

COMMONWEALTH OF VIRGINIA

###### COUNTY OF HENRICO

**RFP #16-1290-11CS**

DEPARTMENT OF FINANCE

CECELIA H. STOWE, CPPO, C.P.M.

PURCHASING DIRECTOR

November 18, 2016

**PARENTING GROUPS**

**HENRICO COUNTY JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT**

**VIRGINIA JUVENILE COMMUNITY CRIME CONTROL ACT**

**14th DISTRICT COURT SERVICE UNIT**

**COUNTY OF HENRICO, VIRGINIA**

Your firm is invited to submit a proposal for Parenting Groups in accordance with the enclosed specifications. The submittal, consisting of the original proposal and **three (3)** additional copies marked, **“Parenting Groups”** will be received no later than **3:00 p.m., January 12, 2017.**

IN PERSON OR SPECIAL COURIER U.S. POSTAL SERVICE

County of Henrico County of Henrico

Department of Finance Department of Finance

Purchasing Division OR Purchasing Division

**8600 Staples Mill Road - NEW LOCATION** P O Box 90775

Henrico, Virginia 23228 Henrico, Virginia 23273-0775

**This RFP and any addenda are available on the County of Henrico Purchasing website at** [**http://henrico.us/purchasing/**](http://henrico.us/purchasing/)To download the (IFB or RFP), click the link and save the

document to your hard drive. To receive an email copy of this document, please send a request to: [**bar10@henrico.us**](mailto:bar10@henrico.us)

Time is of the essence and any proposal received after **3:00 p.m., January 12, 2017**, whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time clock stamp in the Purchasing Division, Department of Finance. Proposals shall be placed in a sealed, opaque envelope, marked in the lower left-hand corner with the RFP number, title, and date and hour proposals are scheduled to be received. Offerors are responsible for insuring that their proposal is stamped by Purchasing Division personnel by the deadline indicated.

Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. On the contrary, all responsible firms are encouraged to submit proposals. The County of Henrico reserves the right to accept or reject any or all proposals submitted.

The awarding authority for this contract is the Purchasing Director.

Technical questions concerning this Request for Proposal should be submitted to [sto05@henrico.us](mailto:sto05@henrico.us) no later than December 9, 2016.

Very truly yours,

Cecelia H. Stowe, CPPO, C.P.M.

Purchasing Director

804-501-5685

[Sto05@henrico.us](mailto:Sto05@henrico.us)

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**PARENTING GROUPS**

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**I. PURPOSE**

The intent of this Request for Proposal (“RFP”), and resulting annual contract, is to obtain the services of a qualified firm for the purpose of providing groups to parents of delinquent and Child in Need of Supervision youth to increase the effectiveness of their parenting skills. The program will consist of two levels that are developed to meet the needs of the parents. These groups are for families residing in Henrico County (the “County”) who are served by the Henrico County Juvenile and Domestic Relations District Court (“HCJDRDC”) and the 14th District Court Service Unit (“14th CSU”) through a delinquency or child in need of supervision petition. VJCCCA programs and services are funded with state and local appropriations through the Virginia Juvenile Community Crime Control Act (“VJCCCA”). The provisions of this RFP shall be subject to the appropriations of the necessary funds under VJCCCA. In the event these funds are reduced or terminated, the County shall have the right to terminate or modify the resulting contract immediately. The HCJDRDC, VJCCCA Office and 14th CSU have an on-going goal of providing a range of community-based programs and services for juveniles and their parents and/or legal guardians as submitted in a VJCCCA biannual plan. These groups are part of the VJCCCA plan which is approved by both the Board of Supervisors of the County and the Virginia Department of Juvenile Justice (“DJJ”). The County intends to award this contract to one (1) firm.

With the number of truancy cases going to court reduced by approximately 50% between FY14/15 and 15/16, referrals into the current Parenting program for parents of truant youth were negatively impacted. In addition, YASI’s (Youth Assessment Screening Instrument) completed on Henrico youth reflect Family Dynamic Risk of 7.5% high, 37.9% medium and 47.8% low; and Alcohol/Drug Dynamic Risk of 19.7% high, 18.0% medium and 16% low. As a result, the current Parenting program is being modified and will be designed for those parents of delinquent or truant youth in need of specific parenting skills to build protective factors and decrease risk factors. The revised program is a specially designed resource developed in consultation with the judiciary and 14th CSU Director and includes input from local attorneys as well. The program will consist of two levels with the second level an advanced level of intervention with the parents that also incorporates their child’s participation in three sessions. The first level will be available to both Intake as a diversion and the Court, and the second level is available only through Court order. Cognitive-behavioral/solution focused strategies and psycho education will be utilized that build on the intrinsic strengths of families, building parental confidence and empowering parents, that encompasses evidenced based practices. Each level shall encompass current research and best practices as evidenced above and all proposals shall specify how these components are incorporated in the curriculum. The goals will include providing parents skills to enhance family resilience and decrease risk factors and subsequently decrease their child's further delinquent behavior. If referred from the CSU, the CSU Risk Assessment will generally reflect these juveniles have low/moderate risk factors with low/moderate protective factors; although youth with high risk factors will not be excluded. Parenting – Level One will consist of five (5) group meetings of two (2) hour sessions for the referred parent/guardian. Parenting – Level Two will consist of ten (10) group meetings of two (2) hour sessions for the referred parent/guardian.

In addition, Level Two will have the child of the parent/guardian attend 3 of these sessions with their respective parent. All groups will be either once a week or twice weekly, at the discretion of the VJCCCA Coordinator. Parents/guardians referred into the program must have a child that meets VJCCCA criteria for placement in the program and are to be amenable to services within the community.

A review of current literature and studies indicates programming for parents of youth involved in juvenile justice emphasizes parents are a critical factor in the social development of their child. Studies have produced empirical findings that indicate parental behavior can either increase or decrease an adolescent’s risk for delinquency and other problem behaviors. Research studies indicate the importance of supportive parent-child relationships, positive discipline methods, close monitoring and supervision, parental advocacy for their child, parental pursuit of needed information and support that will help buffer youth against problem behaviors. In addition, studies have revealed that children are at risk of developing antisocial behaviors when they are exposed to ineffective parenting behaviors such as poor supervision, rejection, or harsh and inconsistent discipline. Specifically, research indicates that antisocial behavior of parents, unsupportive parents, physical and emotional abuse, limited parent-child involvement, inadequate parental monitoring/supervision, parental rejection, unhealthy parenting techniques and a negative discipline toward children have all been found to influence delinquent behavior. 1

