:

The City reserves the right to procure goods or services covered under this contract from a third party when, in the City's sole discretion; it is deemed to be in the City's best interest.

SPECIAL TERMS AND CONDITIONS

A. Contract Term:

The awarded contract will be for a term of 3 years with (2) two additional one year renewals.

B. Contract Extension:

This contract may be extended upon mutual, agreement of both parties for two (2) additional, one-year periods.

C. Time is of the Essence:

Time is of the essence in this Contract. Contractor expressly acknowledges that in the performance of its obligations, the City is relying on timely performance and will schedule operations and incur obligations to third parties in reliance upon timely performance by Contractor and may sustain substantial losses by reason of untimely performance.

D. Insurance: Contractor shall submit to the City Contract Administrator Certificates of Insurance, prior to beginning work under this contract and no later than ten (10) days after award of the contract.

All policies of insurance required herein shall be written by insurance companies licensed to conduct the business of insurance in Virginia, and acceptable to the City, and shall carry the provision that the insurance will not be cancelled or materially modified without thirty days (30) prior written notice to the City.

The certificates of insurance shall list the City of Hampton, 1 Franklin Street, Hampton, Virginia 23669, as the additional insured for the specified project as outlined in this RFP. The endorsement to the policy would be that which is attached to the contractor's liability policy that acknowledges the city as an additional insured on all policies the City is made and additional insured. This shall be either a direct endorsement that actually names the city or a blanket endorsement within the insurance policy that states that under a contractual agreement the City will be named as an also insured on the required insurance policy.

Insurance shall be maintained during the entire term of the contract and any extensions and shall be of the following forms and limits:

FORMS

Worker's Compensation
Automobile Liability
Commercial General Liability
Including Contractual Liability
Products and Completed Operations Coverage
Umbrella/Excess Liability

LIMITS

Statutory
\$1,000,000 Combined Single Limit
\$1,000,000 Combined Single Limit
\$2,000,000

The establishment of minimum limits of insurance by the City does not reduce or limit the liability or responsibilities of the contractor.

Should any of the above described policies be cancelled before the expiration date thereof, notice shall be delivered in accordance with the policy provisions". The City further requires Thirty (30) days notice of cancellation must be noted in the policy or in additional insured and alternate employer endorsements, Failure to obtain such notice provisions will void and awards or contracts to the bidder.

E. Unauthorized Disclosure of Information:

Contractor shall assume the entire responsibility and liability for any and all damages caused by or resulting from or arising out of the negligent or willful unauthorized disclosure of confidential information on the part of the Contractor, its subcontractors, agents or employees under or in connection with this contract. The Contractor shall save harmless and indemnify the City of Hampton and its agents, volunteers, servants, employees and officers from and against any and all claims, losses or expenses, including but not limited to attorney's fees, which either or both of them may suffer, pay or incur as the result of claims or suits due to, arising out of or in connection with, any and all such unauthorized disclosures, real or alleged. The Contractor shall, upon written demand by the City of Hampton,

assume and defend, at the Contractor's sole expense, any and all such suits or defense of claims alleging unauthorized disclosures of confidential information.

Any negligent or willful unauthorized disclosure of confidential information on the part of the Contractor, its subcontractors, agents or employees under or in connection with this contract shall constitute a breach of the terms of this contract. THE CITY may proceed by appropriate court action, including seeking injunctive relief, to prevent continuing unauthorized disclosures, and Contractor shall save harmless and indemnify THE CITY for court costs, litigation expenses and attorney's fees that it may pay or incur as the result of seeking to prevent or stop any and all unauthorized disclosures of confidential information.

Cooperative Procurement

Section 2.2-4304 Code of Virginia (VPPA) will apply to this solicitation. Other Public Bodies may utilize any contract(s) issued pursuant to this solicitation by placing its own order(s) directly with the Contractor(s). The City of Hampton acts only as the issuing agent and is not responsible for placement of orders, payment or discrepancies of other participating Public Bodies.

