



Request for Qualifications

Home Visitor Safety Training

RFQ #: 14-005

Deadline for Responses: 2 PM – July 1, 2014

2300 High Ridge Road
Boynton Beach, FL 33426
(561) 740-7000
www.cscpbcc.org

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SECTION 1: INTRODUCTION

1.1 WHAT WE ARE SEEKING

Children's Services Council of Palm Beach County is seeking a qualified individual to design and deliver training regarding Home Visitor Safety to front-line practitioners. The successful proposal will meet the proposed learning objectives, utilize best practices in training and development, provide participants the opportunity to demonstrate their understanding of the content, promote the transfer of learning, and be cost effective.

1.2 THE COUNCIL

Children's Services Council of Palm Beach County (CSC), an independent special district created by Palm Beach County voters in 1986, provides leadership, funding and research on behalf of the county's children so they grow up healthy, safe and strong.

For information about the November 2014 reauthorization vote on Children's Services Council, please click here: <http://www.cscpb.org/reauthorization>

1.3 OVERVIEW OF THE CHILDREN'S SERVICES COUNCIL

The Council invests resources in programs and services that support the physical, social-emotional and psychological development of children. In order to have an impact in those areas, the Council has four goals: children are born healthy, are safe from neglect and abuse, are ready for kindergarten, and have access to quality afterschool and summer programs.

Supported by a blend of federal, state and local funding, our programs and systems are designed to achieve our goals by providing seamless, efficient, and accountable prevention and early intervention services to Palm Beach County's children and families. These systems include:

- **Healthy Beginnings**, which provides comprehensive, integrated direct services to pregnant women, infants, and young children.
- **Quality Counts**, which provides services to increase the quality of child care and afterschool providers.
- **Bridges**, which is a neighborhood-based strategy to achieve CSC's goals at a population level.

Bridges address such issues as adult literacy, father involvement, maternal depression, teen pregnancy prevention, cyclical poverty and child development.

The Council believes that by offering families the right approach – and combinations of programs and services – at the right time, in the right place, we will achieve our goals. By strengthening the system of care, which is built upon sound research and strong data, we can achieve our child outcomes.

For additional information regarding CSC, please visit www.cscpb.org/openprop

SECTION 2: HOME VISITOR SAFETY TRAINING

2.1 BACKGROUND

CSC provides training and professional development opportunities to enhance the competencies of individuals working with children and families in the county. Our target training audience includes practitioners in the programs we fund, as well as non-CSC funded critical partners who serve the same families.

2.2 PROJECT GOALS

The goal of this RFQ is to identify a trainer and curriculum for Home Visitor Safety training.

2.3 SCOPE OF WORK

Development and delivery of Home Visitor Safety training curriculum. Depending on the length of the proposed curriculum, the hours of the training session(s) may vary. The training is currently scheduled to be delivered the following dates between the hours of 9:00 a.m. and 5:00 PM:

January 29, 2015
February 26, 2015
April 28, 2015
May 26, 2015

Proposers must be available to provide training on these dates. Additional dates and times will be determined in consultation with the selected proposer based on the curriculum design and practitioner demand.

2.4 MINIMUM REQUIREMENTS

In order to ensure Proposers possess the minimum qualifications and/or experience needed to support CSC's needs, applicants must meet the following requirements:

- Demonstrate experience in designing and delivering training
- Demonstrate expertise in the training subject matter
- Submit all required submission documents, including training curriculum, and sign as required
- Submit a current resume or vitae for each individual who will be working with CSC
- Participate in an interview process, upon request
- Provide three professional references specifically relating to assignments completed within the past five years
- Apply for or currently be a member of the CSC trainer cadre (application material on CSC website)
- Be available to conduct training on the dates indicated in Section 2.3 Scope of Work.

SECTION 3: RFQ PROCESS

3.1 LIMITATIONS ON CONTACTING CSC PERSONNEL

This Request for Qualifications is issued by the Children's Services Council of Palm Beach County. The contact person listed below is the sole point of contact for this RFQ:

Jennifer Hardy, Administrative Assistant III
jennifer.hardy@cscpb.org

All contact shall be by email only

Proposers are prohibited from contacting CSC personnel or board members regarding this solicitation other than the person identified above. Any occurrence of a violation may result in the disqualification of the proposer.