“An extensive body of literature has shown that parents are a key factor in the prevention of problem behaviors ([Catalano et al., 2011](http://www.ncbi.nlm.nih.gov/pmc/articles/PMC3885357/#R8); [Hawkins et al., 1992](http://www.ncbi.nlm.nih.gov/pmc/articles/PMC3885357/#R19); [Stone et al., 2012](http://www.ncbi.nlm.nih.gov/pmc/articles/PMC3885357/#R45)). For instance, favorable parental attitudes toward antisocial behavior, lack of clear guidelines for behavior, poor monitoring, harsh or inconsistent discipline, and high levels of family conflict are predictive of more adolescent problem behavior ([Herrenkohl, Lee, et al., 2012](http://www.ncbi.nlm.nih.gov/pmc/articles/PMC3885357/" \l "R22)); therefore, these are known as risk factors. Alternately, strong parent-child bonding, opportunities for active involvement in the family, and recognition for positive behaviors are associated with less problem behavior ([Herrenkohl, Hemphill, et al., 2012](http://www.ncbi.nlm.nih.gov/pmc/articles/PMC3885357/" \l "R21)); thus, they are considered protective factors. Effective parent and family-based programs focus on changing known risk and protective factors. By intervening early in family dynamics, one can affect more distal (later) factors that predispose adolescents to problem behaviors. For instance, parenting behavior impacts children’s internal norms (i.e., the acceptability of certain behaviors), as well as their expectations for harm due to risky behavior, both of which are closely associated with adolescent problem behavior. Similarly, family dynamics have been shown to affect the selection of antisocial peers in adolescence; deviant peers are, in turn, highly predictive of children’s own substance use, violence, and delinquency ([Haggerty and Kosterman, 2012](http://www.ncbi.nlm.nih.gov/pmc/articles/PMC3885357/#R16); [Skinner et al., 2009](http://www.ncbi.nlm.nih.gov/pmc/articles/PMC3885357/#R38)).” 2

1. R. D. Conger “Life-Course Contingencies in the Development of Adolescent Antisocial Behavior”, 1997; D. R. Huizinga “Recent Findings From the Program of Research on the Causes and Correlates of Delinquency”, 1995, K. L. Kumper and R. Alvarado “Effective Family Strengthening Interventions” 1997.

2. Haggerty KP, McGlynn-Wright A, Klima T. “Promising Parenting Programs for Reducing Adolescent Problem Behaviors”, *Journal of Children’s Services*. 2013; 8 (4):10.1108/JCS-04-2013-0016. doi:10.1108/JCS-04-2013-0016.).

**II. BACKGROUND**

It is anticipated 50 families will be served under this contract annually.

**III. SCOPE OF SERVICES**

The Successful Offeror shall provide all labor, materials, equipment, supervision, and counseling services to provide the following:

A. SPECIFIC PROGRAM REQUIREMENTS:

1. The Successful Offeror shall develop and implement a two level approach to the referred parent/s or legal custodian/s.
2. Level One shall be available to the parent/s or legal guardian/s of youth who have come before Intake or the Court and are in need of heightened parenting skills, who could benefit from the material covered in the program. The children of these parents may be before intake or the Court on either a Child In Need Of Supervision – Truancy, Child In Need of Supervision - Runaway or a misdemeanor delinquent offense. Level One shall be broken down into five (5) – two (2) hour weekly or bi-weekly increments with two facilitators in each group session. The children (male and female) of these parents or legal guardians targeted will primarily range in age from 11 – 17 with an anticipation that parents of youth age 11 – 14 may be best suited for the Level One group. Parents of these identified youth will be referred by the 14th CSU (diversion and probation) and/or ordered by the HCJDRDC to attend these groups. An evidence based curriculum and strength based programming is to be utilized emphasizing cognitive behavioral strategies. The program shall encompass current research and best practices and all proposals shall specify how these components are incorporated in the curriculum. When feasible, groups shall run concurrently in both the eastern and western sections of the County with locations approved in advance by the VJCCCA Coordinator.
3. Level Two shall only be available to the parent/s or legal guardian/s of youth who have come before the Court and are in need of enhanced parenting skills beyond Level One. Level Two shall consist of ten (10) – two (2) hour weekly or bi-weekly increments with two facilitators in each group session. In addition, the child of said parent/guardian will attend 3 of said sessions with their respective parent. The children (male and female) of these parents or legal custodians targeted will primarily range in age from 11 -17 with an anticipation that parents of youth age 14 – 17 may be best suited for the Level Two group. The youth of said parent/guardian will be before the Court on a petition alleging a criminal offense, have previously been referred to Level One, have multiple delinquency petitions before the Court or the Court determines the parent/guardian could benefit from the intensity of the Level Two program. Parents of these identified youth will be ordered by the HCJDRDC to attend these groups. An evidence based curriculum and strength based programming is to be utilized emphasizing cognitive behavioral strategies with the level of these strategies more intense in Level Two in order to best meet the needs of the parent/guardian ordered into the program. The program shall encompass current research and best practices as evidenced above and all proposals shall specify how these components are incorporated in the curriculum.

When feasible, groups shall run concurrently in both the eastern and western sections of the County with locations approved in advance by the VJCCCA Coordinator.

NOTE: Juveniles charged or with a history of felonious assaults, violent felonies or parents/guardians with psychosis shall not be served unless permission is first secured by the VJCCCA Coordinator or parents are Court ordered into the program.

2. Services shall include, but shall not be limited to:

a. Preparing a curriculum/learning strategy/plan(s) for each of the meetings of an assigned Parenting session is identified below. All curricula material utilized in each group are to be attached to the RFP response and are to address the specific two program components identified below. A maximum of twelve (12) groups will run per fiscal year unless prior approval is secured in advance by the VJCCCA Coordinator. Each proposal shall clearly specify the parenting group methods and models to be utilized in each level during the course of this contract.

b. Providing specific group services to referred parent/legal guardian of youth as identified in program referral criteria below:

Level One:

* Parents of youth between the ages of 11 -17 with anticipated targeted age range of 11 - 14;
* Parents of youth with either a first offense CHINS (Supervision or Runaway) or delinquent offense;
* Parents of youth exhibiting behaviors that are due to lack of supervision, negative peer group, poor self-esteem, substance abuse, and school related issues;
* Parents who are identified as having difficulties with providing appropriate supervision, age appropriate consequences, inconsistency in discipline, who may be overwhelmed, unable to enforce consequences or are isolated from a support system;
* The CSU completed Youth Assessment Screening Inventory (YASI) assessment reflects low/moderate risk to reoffend with low/moderate protective factors, although high risk youth will not be excluded from the program;
* Parent/guardian and child are considered posing minimal/moderate threat to public safety;
* Parent/guardian are considered amenable to treatment within the community and without mental health concerns that would impede ability to actively engage in group dynamics and intervention.

Level Two:

* Youth are between the ages of 11 – 17 with targeted age range of 14 - 17;
* Parents of youth who have multiple delinquent offenses or have a pattern of non-compliance with court rules or;
* Parents of youth with prior placement on probation or before the Court, or with a delinquent offense that warrants a higher level of parenting intervention than warranted in Level One or;
* Parents have completed Level One and youth’s behavior has not improved or youth have additional delinquent offenses and are amenable to community based services;
* The CSU completed Youth Assessment Screening Inventory (YASI) assessment reflects low/moderate risk to reoffend with low/moderate protective factors, although high risk youth will not be excluded from the program;
* Parent/guardian and child are considered posing minimal/moderate threat to public safety;
* Parent/guardian are considered amenable to treatment within the community and without mental health concerns that would impede ability to actively engage in group dynamics and intervention.