MINORITY AND WOMAN-OWNED BUSINESS PROGRAM

The City of Hampton is implementing new strategies to solicit and utilize minority and woman-owned businesses. To encourage and sustain utilization of minority and woman owned businesses, subcontracting goals have been established for City contracts of \$100,000 and above. The minority and woman-owned subcontracting goals are established by business categories.

Solicitation meetings will be held on contracts \$100,000 and above to assist in attaining the contract minority and woman owned business goals.

The City requires that each minority and woman-owned business become a certified Small, Woman and Minority owned business (SWAM) by the State Department of Minority Business Enterprises (DMBE).

Any minority or woman-owned business that is not a certified SWAM vendor will not be considered for meeting the contract goals as established or included in the City utilization data.

Prime Contract solicitations require bidders to include, as part of their proposal or bid, a subcontracting plan to include certified minority and woman-owned vendors during the course of the contract work.

- A listing of all certified minority and woman-owned subcontractor vendors
- The dollar value of each subcontract
- A description of type of work to be performed under each contract
- SWAM certification number and contact information for each minority and woman-owned firm

Prime Contractor subcontractor/supplier solicitation information will be submitted to document firms contacted for quotes.

Prime Contractor solicitations and resulting contracts will require each successful bidder to report actual subcontract payments quarterly to the City Procurement Department to ensure accurate utilization records.

All bids submitted must include a subcontracting plan to be considered when determining the lowest responsible and responsive bidders by the City.

Changes to the subcontracting plan will require approval from the Procurement Office and Minority Business Program Office during the life of the contract.

Failure of a contractor to adhere to its subcontracting plan may under certain circumstances, result in future loss of contracts and/or debarment from bidding by the City of Hampton. In these cases contractors will be requested to submit documentation of good faith efforts used to meet their subcontracting plan. Determination of efforts will be

made on an individual contract basis. It is recommended that contractors pre-qualify or determine the subcontractors' capabilities prior to subletting work.

Good Faith efforts are documented reasonable steps taken to achieve a contract goal. These efforts are those taken by a bidder actively and aggressively trying to obtain the established goal. Mere pro forma efforts are not good faith efforts. The following is a list of types of actions which are considered good faith efforts. It is not intended to be a mandatory checklist nor is it intended to be exclusive or exhaustive. Other factors or types of efforts may be relevant in appropriate cases.

- Soliciting through reasonable and available means (pre-bid meetings, advertisements, phone calls, community organizations, etc.)
- Selecting portions of the work to be subcontracted out to increase the likelihood that a contract goal can be achieved.
- Providing interested firms with information necessary to respond in a timely manner to a request for solicitation
- Effectively using the services of available minority and woman-owned organizations, local, state and federal small business assistance offices, etc.

Documentation of such efforts can include a listing of M/WBE firm names, contact information, description of information provided and dates received quotes, etc.

(Please note: this requirement should not be construed as authorizing or directing the exclusion of non-SWAM owned businesses; rather, the purpose is to include as many qualified businesses as possible).

Any Prime Contractor that is a DMBE certified minority or woman-owned vendor that is awarded a contract of \$100,000 and above is not required to submit the above information as the Prime Contractor is itself such a certified business. This does not, however, relieve such a Prime from the obligation to achieve both contract goals during the life of the contract. The City of Hampton reserves the right to review subcontracting plans and good faith efforts to ensure that both goals are achieved.

The City of Hampton will utilize a performance evaluation process that will include documenting the quality of work and business practices of all vendors used on City contracts of \$100,000 and above. The suggested forms are attached for use by bidders to ensure consistent submission of required data.

CITY OF HAMPTON

SUBCONTRACTOR/SUPPLIER UTILIZATION FORM
POTENTIAL MINORITY AND WOMAN-OWNED BUSINESS PARTICIPATION

Project no. _____ Date submitted: _____

Bid goal % _____ Total Contract Value _____

Firm name	Certification no.	Type (M/W)	Percent bid	Dollar value	Type of work

I/We propose that the certified DMBE businesses will be used on this contract as stated herein and assure that during the life of the contract. I/We will meet the goal established by the City of Hampton.