3.2 PROPOSER DISQUALIFICATION

Failure to have performed any contractual obligations with CSC in a manner satisfactory to CSC will be sufficient cause for disqualification. To be disqualified as a proposer under this provision, the proposer must have:

1. Previously failed to satisfactorily perform in a contract with CSC, been notified by CSC of unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of CSC; or
2. Had a contract terminated by CSC, by any other county or state agency, or by any Children's Services Council for cause.

3.3 RFQ TIMETABLE

6/10/14	RFQ packets are available on the CSC website (www.cscpbcc.org/openprop)
6/16/14	Deadline for submission of questions regarding clarification of RFQ
6/17/14	Final posting of questions and answers and/or clarification or addenda to RFQ, if any, on CSC website (www.cscpbcc.org/openprop)
7/1/14	RESPONSE DEADLINE - All RFQ responses are due by 2 PM at: BIDS@cscpbcc.org Subject: RFQ #14-005
	Responses will be opened publicly at 2:01 PM Note: CSC email server date and time stamps all email
7/1/14 - 7/15/14	Evaluation of responses by RFQ Selection Team
7/17/14	Notification by email to proposers selected for interviews and list of those selected for interviews posted on CSC website (www.cscpbcc.org/openprop)
7/21/14– 7/24/14	Interviews at CSC offices, if needed
7/29/14	Notice of Award posted on CSC website at: https://www.cscpbcc.org/proposal-outcomes
	Notification by email of proposers not selected for further contract discussions; notification by email to Proposers selected for contract discussions
7/31/14	Discuss and Finalize Contract

NOTE: CSC reserves the right to adjust the timetable and any adjustments will be made available on the CSC website.

3.4 INQUIRIES

All inquiries requesting clarification regarding this RFQ must be made in writing and emailed to the identified contact person by 6/16/14. During the RFQ period, Proposers must not submit any forms of marketing or promotional materials that would raise the Proposer's profile or give the Proposer an advantage or benefit not enjoyed by other perspective proposers. Copies of responses to all inquiries which require clarifications and/or addenda to the RFQ will be made available no later than 5 PM 6/17/14 on CSC's website.

3.5 ACCEPTANCE OF APPLICATIONS

All responses must be received by CSC no later than 7/1/14 by 2 PM. Sign, scan and attach document in PDF format to email and send to:

BIDS@cscpb.org

Subject: RFQ #14-005

No changes, modifications or additions to the responses submitted will be accepted by, or binding on, CSC after the deadline for submissions has passed.

<p>ALL EMAIL COMMUNICATIONS ARE DATE AND TIME STAMPED BY CSC'S EMAIL SERVER. BIDS RECEIVED AFTER THE DEADLINE WILL BE REJECTED AND RETURNED TO THE PROPOSER BY THE CSC.</p>
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CSC reserves the right to reject any and all responses or to waive minor irregularities when doing so would be in the best interest of CSC. A *minor irregularity* is defined as a variation from the RFP terms and conditions that do not affect the price of the application, or do not give the proposer an advantage or benefit not enjoyed by other prospective proposers, or do not adversely impact the interest of CSC.

3.6 NOTICE OF INTERVIEWS

CSC will post a list of qualified proposers for interviews on 7/17/14 by 5 PM on the CSC website.

3.7 PROCEDURE FOR CONDUCTING INTERVIEWS

After completion of the scoring process based on the review criteria, CSC will determine which, if any, proposers meet the minimum requirements deemed necessary by CSC for interviews. Assuming that such minimum requirements have been met, CSC will require face-to-face interviews with one or more proposers.

3.8 NOTICE OF QUALIFIED PROPOSERS FOR CONTRACT DISCUSSIONS

CSC will post a list of qualified Proposers for contract discussions after 5 PM on 7/29/14 on CSC's website: <http://www.cscpb.org/proposal-outcomes>

SECTION 4: RFQ RESPONSE

4.1 INSTRUCTIONS FOR SUBMITTING RESPONSE TO RFQ

All responses must be submitted on the forms included in this package (forms available on CSC website (www.cscpb.org/openprop)). All responses are to be signed by an official who is legally authorized to bind the Proposer to the proposed activity.

IMPORTANT: All responses must be received **via email** no later than 7/1/14 at 2 PM.