Spanish Services:

* In the event a referral is received for a non English speaking Spanish family, the above services are to be provided to the family by a clinician who is fluent in Spanish;
* If sufficient referrals are received to warrant placement in a separate group, the group rate will apply;
* If services are needed without sufficient referrals for a group, services are to be provided on an individual basis, billed at an hourly rate, and the rate is to be included in this proposal;
* All curriculum material is to be covered with each non English speaking family with an expectation this would be accomplished in reduced hours from regular group expectations.

c. Presenting age appropriate information on identified topic areas as follows:

Level One and Two:

* Parental skill building;
* Teaching and modeling appropriate parenting skills and developing parenting action plans to include effective limit setting, developmentally appropriate behavior, appropriate consequences/discipline and effective parenting skills;
* Providing an opportunity for participants to examine family value systems and family roles that is strength based;
* Teaching, enhancing and modeling appropriate and clear communication, anger management and conflict resolution skills;
* Assisting parents in effectively acknowledging and developing mutual support of their child’s feelings;
* Discussing the importance of parental roles, supervision, accepting personal responsibility and responsibilities of being a parent;
* Assisting parents in building relationships with their child, non-custodial parent, school personnel, community resources and court personnel;
* Providing an opportunity for participants to practice learned skills.

Level One:

* Parental expectations for appropriate behavior of their child;
* Age appropriate consequences;
* Parental acceptance and increase of positive reinforcement and consistent discipline;
* Appropriate and effective parental monitoring and supervision;
* Effective communication skills;
* Modeling of effective collaboration and advocacy of community resources to benefit their child;
* Healthy parent/child engagement;
* Healthy parenting techniques;
* Importance of active involvement within the family;
* Impact of social media on the child and benefit of parental supervision/monitoring of child’s usage;
* Monitoring child’s associations with peers and impact of negative peers on the child’s self-awareness;
* Identifying and increasing family protective factors while reducing risk factors;
* Parental and family community support benefits.

Level Two:

* Incorporation of Level One curriculum;
* Substance use and abuse education;
* Impact of parental physical and emotional abuse on the child;
* Impact of family conflict on child’s development;
* Increasing parent/child bonding;
* Impact of parental favorable attitudes toward their child’s delinquent behavior;
* Identifying and increasing family protective factors while reducing risk factors;
* Reducing the child’s risk factors;
* Curriculum to include interactive material between parent and child in 3 sessions in order to practice learned skills;
* Providing referral information to assist the parent/s or legal custodian/s in job skills training, housing, social services, nutrition, healthcare etc. as well as referrals to school and community resources as necessary in order for each family to succeed in increasing family engagement.

d. Services are to include the following components:

* Providing in-sight staff supervision of all attendees while active in groups;
* Developing a weekly detailed written curriculum to cover the topics presented above to include curriculum presented to the parent/guardian and child during each applicable group session;
* Teaching, enhancing and modeling appropriate and clear communication to address the above topics;
* Providing an opportunity for all participants to examine family value systems and family roles;
* Providing an opportunity for all participants to practice learned skills;
* Evaluating each family's level of participation and present functioning, and making clinical recommendations, if deemed necessary, in the discharge summary;
* Providing dual sessions for families in both the western and eastern sections of Henrico County as coordinated with the VJCCCA Coordinator and when feasible.

1. Inclusion of an array of teaching modalities to include but not be limited to: classroom discussion, interactive role-play, homework, appropriate videos, guest speakers, coaching and modeling behavior.
2. Guiding/Facilitating group discussions with two facilitators present for each session.
3. Mailing letters to parent/guardian at least 2 weeks prior to group starting, to include dates and times of groups, location, map and any other information as per the VJCCCA Coordinator. Letters are to be provided to the VJCCCA Office for review one week prior to mailing to each family.
4. Making telephone contact with parent/guardian at least one week prior to the group starting to remind them of group logistics. (NOTE: If contact information is invalid, contact is to be made to the referring CSU staff member or VJCCCA Case Manager to secure updated information.)
5. Advising the VJCCCA Office asap of any concerns, issues, inability to contact family etc. that may impede the parent/guardian’s successful attendance in the program and needs addressed by the VJCCCA Office.
6. Keeping a written record of participant’s weekly attendance and progress and providing weekly to the VJCCCA Office.
7. Advising the VJCCCA Office within 24 hours after each group session of any absence or non-compliance with program rules. The VJCCCA Coordinator/designee will make all determinations of excused absences and/or discharge from program for non compliance.
8. Completing a written discharge summary on all families enrolled in the program and provide to the VJCCCA Office within 2 weeks of group ending date. The discharge summary is to include the family's level of participation, attendance, program compliance, and any clinically sound recommendations for additional services that may benefit the family following program completion. (NOTE: Families discharged prior to the anticipated ending group date are to have discharge summaries completed within 1 week after confirmation of discharge by the VJCCCA Office. Attempts to contact the family are to be included in the discharge summary.) The VJCCCA Office will dispense copies of discharge summaries to the respective Judge and/or applicable referring intake/probation officer.
9. Providing staff availability to parent/guardian by telephone 24 hours a day, 7 days per week while group is in process.
10. Providing the parent/guardian at the first group session a written summary of the material to be covered, general rules of conduct, expectations of each participant, identified community service project, program rules and expectations including discharge for noncompliance with program rules. The parent/guardian are to sign the paperwork with a clear understanding of the program material and requirements for program.
11. Attending any court hearing upon the request of the Court.
12. Providing the VJCCCA Coordinator with a copy of any subsequent modifications to the program prior to implementation.
13. Providing any other additional training or information as required by the VJCCCA Coordinator.
14. Providing the VJCCCA Coordinator with a copy of the curriculum used and proposed community service projects prior to award of the contract, and any subsequent modifications to the program prior to implementation.
15. Having written pre and post evaluations completed by each parent at the first and last sessions.
16. Have each parent complete a program evaluation that incorporates questions reflecting program objectives and parent’s response to the program and providing copies of completed evaluations at the end of each program along with the discharge summaries.

3. Families are expected to attend all sessions and comply with VJCCCA policies and procedures. The family’s progress in the group is based on attending all sessions as required, actively participating and complying with rules and procedures. The Successful Offeror shall utilize a strength based approach that targets resiliency and protective factors and incorporates topic areas as identified above.

4. The Successful Offeror shall ensure that all components of the program provided are reviewed and approved by the VJCCCA Coordinator prior to implementation. These components include but are not limited to service delivery, curriculum, best practices methods, intervention policies, security measures, educational program components, and all material utilized in the group.

5. The Successful Offeror shall conform to any and all applicable DJJ Standards for Juvenile Non-Residential Facilities during the course of the contract. The Offeror shall be responsible for securing and maintaining these standards including any updates or revisions. All Offerors shall operate the program and provide services in accordance with any and all applicable federal, state and local statutes and ordinances.