Bidder _____

Signature _____

Title _____ Date _____

CITY OF HAMPTON

SUBCONTRACTOR/SUPPLIER SOLICITATION AND UTILIZATION FORM (ALL)

Project no. _____ **Date** _____

Contractor _____ **Date** _____

Vendor no.	Name of firm	Telephone no.	SWAM Yes/No	Utilized Yes/No

The bidder certifies that this form accurately represents its solicitation and utilization or non-utilization as indicated of the DMBE certified minority and woman-owned businesses listed below for performance of work on this project. The bidder certifies that he/she has had direct contact (email, fax, phone) with the named firms regarding performing work on this project.

Bidder _____ Signature _____

**CITY OF HAMPTON
MINORITY AND WOMAN-OWNED BUSINESS PAYMENT REPORT**

Contractor _____ Date _____

Project no. _____ Reporting period _____ to _____

Firm name	Certification no.	SWAM type (MWBE)	This quarter	To date	Type of work
Total dollar value amount paid to date to SWAM vendor					

I/We certify that the information provided is accurate, current and complete to the best of my/our knowledge.

Company _____

Print name _____ Title _____

ATTACHMENT A- GOALS For RFP 12-274/T

The new Teen Center model is scheduled to begin fall 2011. It will be managed by City staff, in partnership with community partners to include youth, youth-serving organizations, and businesses. In its commitment to support youth the City has adopted the Ready by 21 frame work and seeks to provide a comprehensive system of services and supports to prepare all young people in our community. Community partners must align their efforts with the following five goals and identify which indicator will be impacted.

Five goals:

- *Hampton's children and youth are academically successful and prepared for college and a lifetime of learning.*
- *Hampton's children and youth graduate with work and career awareness and preparation.*
- *Hampton's children and youth are physically, emotionally and mentally healthy and are safe from harm*
- *Hampton's children and youth have strong healthy interpersonal skills, social connections and well-being*
- *Hampton's children and youth value civic and community engagement*

Seventeen indicators:

1. Children are born healthy
2. Children have a significant attachment to a nurturing adult
3. Children have a sense of belonging in a supportive family or with a caregiver
4. Children enter kindergarten prepared to succeed in school
5. Children are physically healthy
6. Children are physically safe
7. Children demonstrate empathy and other pro-social behaviors (in diverse relationships)
8. Children respect diversity and engage in diverse relationships
9. Children engage in community, school and extracurricular activities
10. Children are aware of, appreciate and demonstrate behaviors of personal and social responsibility
11. Children have good mental health and are emotionally resilient
12. Children avoid risky behavior
13. Children are academically successful
14. Children have awareness and positive attitudes about adult careers
15. Youth graduate from high school college – and/or career-ready and prepared for a lifetime of learning
16. Youth successfully complete post-secondary education or training
17. Youth are productive and equipped to reach financial self sufficiency

In addition, all community partners are required to meet the following four goals in their specified area of expertise.

GOAL 1:

To provide high quality programs based in youth development in a variety of fields that includes clear expectations around the learning/experiential objectives that youth will achieve

Outcome areas for this goal will be to:

- Include clear expectations around the learning objectives that youth will achieve
- Implement activities that support the objectives and facilitate progressive content skill development
- Employ strategies that foster inclusiveness and teamwork
- Ensure that youth have a voice and feel sense of shared ownership in the specific activities
- Provide skilled staffing by industry professionals that can introduce youth to the skills, expertise, and key elements in the specific field of programming offered
- Document participation, achievement of outcomes, and lessons learned

GOAL 2:

To ensure a safe space where youth can explore a variety of experiences that take into consideration all levels of youth engagement, skill, and experience

Outcome areas for this goal will be to:

- Establish clear limits regarding what is acceptable and unacceptable to ensure a safe program environment (i.e. norms)
- Ensure that opportunities offered are appropriate in skill and expertise for youth and properly supporting them to achieve success
- Employ a youth-adult partnership model which will foster a cooperative learning environment; physical, psychological and emotional safety; active engagement; and the availability for appropriate choices and decision-making
- Provide general floor supervision and chaperone events; facilitate interaction of Teen Center members and staff.
- Lay the ground work for on-going commitment to engaging young people in the civic life of the community
- Instill in a youth a sense of ownership in the community
- Enable young people to contribute at a program and institutional policy level
- Engage young people in issues of consequence to the community
- Increase visibility of young people involved in public work
- Contribute to a culture of respect, partnership and shared responsibility between youth and adults
- Engage young people in the design, plan, implementation and evaluation of activities
- Give priority to reaching beyond the “always chosen” youth to participate. Focus on bringing together young people from diverse backgrounds, ethnicities and areas of the community.

GOAL 3:

To promote & advertise contracted activities with the assistance of City staff

Outcome areas for this goal will be to:

- Improve teens’ awareness of the activities that occur at the Teen Center
- Diversify the population of young people that use the facility
- Assist in planning and execution of school based recruitment activities including but not limited to assemblies, youth booths, and classroom presentations.

GOAL 4:**Help to Ensure the Success of the Teen Center:**

Outcome areas for this goal will be to:

- Participate on Community Partners Team, which includes meeting with Teen Center staff and youth representatives.
- Provide reports and or data as requested by staff
- Advocate for the Teen Center with community organizations and businesses
- Support marketing of the Teen Center and its services and community partners facilitate partnership development with other youth serving organizations and Teen Center
- Participate with fund development for Teen Center which may include grant proposal preparation and/or fund raising activities.

The selected vendor will work closely with the Youth, Education, & Family Services Division to ensure alignment with the direction of these programs. The vendor will collect and report on a monthly basis on the numbers of youth participating in and impacted by services; qualitative and quantitative outcomes must be identified and measured and reported.

ATTACHMENT B- SPECIFIC SUBMITTAL REQUIREMENTS FOR RFP 12-274/T

I Scope of Work

EACH of the **Specific Requirements** set forth under the **Scope of Work** specified in this RFP: narrative must include a description of the service(s), project design, a statement of need for youth opportunities in the area of focus/expertise proposed, an identification of goals, objectives, outcomes and evaluation method. Include target population including unduplicated number of youth to be served.

A. Introduction

Overview of Offeror's understanding of the scope of work and services to be provided

B. Organizational Qualifications/Experience/Skill:

Brief description of the following:

- Describe applicant organization – vision, mission, goals, accomplishments
- Experience in administering programs such as the one being proposed and a statement detailing experience providing successful youth programming
- Qualifications to perform the services, including all resources available to Offeror for the performance of the contract.
- Describe current partnerships and successful collaborative efforts (e.g., with hospitals, schools, churches and other programs) particularly related to either the proposed program or working with the target population
- Capacity for administering grant funds.
- Current system for client records, data collection, and evaluation.
- Attachments as supporting documents:
 - Completed and signed anticollusion/nondiscrimination clauses on page 2;
 - References for work performed in an environment comparable to THE CITY. For each reference, please provide detail contact information and brief summary of scope of service.
 - A copy of the certificate verifying the firm is registered to do business in the Commonwealth of Virginia.
 - A detailed list of contractor licenses held, including license class and number.
 - Offeror's current financial condition. Provide audited annual reports for the past three (3) years. If company is privately held, supply sufficient information to document the company's financial status and capability to perform under this contract. Include any financial ratings held by the firm.
 - If Offeror intends to subcontract any part of the work under this contract, indicate services to be subcontracted and subcontractor(s) to provide said services.

C. Itemized Budget

All charges listed on the budget must be justified and evidence of need documented in the proposal.

- Complete the Attachment C, Budget Form and provide a Budget Narrative.
- Provide the cost of either serving each youth or each group (must be clear on number of youth in the group)
- Provide Information on staffing and funding: if salary compensation is part of the funding request include titles of personnel that will be involved on project, indicating the percentage of time being dedicated to the project.