CSC is not responsible for the email reputation of the Proposer's email account which may cause delays or undeliverable messages if your server has been blacklisted. To check your sender score, please utilize an email reputation service or use a service like <http://www.senderbase.org/> to confirm that you have a good email reputation. CSC's email server has the capacity to accept large files but in some cases the Proposer's email server may delay sending email based on the size of attachments. Please ensure you allow ample time for transmission of files. CSC will not be responsible for emails received after the deadline. Proposals received after the deadline will not be considered.

4.2 INCOMPLETE RESPONSES

Failure to respond to any item, including providing any requested information, or failure to follow these instructions shall be considered submission of an incomplete response and may result in disqualification from further consideration.

4.3 RESPONSE FORMAT

The typewritten portion of your response is to be submitted on the RFQ forms included in Section 5. The forms are available for download on CSC's website: www.cscpb.org/openprop

4.4 RESPONSE REVIEW AND SELECTION CRITERIA

Proposer selection will be based upon the following criteria:

- | | |
|--|-----------|
| 1. Proposer's previous experience and references | 10 points |
| 2. Training content | 20 points |
| 3. Quality of instructional design | 20 points |
| 4. Promotion of practical application | 20 points |
| 5. Strategies to support transfer of learning | 20 points |
| 6. Cost effectiveness | 10 points |

4.5 COMPLIANCE WITH SECTION 287.133, FLORIDA STATUTES

In accordance with Section 287.133, Florida Statutes, persons and affiliates who have been placed on the convicted vendor list may not submit responses, contract with, or perform work (as a contractor, supplier, subcontractor or consultant) with CSC in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. Any response received from a person, entity or affiliate who has been placed on the convicted vendor list shall be rejected by CSC as unresponsive and shall not be further evaluated.

SECTION 5: SUBMITTAL DOCUMENTS

The following documents can be downloaded from CSC's website at:

www.cscpbcc.org/openprop

Reference file name: RFQ #14-005Forms

Responses should be assembled in the following manner:

- Cover Page** – Complete this entire document, sign, scan and include with response. **Must be signed.**
- Questionnaire** – Complete this entire document and include with response.
- Proposer Qualifications** – This section must contain all pertinent data related to the Proposer (including proposer's organization, if applicable) and experience that would substantiate Proposer's qualifications and capabilities to perform the services requested.
- Resume or curriculum vitae as described in Section 2.4**
- Training Curriculum as described in Section 2.4**
- Professional References** - List three professional references, **other than Children's Services Council of Palm Beach County's staff**, associated with similar work previously performed by the Proposer preferably within the past 5 years. For each reference, please specify:
 - a. Name, address, telephone number, email
 - b. Project start date and duration
 - c. Scope and cost of project
 - d. Role in project
 - e. Outcome of project
- Fee Schedule** – Provide a schedule of fees (Include hourly, per unit, project, etc.)
- Non-Collusion Certificate** – Complete this document, sign, scan and include with response. **This document must include a signature.**
- Other documentation as described in Section 2.4**


REMINDER

DEADLINE FOR SUBMISSION IS
7/1/14

BIDS@cscpb.org

Subject: RFQ #14-005

REPLIES ARRIVING AFTER 2 PM
ON 7/1/14
WILL BE REJECTED AND
RETURNED TO PROPOSER

COVER PAGE			
Submit this RFQ response to:		 Children's Services Council <small>PALM BEACH COUNTY</small>	
BIDS@cscpbcc.org Subject: RFQ #14-005			
RFQ Title: HOME VISITOR SAFETY TRAINING			RFQ #: 14-005
NAME OF FIRM, ENTITY, ORGANIZATION:			
NAME OF CONTACT PERSON:		TITLE:	
PHONE NUMBER:	FAX NUMBER:	EMAIL:	
MAILING ADDRESS:			
CITY:	STATE:	ZIP CODE:	
HEADQUARTERS ADDRESS (If different than mailing address):			
FEDERAL EMPLOYER IDENTIFICATION NUMBER (EIN):		STATE OF FLORIDA BUSINESS LICENSE NUMBER (If Applicable):	
DO NOT include Social Security number with this application; CSC will obtain if/when contracted.			
ORGANIZATION STRUCTURE (Please check one):			
Corporation <input type="checkbox"/>	Partnership <input type="checkbox"/>	Proprietorship <input type="checkbox"/>	Joint Venture <input type="checkbox"/> Other <input type="checkbox"/>
If Corporation, please provide the following:			
(A) Date of incorporation _____	(B) State or Country of incorporation: _____		
<p>I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all terms and conditions of this RFQ and certify that I am authorized to sign this Proposal and that this Proposal is in compliance with all requirements of the Request for Qualifications, including but not limited to, certification requirements.</p>			
_____ <i>Authorized Signature (Manual)</i>		_____ <i>(Authorized Signature (Print or Type))</i>	_____ <i>Title (Print or Type)</i>
COMPLETE & PRINT FORMS; SIGN THE COVER PAGE; SCAN INTO PDF FORMAT AND EMAIL TO CSC BY 2 PM ON DUE DATE			