B. GENERAL PROGRAM REQUIREMENTS:

1. Time Frames: The Successful Offeror shall provide a Parenting Program consisting of two separate and unique programs to parents/legal guardians. Level I shall be referred by 14th CSU intake or probation officers or through Court order. Level II participants shall be referred only by Court order. After review of the above criteria, the referring 14th CSU intake or probation officer shall provide to the VJCCCA Coordinator the following information: VJCCCA Referral Form (completed in its entirety to identify needs of juvenile/family), VJCCCA Contract, YASI and Court Order (if applicable). All initial referrals will be forwarded by the referring 14th CSU intake or probation officer to the VJCCCA Coordinator who will forward to the Successful Offeror. Placement in the group by the Successful Offeror shall be in a timely manner. Exceptions must be approved, in advance, by the VJCCCA Coordinator. Unless ordered by the Court or approved by the VJCCCA Coordinator, parents/guardians are not to be re-referred into the program due to initial non-compliance.

2. Admission and Release Criteria: As indicated above, parents must be ordered by the HCJDRDC or referred by the 14th CSU in order to be placed in the program. All referrals shall come through the VJCCCA Office and written on the format approved by the VJCCCA Coordinator with all requirement attachments. Any emergency referral is to be approved by the VJCCCA Coordinator. Unless approved by the VJCCCA Coordinator/designee, families who fail to comply with program requirements, including attendance, are to be discharged from the program.

3. Location: All services are to be located within Henrico County, handicap accessible and at locations in both the eastern and western areas of the County reasonably accessible to all participants. Proposals are to include the address of both locations to be utilized.

4. Proposals: All proposals shall include all information as requested in the RFP along with the written detailed weekly curriculum utilized for both levels of programming, and the sample pre and post test and program evaluation to be completed by families. In addition, proposals shall describe in detail all services being provided under this RFP and the all inclusive rate for these services per 5 and 10 week session.

5. Conformance to Standards: The Successful Offeror shall conform to any and all applicable DJJ Standards for Juvenile Non-Residential Facilities during the course of the contract. The Offeror shall be responsible for securing and maintaining these standards including any updates or revisions. All Offerors shall operate the program and provide services in accordance with any and all applicable federal, state and local statutes and ordinances.

6. Company Requirements: The Successful Offeror shall clearly state the length of time the company has been in operation and specifically the company’s history and experience in providing similar groups.

7. Staff Requirements: The Successful Offeror's staff facilitating groups shall have at least a Bachelor's degree in sociology, social work, counseling, education or some related field acceptable to the VJCCCA Coordinator. Proposals shall include an updated resume and college transcripts (unofficial is acceptable) of all staff providing direct services under this contract. In addition, resumes and transcripts of direct staff supervisors and administrators shall also be provided to the proposal. Licensure verification of said staff shall also be included. The proposal shall clearly designate the Program Coordinator assigned to this contract.

All staff shall be qualified and well trained for the positions and duties to which they are assigned. Training and past experience in group facilitation, family based services and family systems, developmental stages of children and adolescents, age appropriate parenting skills, conflict resolution, trauma, family relationships and patterns, coping skills, juvenile justice and problem solving is required. At least one of the two facilitator’s assigned to a group shall maintain current first aid and CPR certification. Copies of current first aid and CPR certification shall be included in the proposal along with a copy of a current driver’s license. Updates to these shall be provided to the VJCCCA Coordinator and shall remain current. Direct staff shall have access to a licensed clinical therapist on an as needed basis. Staff shall not provide transportation to families actively involved in the program.

8. Security Background Investigation: The Successful Offeror or their employees performing service under the terms of this RFP shall undergo security background investigations which, as a minimum, include the following:

a. Fingerprint checks (State Police);

b. Local agency checks (Local Police, Sheriff's Department, etc.);

c. Employment verification/references;

d. Verification of education and licensure;

e. Computer checks with the Virginia Criminal Information Network (VCIN), and Virginia Department of Motor Vehicles (DMV);

f. Social Services: Child Abuse and Neglect Central Registry Search.

Successful Offerors shall conduct a review of the reports of the security background investigations to ensure that only those employees whose record(s) show no convictions or founded juvenile protective service complaints for acts, which would present a risk or threat to the clients served under this contract, are assigned as direct service providers. By submitting their proposals, Successful Offerors certify that they understand this requirement, and if awarded a contract, they shall comply. Successful Offerors further understand that failure to submit to any of the above requirements or failure to provide the VJCCCA Coordinator with an acceptable explanation of derogatory information obtained through background investigations is a breach of contract and may result in termination of the contract. It will be the responsibility of the Successful Offeror to ensure all record checks are in compliance with DJJ Standards for Nonresidential Services and completed on any new staff assigned to the contract after contract award. It is the responsibility of the Successful Offeror to provide the VJCCCA Coordinator all required information on any staff hired after contract award and annual verification by July 1 of each year that all direct services staff have met the background check requirement. If awarded a contract, the Offeror will notify the VJCCCA Coordinator immediately of any misconduct on the part of those employees having contact with juveniles while in the program. Unless notified otherwise by the VJCCCA Coordinator, the Successful Offeror or employee shall have no further contact with the juvenile or the juvenile’s family.

9. First-Aid Kits: A well-stocked first-aid kit shall be kept in the building used by the Offeror and shall be readily accessible for minor injuries and medical emergencies.

10. Fire Safety: Staff conducting group sessions are to be aware of the fire evacuation plan at each of the locations being utilized. Families in attendance should be advised of the plan.

11. Medical Emergencies and Delivery of Medication: The Successful Offeror shall have written policy and procedures regarding response to medical emergencies while parents are in the program and the delivery of medication that prohibits staff from delivering medication or either (i) permits or (ii) prohibits self-medication by participants and only when medically necessitated. Notwithstanding any other provisions of this program to the contrary, all medication delivery shall be in accordance with the laws of the Commonwealth of Virginia.

12. Liaison Services: The Successful Offeror shall designate in writing a Program Coordinator to handle and assist in any and all problems concerning contract administration, communications and relations with the VJCCCA Coordinator. The Program Coordinator shall meet monthly with the VJCCCA Coordinator or as often as requested by the VJCCCA Coordinator. The VJCCCA Coordinator will be responsible for handling all communication, concerns and issues related to this contract.

13. Confidentiality of Records: The Successful Offeror shall maintain the confidentiality of records in accordance with applicable laws and regulations; however, the Successful Offeror shall provide complete access to said records to the VJCCCA Coordinator and applicable DJJ personnel. It shall be the responsibility of the Successful Offeror to secure and maintain these records in accordance with all applicable statutes, rules and regulations including DJJ Standards for Non-Residential Services regarding case management of files.

14. Behavior Management: The Successful Offeror shall provide a behavior management system with specific expectations for behavior and appropriate consequences utilizing positive reinforcements and promoting pro social behaviors. Program staff are responsible for managing participant’s behavior and shall not delegate this responsibility to other participants. The Offeror shall provide written policy and procedures to the VJCCCA Coordinator on the handling of participant’s behavior while in the program. The VJCCCA Coordinator shall have final approval of the behavior management system initiated by the Offeror.

