

SECTION II

SCOPE OF WORK

DRUG/SUBSTANCE ABUSE EDUCATION FOR YOUTH BUILD

SAVANNAH

EVENT # 3789

2.0 Broad description of Project: The City of Savannah is requesting proposals from vendors interested in entering into an annual contract to provide Drug/Substance Abuse Education classes specifically designed for disadvantaged youth, ages 16 to 24 years. The series of classes should be no longer than eight (8) to twelve (12) weeks and be able to accommodate new students at any point during the course series. The program typically runs from January through September. Electronic responses will not be accepted. Responses must be submitted manually.

2.1 Scope of Services: The purpose of these services is to provide structured educational and counseling opportunities to disadvantaged youth participating in an employment and training program to learn about the impact and consequences of drug and substance abuse. Additionally, the provider will hold workshops with staff to keep them cognizant of current trends and problems for at-risk youth.

Proposer shall provide the following:

- Completion of initial assessment and plan of action
- Administration of drug/substance abuse education curriculum
- Administration of mental health assessment
- Administration of random drug testing
- Facilitation of individual and group counseling classes/sessions
- Documentation of student attendance and participation
- Submission of student progress as agreed upon by both parties.

Curriculum should include, **but shall not be limited to**, the following:

- Coping with stress
- Anger management
- Healthy social networks
- Impact of drugs on family
- Impact of mental health on daily living

- Impact of drugs on employers
- Maintaining a drug free status

Class size should be able to accommodate ten (10) to fifteen (15) participants at each session

Provider shall facilitate workshops to staff; topics should include, **but shall not be limited to** the following:

- Signs of substance abuse
- Signs of mental health
- What are the triggers of substance abuse and mental health?
- What to do in a crisis situation?
- What are the effects of the commonly used drugs among youth?

Workshop size should be able to accommodate five (5) to eight (8) staff members at each session

2.2 Proposal Format: Proposals shall be submitted in the following format and include the following information.

- a) Detailed description of capabilities as requested
- b) Fee Proposal as detailed in Section III
- c) Proposed Schedule of Minority and Women-Owned Business Participation and Non-Discrimination Statement.
- d) Other requested submittals as stated

2.3 Basis of Award: Proposals will be evaluated according to the following criteria and weight at a minimum:

- a) Proposer's qualification and experience, including support capabilities. (25 points)
- b) Service capabilities (25 points)
- c) Fees (25 points)
- d) Reporting capabilities (25 points)

Proposals shall be evaluated by a selection committee. The selection committee may, at its option, request interviews of any or all proposers as it deems necessary.

The City reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract. Submission of a proposal, however, constitutes the proposer's waiver of any right to insist upon the inclusion of any exculpatory provisions in the parties' contract. The City will not enter into any contract that contains exculpatory provisions in favor of the proposer.

- 2.4 Annual Contract:** This proposal will result in the award of an annual contract. Discounts and prices offered are to be held firm for a period of one (1) year (12 months). This contract may be extended for two (2) additional one (1) year periods at the same terms and conditions upon mutual agreement of the contracting parties.
- 2.5 Addenda:** Vendor is responsible for determining and acknowledging any addenda issued in connection with this request for proposal. All issued addenda must be acknowledged in order for proposals to be considered.
- 2.6 Copies:** One (1) unbound, printed and signed original and two (2) identical, printed copies of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.
- 2.7 Contacts:** Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. All questions regarding this request for proposal should be submitted in writing and emailed to the person listed on the summary event page
- 2.8 Minority/Woman Business Enterprise Goals:** The City of Savannah **has not** established an **M/WBE goal** for this project.
- 2.9 Qualifications:** Each proposer shall submit a summary of their qualifications and experience or provide detailed description of required qualifications. Additional information such as agency brochures, resumes, etc. may be submitted as appropriate.
- 2.10 Schedule:** Each proposer shall submit a proposed time schedule for the project.
- 2.11 Fees:** Proposer shall submit fees based on the detailed listing in Section 3 of the RFP. Quantities are estimates only and are subject to change as needed.

2.12 Insurance Requirements

Commercial General Liability:

- A. Liability insurance shall be provided on an “occurrence “ basis
The Mayor and Aldermen of the City of Savannah shall be named as the Certificate Holder.

Endorsements:

Waiver of Subrogation in favor of the Mayor and Aldermen of the City of Savannah.

Thirty (30) day notice of cancellation.

Primary limits shall be:

\$1,000,000 Each Occurrence (BI/PD)

B. Automobile:

The Mayor and Aldermen of the City of Savannah shall be named as the Certificate Holder

Endorsements:

Waiver of Subrogation in favor of the Mayor and Aldermen of the City of Savannah.

Thirty (30) day notice of cancellation.

\$1,000,000 limit

C. Workers Compensation:

The Mayor and Aldermen of the City of Savannah shall be named as the Certificate Holder.

Include all coverage required by law

Employer's liability:

\$500,000 each accident

\$500,000 each employee (disease)

\$500,000 policy limit (disease)

Endorsements:

Waiver of Subrogation in favor of the Mayor and Aldermen of the City of Savannah.

Thirty (30) day notice of cancellation.