QUESTIONNAIRE

The following Questionnaire shall be completed and submitted with the Request for Qualifications. Proposer guarantees the truth and accuracy of all statements and answers herein contained.

1. How many years have you/your organization/company been in business?
2. What is the last project of this nature that you have completed?

3. Have you ever failed to complete work awarded to you? NO YES If so, where and why?

4. *Availability to Perform the Requested Services* – Indicate current and anticipated workload. Provide information concerning all contracts in progress as of the date of submission of this Proposal.

Project #	Name or Description of Project	Total Contract Value	Contracted Date of Completion	% of Completion
1				
2				
3				

5. Explain how, with the proposer's current schedule as noted in question #4, the proposer will meet any agreed upon project deadlines, which may, at times, require expedited timelines.

6. Provide the proposed course overview/description (<50 words).

7. Provide the proposed length and spacing of the training (i.e. one 4-hour session, two 2-hour sessions 1 week apart, one 8-hour session followed by one 2 hour session a month later, etc.).

8. The training will have, at a minimum, the following learning objectives:

Upon completion of the training, participants will:

- a. Identify strategies to keep themselves and their clients safe when conducting home visits
- b. Explain precautions necessary when working with families in which there is domestic violence
- c. Articulate agency responsibilities regarding safety, policies, and liability

Please provide additional learning objectives, if any, your proposed training will meet.

9. Identify all instructional modes you will utilize (i.e., PowerPoint, facilitated discussion, video, follow up assignment, etc.).

Include your curriculum with your submission: the actual tools and content you will be utilizing (PowerPoint presentation, handouts, case studies, role play scenarios, activities, implementation plan, etc.).

10. Should you be awarded the contract, CSC will provide participants the opportunity to evaluate your training. What will you do during the training to ensure participants can demonstrate their understanding of the content and relate it to their work?

11. How will you specifically support the transfer of learning from your training so that participants implement the knowledge and concepts on the job?

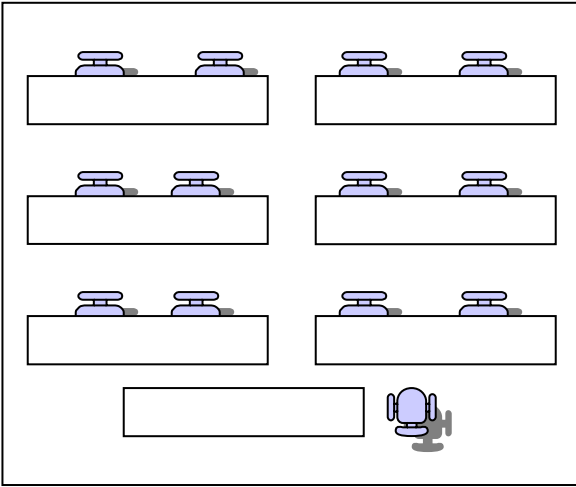
12. Provide the timed training agenda for each day of training.

13. Provide the training course bibliography. Bibliographies must include at least five citations no more than five years old.

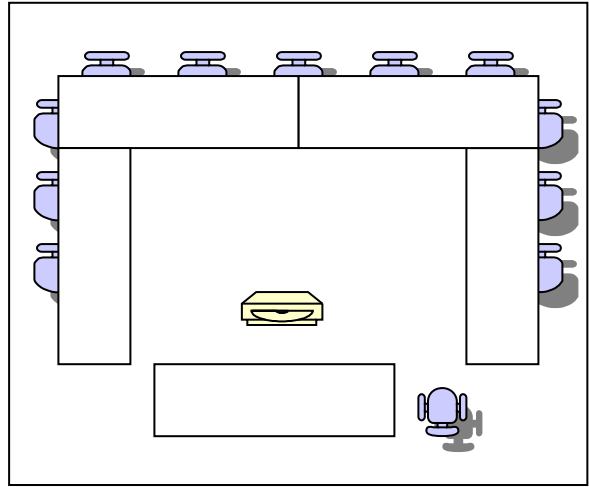
14. All CSC training rooms include a laptop, LCD projector, CD player, DVD player, VCR, internet access, and white board. Provide any additional training equipment needed.