15. Incident documentation and Reporting: The Successful Offeror shall document, report and complete all required documents for serious incidents as defined and required by DJJ policies and procedures and shall ensure they have current reports as provided by DJJ. The Serious Incident Report may be found in the Virginia Department of Juvenile Justice VJCCCA Manual. As required by DJJ policies and procedures, all serious incidents are to be verbally reported immediately to the VJCCCA Coordinator and referring CSU staff member and followed up in writing to the VJCCCA Coordinator and referring CSU staff member within 24 hours of the incident.

16. Grievance/Complaint Procedures: The Successful Offeror shall have and adhere to grievance/complaint procedures which ensure the family’s access to at least one level of appeal to the VJCCCA Coordinator as designated by the Department of Juvenile Justice to handle such appeals on any matter that could not be resolved by the Offeror’s administrative staff. All families shall be advised of this procedure in writing, acknowledged by juveniles and parent/legal guardian signature upon admission to the program. No adverse action(s) shall be taken against a family for filing a grievance/complaint. This process is not to replace any licensing requirements for grievance or appeals that shall be directed to the Successful Offeror’s Licensing Board.

17. Removal of Participant: In order to ensure the safety of the program and its participants, the Successful Offeror may remove a participant from the program and on the following business day shall advise the VJCCCA Coordinator of such action. In any other circumstance, no family member may be removed from the program unless approved by the VJCCCA Coordinator.

18. Inspection/Monitoring of Program: Without prior notification, all facilities and programs for non-residential care under a contract resulting from this document are subject to inspection by the VJCCCA Coordinator and/or DJJ representative. In addition, the Successful Offerors shall ensure access to their facilities, employees and records by any other agency carrying out its responsibilities of investigating child protective services complaints.

19. Injury/Death: The Successful Offeror shall be fully responsible for any costs associated with the injury or death of a participant out of negligence, willful abuse or other misconduct on the part of the Successful Offeror or their employees or agents. The Successful Offeror shall indemnify and hold harmless the County of Henrico, Virginia and its officers, agents and employees as a result of any costs incurred by the County of Henrico, Virginia and its officers, agents and employees arising out of any injuries or death of a participant participating in this program.

20. Drug Free Workplace: The Successful Offeror shall have a written drug free workplace policy.

21. Media: The Successful Offeror shall have written procedures regarding contact with the media with a clear understanding information regarding participants is to remain confidential.

22. Participants Rights: The Successful Offeror shall comply with the following:

a. Parents/guardians shall not be excluded from a program nor be denied access to services on the basis of race, ethnicity, national origin, color, religion, sex, physical disability, or sexual orientation.

b. Participants shall not be subjected to:

* Deprivation of drinking water or food necessary to meet daily nutritional needs except as ordered by a licensed physician for a legitimate medical purpose and documented on the VJCCCA Referral Form;
* Any action that is humiliating, degrading, or abusive;
* Corporal punishment;
* Unsanitary conditions;
* Deprivation of access to toilet facilities; or
* Confinement in a room with the door so secured that the participant cannot open it.

23. Participation in Research: The Successful Offeror shall have written procedures complying with the applicable research provisions in 6VAC35-150-130. Confidentiality of records shall comply with applicable laws and licensing requirements.

24. Child Abuse and Neglect: When there is a reason to suspect that a child is an abused or neglected child, the program or service provider shall report the matter immediately to the local department of social services as required by Article 2 (§ 63.2-1508 et seq.) of Title 63.2 of the Code of Virginia and shall be documented in the juvenile's record.

25. Physical Setting: The Successful Offeror shall comply with all applicable building, fire, sanitation, zoning and other federal, state, and local standards and shall have premises liability insurance. The inside and outside of all buildings shall be kept clean, in good repair, and free of rubbish.

26. Physical and Mechanical Restraints and Chemical Agents: Only staff who have received DJJ department-approved training may apply physical restraint, and only as a last resort after less restrictive behavior intervention techniques have failed, to control participants whose behavior poses a risk to the safety of the group, others, or the public, or to avoid extreme destruction of property. If such situation occurs, contacting the local police authorities is warranted.

1. Staff shall use the least force necessary to eliminate the risk and shall never use physical restraint as punishment or with intent to inflict injury;
2. The application of physical restraint shall be fully documented in the participant’s record, including the (i) date and time of the incident, (ii) staff involved, (iii) justification for the restraint, (iv) less restrictive interventions that were unsuccessfully attempted prior to or harm that would have resulted without using physical restraint, (v) duration, (vi) method and extent of any physical restraint techniques used, (vii) signature of the person completing the report, and (viii) reviewer's signature and date;
3. Staff whose job responsibilities include applying physical restraint techniques, when necessary, shall receive training sufficient to maintain a current certification for the administration of the physical restraints;
4. Mechanical restraints shall not be used for behavior management purposes;
5. Chemical agents, such as pepper spray, shall not be used by staff for behavior management purposes.

C. REPORTING AND SERVICE DELIVERY REQUIREMENTS:

1. The Successful Offeror shall maintain confidential case files on each family referred for services and all files shall be kept up to date and in a uniform manner. Files shall contain the referring paperwork as provided by the VJCCCA Office and discharge summary. These records are to be maintained in accordance with DJJ standards and/or any applicable state or federal regulations.

2. The Successful Offeror shall ensure sound fiscal management of their program and manage their finances in accordance with generally accepted accounting principles. All financial records related to the program are subject to an independent audit or examination by the VJCCCA Office or DJJ personnel.

3. The Successful Offeror shall notify the VJCCCA Office via e-mail by the following business day if a family fails to show for a scheduled group.

4. The Successful Offeror shall write and provide to the VJCCCA Office a discharge summary within two weeks from group end date. If parent/guardian is discharged prior to the anticipated group end date, discharge summaries are to be provided within one week from discharge. This discharge summary shall include a summary description of material covered during the sessions, an attendance sheet, a clinical evaluation on each referred family and any recommendations for additional services. The evaluation is to include but is not limited to:

1. Juvenile's name;
2. Parent/Legal Guardian name;
3. Presiding Judge and Docket Number;
4. Successful or Unsuccessful completion status;
5. Referring 14th CSU probation officer or VJCCCA Case Manager;

f. Names of facilitators;

g. Attendance dates and date of completion;

h. Level of participation;

i. Clinical summary of family’s response to the program;

j. Any recommendations for the family to other community resources;

k. Any other information as required by the VJCCCA Coordinator.

5. The Successful Offeror's Program Coordinator shall meet at least monthly with the VJCCCA Coordinator in order to review cases that have been referred, resolve concerns, discuss scheduling, billing and review services being provided.