Other Items Required:

- No exclusions for subcontractors. The City recommends the contractor obtain certificates of insurance from sub-consultants, however, the contractor will ultimately be responsible for any gap in coverage or lack thereof.
- All insurance carriers in the policy/Certificate of Insurance (COI) are required to have an AM Best Rating of A-, IX or better
- The City of Savannah is not responsible for any of the property used in or owned by consultant
- All deductibles in the coverage are the responsibility of named insured on policy
- Any modifications to specifications must be approved by the City.

SECTION III

FEE PROPOSAL

I have read and understand the requirements of this request for proposal RFP Event # 3789 and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. The proposed fees per class include preparation of curriculum, reporting, supplies, or anything else needed to conduct classes. The fees for providing the required services are listed below.

ALL PROPOSERS MUST BE REGISTERED SUPPLIERS ON THE CITY'S WEBSITE. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV. ELECTRONIC SUBMISSIONS WILL NOT BE ACCEPTED.

<u>SERVICE</u>	<u>U/M</u>	<u>QTY</u>	<u>COST</u>
Drug Test/Screening	Each	105	\$ _____
Initial Individual Assessment	Each	35	\$ _____
Follow-up Individual Re-assessment	Each	35	\$ _____
Group Sessions for Drug/Substance Abuse Users-1.5 hour session	Each	38	\$ _____
Individual Guidance Counseling Session-30 minute session	Each	70	\$ _____
PRN (i.e. Participant's Case Conferencing, Quarterly Performance Evaluations, Clinical Documentation, etc.	Hour	500	\$ _____
Staff Workshop Sessions 8-hour day	Each	4	\$ _____
	TOTAL FEES		\$ _____

SUBMITTED BY: _____

PROPOSER: _____

SIGNED: _____

NAME (PRINT): _____

ADDRESS: _____

CITY/STATE: _____ ZIP _____

TELEPHONE: (_____) _____
Area Code

FAX: (_____) _____
Area Code

EMAIL: _____

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS RFP:

ADDENDUM # _____

DATE _____

INDICATE MINORITY OWNERSHIP STATUS OF BIDDER (FOR STATISTICAL PURPOSES ONLY):

CHECK ONE:

_____ NON-MINORITY OWNED

_____ AFRICAN AMERICAN

_____ HISPANIC

_____ WOMAN (non-minority)

_____ ASIAN AMERICAN

_____ NATIVE AMERICAN INDIAN

_____ OTHER MINORITY Describe _____

NON-DISCRIMINATION STATEMENT

The proposer certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, We acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- (6) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and or forfeiture of compensation due and owing on a contract.

Signature

Title

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

All M/WBEs listed **must be certified as a minority-owned or women-owned business** by the City of Savannah or a federally-recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes certification standards comparable to the City of Savannah **prior** to the due date of this bid. **Other business certifications that do not specify majority woman or minority ownership may not be substituted. Proof of M/WBE certification from the certifying agency is required to accompany the bid.** A firm that has submitted an application for M/WBE certification but has not been certified is not qualified as a certified M/WBE and will not be recognized as such during the City's evaluation process. To expedite verification, please provide accurate phone numbers for all M/WBEs listed and ensure firms understand contact will be made following bid submittal.

Name of Proposer: _____ Event No. 3789

Project Title: _____

NOTE: Unless certified through the City of Savannah M/WBE Program, proof of M/WBE certification must be attached for all firms listed.

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	Certified? (Y or N)	Certifying Agency? (City of Sav. or Other)
					%			
					%			

MBE Participation Value: _____ % WBE Participation Value: _____ % M/WBE Participation Value: _____ %

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah. The Prime's subcontractor that subcontracts work must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. The Prime may count toward the goal any tier of M/WBE subcontractors and/or suppliers that will be utilized in the contract work. However, when an M/WBE subcontracts part of the work, the value of the subcontracted work may **only** be counted toward the goal **if the tier subcontractor is an M/WBE**. Any work an M/WBE firm subcontracts to a non-M/WBE firm **will not count toward the M/WBE goal**. It is the responsibility of the Prime contractor to advise all M/WBEs of this requirement and to ensure compliance by subcontractors.

Joint Venture Disclosure

If the prime bidder is a joint venture, please describe the nature of the joint venture, the level of work and the financial participation to be provided by the Minority/Female joint venture firm in the space provided below.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____ Date _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582. The City of Savannah's certified M/WBE registry is posted on its website at www.savannahga.gov.

Developing a Strong M/WBE Participation Plan

Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:

1. All bidders/proposers must submit a “Proposed Schedule of M/WBE Participation” which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either **minority**-owned and controlled or **woman**-owned and controlled. The City does not accept a company’s “self-identification” as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved prior to the due date of this bid. A firm that has submitted an application for certification but has not been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office **will be contacting all M/WBE firms** included in the bidder’s M/WBE Plan to confirm each:
a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff **must** receive the M/WBE’s confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will **not be counted** and **will be deducted** from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal **as long as the tier subcontractors/suppliers are certified M/WBEs**. Work that an M/WBE subcontracts to a non-M/WBE firm does not count toward the M/WBE goal.
8. M/WBEs must perform a “**commercially useful function**” which is the provision of **real and actual work or products**, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* “the undersigned (bidder/proposer) will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah.” **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City’s contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.
11. If awarded the contract, the MWBE Office **will be reviewing your company’s subcontracts, invoices and payment records** to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records **that will be inspected** to prove the portion of work performed, cost of work, and payments to the prime company.