15. Provide your preferred room set up for the proposed training:

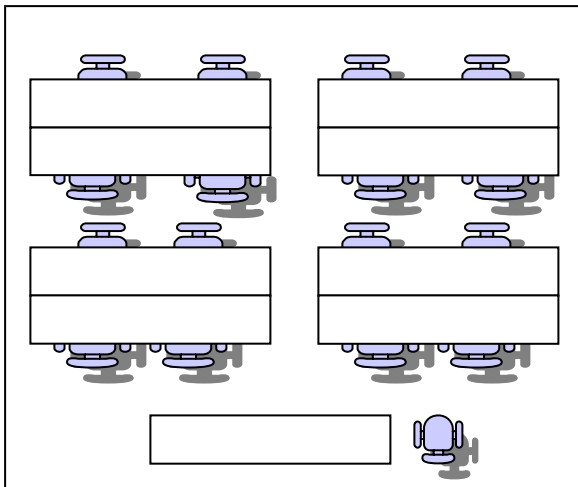
Please note the size of room/workshop may limit choices or cause us to set up variations of the below examples:



Classroom Style



U Shaped Style



Workgroup Style



Other, Please specify:

PROPOSER QUALIFICATIONS

This section must contain all pertinent data related to the Proposer's experience that would substantiate their qualifications and capabilities to perform the services requested:

- a. Provide details on the qualification of the individual(s) who will perform the work outlined in Section 2.2 Project Goals; including relevant education and experience with similar work.

- b. Describe the Proposer's experience in performing similar work as outlined in Section 2.2 Project Goals.

- c. Are you currently a member of the CSC trainer cadre? If no, trainer cadre application materials must be submitted with this proposal.

Yes, I am currently a member.

No, I am not currently a member. My application is included in this submission.

REFERENCES

List three clients, current or past that can serve as a reference on the development of similar work performed by the Proposer in the past five years. For each reference, please specify:

- a. Name, address, telephone number and email address
- b. Project start date and duration
- c. Scope and cost of project
- d. Role in project
- e. Outcome of project

Reference #1:

Reference #2:

Reference #3:

FEE SCHEDULE

PURPOSE: The purpose and intent of this RFQ is to secure a fixed and firm fee schedule and establish a term-contract for professional services.

CSC intends to award contract(s) to the lowest, responsive, responsible, qualified Proposer in response to this RFQ, taking into consideration experience, staffing, equipment, materials, references, and past performance. In the case of disputes in the award of contract(s), the decision by CSC shall be final and binding on both parties.

PRICES SHALL BE FIXED AND FIRM FOR TERM OF CONTRACT: If the Proposer is awarded a contract under this solicitation, the prices quoted by the Proposer shall remain fixed and firm during the term of the contract; however, when applicable, CSC may request a price quote from the pool of qualified contractors based on special projects or statements of work.

WORK AUTHORIZATION: Statements of Work will be authorized by the CSC Chief Executive Officer or designee. No work shall commence without written authorization.

INVOICES AND PAYMENT: Detailed reports will be required with submittal of invoices. Payment will be made within 15 days of receipt of invoice and acceptance of the complete unit(s). No down or partial payments will be made.

FEE SCHEDULE

Include all relevant fees associated with professional services (i.e. hourly rate, travel expenditures, unit cost, etc.). **CSC does not pay for training development hours.**

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NON-COLLUSION CERTIFICATION

The Proposer certifies that this price is made independently and free from collusion. Proposer shall disclose below, to the best of its knowledge, any CSC Council member, employee, or any spouse, son, daughter, stepson, stepdaughter, or parent of any such officer or employee, who is an officer or director of, or has a material interest in, the Proposer’s business. For purposes hereof, a person has a material interest if he or she directly or indirectly owns more than five percent (5%) of the total assets or capital stock of any business entity, or if he or she otherwise stands to personally gain if the contract is awarded to this vendor.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment.

LIST NAME(S) AND RELATIONSHIPS (IF APPLICABLE)

NAME

RELATIONSHIPS

(Print Name)

(Print Name)

REQUIRED SIGNATURE

(Proposer’s Signature)