6. The Successful Offeror is to have each family complete a program evaluation at the end of the group series and provide copies to the VJCCCA Office after each group. The Successful Offeror shall write and provide an annual evaluation of the program to the VJCCCA Coordinator and ensure data is gathered for completion of the annual evaluation in order to assess the program’s effectiveness. This annual evaluation may include but shall not be limited to the following:

a. Collection and maintenance of data to include demographics, family completed program evaluations and any 12 month recidivism data that may be required;

b. Information regarding the number of referrals, referring offense, acceptance rate, monthly utilization rate, successful and unsuccessful termination rates and average length of stays;

c. Pre and post test evaluation material;

d. Any additional information necessary as requested by the VJCCCA Coordinator.

7. The Successful Offeror shall destroy all confidential information initially provided on the family as per applicable licensing requirements.

8. The Successful Offeror shall submit billings and necessary Community Program Reporting (CPR) information as required by DJJ in a format provided by the VJCCCA Coordinator. All billings and information shall be provided to the VJCCCA Office by the 5th of the month following the month during which services were provided. This information may include, but is not limited to:

Juvenile’s name, DJJ juvenile tracking number (JTS), Judge and Court docket number, parent/legal guardian name, assigned CSU staff member or VJCCCA Case Manager, dates and hours services were received, attendance record of participants, location of services and total cost of services for the month, per group.

9. In order to comply with the provisions of this Contract, the Successful Offeror shall make available all records requested by the auditor, designated DJJ personnel or VJCCCA Coordinator.

10. The Successful Offeror shall, subject to the approval of the VJCCCA Coordinator, develop and implement a plan to disseminate information regarding this program model.

**IV. COUNTY RESPONSIBILITIES:**

The County will designate an individual to act as the County’s representative with respect to the work to be performed under this contract. Such individual shall have the authority to transmit instructions, receive information, and interpret and define the County’s policies and decisions with respect to the contract.

**V. ANTICIPATED SCHEDULE:**

The following represents a tentative outline of the process currently anticipated by the County:

Request for Proposals distributed November 18, 2016

Advertised in newspaper November 20, 2016

Questions due December 9, 2016

Receive written proposals 3:00 p.m., January 12, 2017

Conduct oral interviews and negotiations February 2017

with Offerors

Contract/installation begins February 2017

**VI. GENERAL CONTRACT TERMS AND CONDITIONS:**

1. **Annual Appropriations**

It is understood and agreed that the contract resulting from this procurement (“Contract”) shall be subject to annual appropriations by the County of Henrico, Board of Supervisors. Should the Board fail to appropriate funds for this Contract, the Contract shall be terminated when existing funds are exhausted. The Successful Offeror (“Successful Offeror” or “contractor”) shall not be entitled to seek redress from the County or its elected officials, officers, agents, employees, or volunteers should the Board of Supervisors fail to make annual appropriations for the Contract.

**B. Award of the Contract**

1. The County reserves the right to reject any or all proposals and to waive any informalities.

2. The Successful Offeror shall, within fifteen (15) calendar days after Contract documents are presented for signature, execute and deliver to the Purchasing office the Contract documents and any other forms or bonds required by the RFP.

1. The Contract resulting from this RFP is not assignable.
2. Notice of award or intent to award may also appear on the Purchasing Office website: <http://henrico.us/purchasing/>

**C. Collusion**

By submitting a proposal in response to this Request for Proposal, the Offeror represents that 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, Offeror or corporation or enter into any agreement, participate in any collusion, or otherwise take any action in the restraint of free, competitive bidding in violation of the Sherman Act (15 U.S.C. § 1 et seq.) or Section 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.

**D. Compensation**

The Successful Offeror shall submit a complete itemized invoice on each delivery or service that is performed under the Contract. Payment shall be rendered to the Successful Offeror for satisfactory compliance with the Contract within forty-five (45) days after receipt of a proper invoice.

**E. Controlling Law and Venue**

The Contract will be made, entered into, and shall be performed in the County of Henrico, Virginia, and shall be governed by the applicable laws of the Commonwealth of Virginia without regard to its conflicts of law principles. Any dispute arising out of the Contract, its interpretations, or its performance shall be litigated only in the Henrico County General District Court or the Circuit Court of the County of Henrico, Virginia.

**F. Default**

1. If the Successful Offeror is wholly responsible for a failure to perform the Contract (including, but not limited to, failure to make delivery of goods, failure to complete implementation and installation, and/or if the goods and/or services fail in any way to perform as specified herein), the County may consider the Successful Offeror to be in default. In the event of default, the County will provide the Successful Offeror with written notice of default, and the Successful Offeror shall provide a plan to correct said default within 20 calendar days of the County’s notice of default.

2. If the Successful Offeror fails to cure said default within 20 days, the County, among other actions, may complete the Contract work through a third party, and the Successful Offeror shall be responsible for any amount in excess of the Contract price incurred by the County in completing the work to a capability equal to that specified in the Contract.

**G. Discussion of Exceptions to the RFP**

This RFP, including but not limited to its venue, termination, and payment schedule provisions, shall be incorporated by reference into the Contract documents as if its provisions were stated verbatim therein. **Therefore, Offerors shall explicitly identify any exception to any provisions of the RFP in a separate “Exceptions to RFP” section of the proposal so that such exceptions may be resolved before execution of the Contract.** In case of any conflict between the RFP and any other Contract documents, the RFP shall control unless the Contract documents explicitly provide otherwise.

**H. Drug-Free Workplace to be Maintained by the Contractor** (Va. Code § 2.2-4312)

1. 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.

2. For the purposes of this section, *“drug-free workplace”* means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with the Virginia Public Procurement Act, 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.

**I. Employment Discrimination by Contractor Prohibited**

1. During the performance of this Contract, the contractor agrees as follows (Va. Code § 2.2-4311):

(a) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or 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, will state that such contractor is an equal opportunity employer.

1. 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 subparagraphs (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.

**J. Employment of Unauthorized Aliens Prohibited**

Any contract that results from this Request for Proposal shall include the following language: "As required by Virginia Code §2.2-4311.1, the contactor does not, and shall not during the performance of this agreement, in the Commonwealth of Virginia knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986."

**K. Indemnification**

The Successful Offeror agrees to indemnify, defend and hold harmless the County of Henrico (including Henrico Public County Schools), the County’s officers, agents and employees, from any claims, damages, suits, actions, liabilities and costs of any kind or nature, including attorneys’ fees, arising from or caused by the provision of any services, the failure to provide any services or the use of any services or materials furnished (or made available) by the Successful Offeror, provided that such liability is not attributable to the County’s sole negligence.

**L. Insurance Requirements**

The Successful Offeror shall maintain insurance to protect itself and Henrico and Henrico’s elected officials, officers, agents, volunteers and employees from claims under the Workers' Compensation Act, and from any other claim for damages for personal injury, including death, and for damages to property which may arise from the provision of goods and/or services under the Contract, whether such goods and/or services are provided by the Successful Offeror or by any subcontractor or anyone directly employed by either of them. Such insurance shall conform to the Insurance Specifications. **(Attachment A).**

**M.** **No Discrimination against Faith-Based Organizations**

The County does not discriminate against faith-based organizations as that term is defined in Va. Code § 2.2-4343.1.