D. Proposed Program or Activity

For each program or activity proposed, please provide in a concise and clear presentation the following information:

- A description of program or activity. Name the evidence-based model(s) selected; describe why this model was selected, select the model(s), how the model meets the needs or fills gaps of the community and provide identify the organizations and individuals who participated in the development of this proposal;
- Include project's goals and objectives and, if applicable, explain collaboration with other agencies
- Ready By 21: include the outcome to be achieved, indicators being addressed, strategies employed, and outcome and output measures.
- Provide information about the capacity and readiness to implement the proposed model(s)
- State current and prior experience with implementing the model(s) selected, if any, as well as current capacity to support the model(s);
- Identification of target population to be served and how they will be engaged in services. Indicate number of clients to be served and include demographic description of clients or targeted participants, if applicable. It is important to identify the maximum and minimum number of youth to be served. Unduplicated numbers should be provided. A standardized report form will be provided by the City of Hampton.
- Describe input from youth or other stakeholders and community resources used to identify the need, demand or interest for this service
- Describe planned activities (outputs) to be conducted to achieve desired outcomes or objectives. Include details on expected project deliverables, products and sustainability. Identification of resources that are available to support or enhance the efforts such as centralized marketing and recruitment, referral and registration, and plans for coordination among existing programs and resources in the community. Resources include the community's achievements, community strengths, experience, commitment, staff, interagency experience of cooperation on infrastructure tasks
- Documentation of local interest and capacity to engage youth in the program or
- Explanation of opportunities for linkages or enhancement of services for youth

E. Implementation Plan

In addition to completing Attachment D (work plan and timeline), the implementation plan must include the following information:

- Plan to ensure high quality programming;
- Estimated number of youth to be served based on the standards of the model(s);
- Plan for identifying and recruiting participants;
- Plan for minimizing the attrition rates for participants enrolled in the program;
- Operational plan for the coordination between the organization and Teen Center
- Brief description of the existing data collection system
- Plan for monitoring, assessing, and supporting implementation and maintaining quality assurance;
- Identification of anticipated challenges and the proposed response to the issues identified;
- Attachments as supporting documents
 - Job Descriptions for proposed project staff;
 - Qualifications and resumes of the program coordinator and instructors who will be managing and performing the services under this contract including professional certifications.

F. Evaluation

- Ready By 21: identify the indicators that will be addressed through this effort Describe the anticipated outcome(s) in measurable terms. Outcomes impact recipients of services and the community and may include, but are not limited to, changes or benefits that occur because of the project activities (outputs). Proposals must include measurable outcomes to achieve results in the selected focus area(s). Include a clear plan for evaluating the accomplishment of the desired outcomes, and state the criteria for success. Describe what data will be collected and how. Describe how data will be analyzed and presented to determine the effectiveness of the project. Identify all assessment and data collection tools that will be used to assist in the project evaluation.
- Identify all training curricula and assessment tools to be used (if applicable) and cost per participant, if purchased.
- Describe experience with quality assurance in general and experience with continuous quality improvement processes

BUDGET - SUMMARY OF REQUESTED FUNDS AND MATCH FUNDS

Contractor _____ Date _____

Project no. _____ Reporting period _____ to _____

BUDGET CATEGORY	JUSTIFICATION OF EXPENSES (Provide detailed information on how costs were determined)		TOTAL REQUEST	TOTAL MATCH
SALARIES				
EMP. BENEFITS				
POSTAGE				
RENT & UTILITIES				
EQUIPMENT				
PRINTING				
CONSUMABLE SUPPLIES				
TRAVEL				
OTHER (Specify)				
OTHER (Specify)				
OTHER (Specify)				
OTHER (Specify)				
TOTAL REQUESTED				

Awarded funds cannot be used to supplant existing funds.

WORKPLAN

Contractor _____ Date _____

Project no. _____ Reporting period _____ to _____

GOAL # __1__:
OBJECTIVE # __1__:
DESIRED RESULTS:
READY BY 21 INDICATOR:

STRATEGIES (METHODS) AND ACTIVITIES (ACTION STEPS)	STAFF RESPONSIBLE	EVALUATION MEASURES	BEGIN DATE	END DATE