**N. Offeror's Performance**

1. The Successful Offeror agrees and covenants that its agents and employees shall comply with all County, State and Federal laws, rules and regulations applicable to the business to be conducted under the Contract.

2. The Successful Offeror shall ensure that its employees shall observe and exercise all necessary caution and discretion so as to avoid injury to person or damage to property of any and all kinds.

3. The Successful Offeror shall cooperate with Henrico officials in performing the Contract work so that interference with normal operations will be held to a minimum.

4. The Successful Offeror shall be an independent contractor and shall not be an employee of the County.

**O. Ownership of Deliverable and Related Products**

1. The County shall have all rights, title, and interest in or to all specified or unspecified interim and final products, work plans, project reports and/or presentations, data, documentation, computer programs and/or applications, and documentation developed or generated during the completion of this project, including, without limitation, unlimited rights to use, duplicate, modify, or disclose any part thereof, in any manner and for any purpose, and the right to permit or prohibit any other person, including the Successful Offeror, from doing so. To the extent that the Successful Offeror may be deemed at any time to have any of the foregoing rights, the Successful Offeror agrees to irrevocably assign and does hereby irrevocably assign such rights to the County.

2. The Successful Offeror is expressly prohibited from receiving additional payments or profit from the items referred to in this paragraph, other than that which is provided for in the general terms and conditions of the Contract.

3. This shall not preclude Offerors from submitting proposals, which may include innovative ownership approaches, in the best interest of the County.

**P. Record Retention and Audits**

1. The Successful Offeror shall retain, during the performance of the Contract and for a period of five years from the completion of the Contract, all records pertaining to the Successful Offeror’s proposal and any Contract awarded pursuant to this Request for Proposal. Such records shall include but not be limited to all paid vouchers including those for out-of-pocket expenses; other reimbursement supported by invoices, including the Successful Offeror’s copies of periodic estimates for partial payment; ledgers, cancelled checks; deposit slips; bank statements; journals; Contract amendments and change orders; insurance documents; payroll documents; timesheets; memoranda; and correspondence. Such records shall be available to the County on demand and without advance notice during the Successful Offeror’s normal working hours.

2. County personnel may perform in-progress and post-audits of the Successful Offeror’s records as a result of a Contract awarded pursuant to this Request for Proposals. Files would be available on demand and without notice during normal working hours.

**Q. Severability**

Each paragraph and provision of the Contract is severable from the entire agreement and if any provision is declared invalid the remaining provisions shall nevertheless remain in effect.

**R. Minority-, Woman-, Service Disabled Veteran-Owned, Small Businesses and Employment Services Organizations**

It is the policy of the County of Henrico to actively seek out and provide contracting opportunities to minority-, woman-, service disabled veteran-owned, small businesses and employment services organizations in procurement transactions made by the County.

The County strongly encourages all suppliers to respond to Invitations for Bids and Request for Proposals and supports the use of minority, woman-, service disabled veteran-owned, small businesses and employment services organizations for sub-contracting opportunities.

All formal solicitations are posted on the Commonwealth of Virginia eVA the County’s internet site at <http://henrico.us/purchasing> and may be viewed under the Bids and Proposals link. Construction related solicitations are located on eVA and County internet sites and on eBid at [www.ebidexchange.com/henrico](http://www.ebidexchange.com/henrico).

**S. Subcontracts**

No portion of the work shall be subcontracted without prior written consent of the County. In the event that the Successful Bidder desires to subcontract some part of the work specified in the contract, the Successful Bidder shall furnish the County the names, qualifications, and experience of the proposed subcontractors. The Successful Bidder shall, however, remain fully liable and responsible for the work to be done by his/her subcontractor(s) and shall assure compliance with all the requirements of the Contract.

**T. Taxes**

1. The Successful Offeror shall pay all county, city, state and federal taxes required by law and resulting from the work or traceable thereto, under whatever name levied. Said taxes shall not be in addition to the Contract price between Henrico and the Successful Offeror, as the taxes shall be solely an obligation of the Successful Offeror and not of Henrico, and Henrico shall be held harmless for same by the Successful Offeror.

2. Henrico is exempt from the payment of federal excise taxes and the payment of State Sales and Use Tax on all tangible, personal property for its use or consumption. Tax exemption certificates will be furnished upon request.

**U. Termination of Contract**

1. The County reserves the right to terminate the Contract immediately in the event that the Successful Offeror discontinues or abandons operations; is adjudged bankrupt, or is reorganized under any bankruptcy law; or fails to keep in force any required insurance policies or bonds.

2. Failure of the Successful Offeror to comply with any section or part of the Contract will be considered grounds for immediate termination of the Contract by the County.

3. Notwithstanding anything to the contrary contained in the Contract between the County and the Successful Offeror, the County may, without prejudice to any other rights it may have, terminate the Contract for convenience and without cause, by giving 30 days’ written notice to the Successful Offeror.

1. If the County terminates the Contract, the Successful Offeror will be paid by the County for all scheduled work completed satisfactorily by the Successful Offeror up to the termination date.

**V.** **County License Requirement**

If a business is located in Henrico County, it is unlawful to conduct or engage in that business without obtaining a business license. If your business is located in the County, include a copy of your current business license with your proposal submission. If your business is not located in the County, include a copy of your current business license with your proposal submission. If you have any questions, contact the Business Section, Department of Finance, County of Henrico, telephone (804) 501-4310.

1. **Environmental Management**

The Successful Offeror shall comply with all applicable federal, state, and local environmental regulations.  The Successful Offeror is required to abide by the County’s Environmental Policy Statement:

<http://henrico.us/pdfs/hr/risk/env_policy.pdf> which emphasizes environmental compliance, pollution prevention, continual improvement, and conservation.  The Successful Offeror shall be properly trained and have any necessary certifications to carry out environmental responsibilities. The Successful Offeror shall immediately communicate any environmental concerns or incidents to the appropriate County staff.

**X. Safety**

1. The Successful Offeror shall comply with and ensure that the Successful Offeror’s personnel comply with all current applicable local, state and federal policies, regulations and standards relating to safety and health, including, by way of illustration and not limitation, the standards of the Virginia Occupational Safety and Health Administration for the industry. The provisions of all rules and regulations governing safety as adopted by the Safety and Health Codes Board of the Commonwealth of Virginia and issued by the Department of Labor and Industry under Title 40.1 of the Code of Virginia shall apply to all work under the Contract. The Successful Offeror shall provide or cause to be provided all technical expertise, qualified personnel, equipment, tools and material to safely accomplish the work specified and performed by the Successful Offeror.

2. Each job site shall have a supervisor who is competent, qualified, or authorized on the worksite, who is familiar with policies, regulations and standards applicable to the work being performed. The supervisor must be capable of identifying existing and predictable hazards in the surroundings or working conditions which are hazardous or dangerous to employees or the public, and is capable of ensuring that applicable safety regulations are complied with, and shall have the authority and responsibility to take prompt corrective measures, which may include removal of the Successful Offeror’s personnel from the work site.

3. In the event the County determines any operations of the Successful Offeror to be hazardous, the Successful Offeror shall immediately discontinue such operations upon receipt of either written or oral notice by the County to discontinue such practice.

**Y. Authorization to Transact Business in the Commonwealth**

1. A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership or other business form shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law.

2. An Offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia must include in its proposal the identification number issued to it by the State Corporation Commission. (Attachment D) Any Offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its proposal a statement describing why the Offeror is not required to be so authorized.

3. An Offeror described in subsection 2 that fails to provide the required information shall not receive an award unless a waiver is granted by the Purchasing Director, his designee, or the County Manager.

4. Any falsification or misrepresentation contained in the statement submitted by the Offeror pursuant to Title 13.1 or Title 50 of the Code of Virginia may be cause for debarment.

5. Any business entity described in subsection 1 that enters into a contract with a public body shall not allow its existence to lapse or allow its certificate of authority or registration to transact business in the Commonwealth if so required by Title 13.1 or Title 50 of the Code of Virginia to be revoked or cancelled at any time during the term of the contract.

**Z. Payment Clauses Required by Va. Code § 2.2-4354**

Pursuant to Virginia Code § 2.2-4354:

1. The Successful Offeror shall take one of the two following actions within seven days after receipt of amounts paid to the Successful Offeror by the County for all or portions of the goods and/or services provided by a subcontractor: (a) pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under that contract; or (b) notify the County and subcontractor, in writing, of the Successful Offeror’s intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.
2. Pursuant to Virginia Code § 2.2-4354, the Successful Offeror that is a proprietor, partnership, or corporation shall provide its federal employer identification number to the County. Pursuant to Virginia Code § 2.2-4354, the Successful Offeror who is an individual contractor shall provide his/her social security numbers to the County.
3. The Successful Offeror shall pay interest to its subcontractors on all amounts owed by the Successful Offeror that remain unpaid after seven days following receipt by the Successful Offeror of payment from the County for all or portions of goods and/or services performed by the subcontractors, except for amounts withheld as allowed in Subparagraph 1. above.
4. Pursuant to Virginia Code § 2.2-4354, unless otherwise provided under the terms of the Contract interest shall accrue at the rate of one percent per month.
5. The Successful Offeror shall include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.
6. The Successful Offeror's obligation to pay an interest charge to a subcontractor pursuant to the payment clause in Virginia Code § 2.2-4354 shall not be construed to be an obligation of the County. A Contract modification shall not be made for the purpose of providing reimbursement for the interest charge. A cost reimbursement claim shall not include any amount for reimbursement for the interest charge.

**AA. CONTRACT PERIOD:**

1. The contract period shall be from date of award through a one year period. Contract prices shall remain firm for the contract period.

2. The contract may be renewed for 4 additional one-year periods upon the sole discretion of the County at a price not to exceed 3% above the previous year's prices.

3. The resulting contract should require the Successful Offeror to give at least a ninety (90) day written notice if they do not intend to renew the contract at any annual renewal.

4. The contract shall not exceed a maximum of five (5) years.

**VII. PROPOSAL SUBMISSION REQUIREMENTS**:

1. The Purchasing Division will not accept oral proposals, nor proposals received by telephone, FAX machine, or other electronic means.
2. All erasures, interpolations, and other changes in the proposal shallbe signed or initialed by the Offeror.
3. The Proposal Signature Sheet **(*Attachment B***) must accompany any proposal(s) submitted and be signed by an authorized representative of the Offeror. If the Offeror is a firm or corporation, the Offeror must print the name and title of the individual executing the proposal. All information requested should be submitted. Failure to submit all information requested may result in the Purchasing Division requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal.
4. The proposal, the proposal security, if any, and any other documents required, shall be enclosed in a sealed opaque envelope. The envelope containing the proposal shall be sealed and marked in the lower left-hand corner with the number, title, hour, and due date of the proposal.
   1. The time proposals are received shall be determined by the time clock stamp in the Purchasing Division. Offerors are responsible for insuring that their proposals are stamped by Purchasing Division personnel by the deadline indicated.
   2. By submitting a proposal in response to this Request for Proposal, the Offeror represents it has read and understand the Scope of Services and has familiarized itself with all federal, state, and local laws, ordinances, and rules and regulations that in any manner may affect the cost, progress, or performance of the Contract work.
   3. The failure or omission of any Offeror to receive or examine any form, instrument, addendum, or other documents or to acquaint itself with conditions existing at the site, shall in no way relieve any Offeror from any obligations with respect to its proposal or to the Contract.
   4. **Trade secrets or proprietary information submitted by an Offeror in response to this Request for Proposal shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protection of this section prior to or upon submission of data or materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary (Va. Code § 2.2-4342.F). (Attachment C)**
   5. A proposal may be modified or withdrawn by the Offeror anytime prior to the time and date set for the receipt of proposals. The Offeror shall notify the Purchasing Division in writing of its intentions.
5. If a change in the proposal is requested, the modification must be so worded by the Offeror as to not reveal the original amount of the proposal.
6. Modified and withdrawn proposals may be resubmitted to the Purchasing Division up to the time and date set for the receipt of proposals.
7. No proposal can be withdrawn after the time set for the receipt of proposals and for one-hundred twenty (120) days thereafter.
8. The County welcomes comments regarding how the proposal documents, scope of services, or drawings may be improved.  Offerors requesting clarification, interpretation of, or improvements to the proposal general terms, conditions, scope of services or drawings shall **submit technical questions concerning the Request for Proposal no later than December 9, 2016 in writing to** [**sto05@henrico.us**](mailto:sto05@henrico.us) **.**  Any changes to the proposal shall be in the form of a written addendum issued by the Purchasing Division and it shall be signed by the Purchasing Director or a duly authorized representative.  **Each Offeror is responsible for determining that it has received all addenda issued by the Purchasing Division before submitting a proposal.**
9. All proposals received in the Purchasing Division on time shall be accepted. All late proposals received by the Purchasing Division shall be returned to the Offeror unopened. Proposals shall be open to public inspection only after award of the Contract.

**VIII. PROPOSAL RESPONSE FORMAT**:

1. Offerors shall submit a written proposal that present the Offeror’s qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criterion and to be specific in presenting their qualifications. Your proposal should provide all the information considered pertinent to your qualifications for this project.
2. The Offeror should include in their proposal the following:

1. Table of Contents – All pages are to be numbered

2. Introduction

Cover letter - on company letterhead, signed by a person with the corporate authority to enter into contracts in the amount of the proposal

Proposal Signature Sheet – **Attachment B**

Proprietary/Confidential Information – **Attachment C**

Virginia State Corporation Commission Identification Number Requirement – **Attachment D**

3. **Executive Summary**

Response to Scope of Services – The Offeror should address each section of the Scope of Services *(pages 4-17)* with an indication of the response. Offerors shall identify any exceptions, referenced to the paragraph number in a sub section titled “Exceptions”.

Company Profile – Offerors are to present a Company profile that shows the ability, capacity and skill of the Offeror, their staff, and their employees to perform the services required within the specified time.

References (**Attachment F)** – provide a minimum of three (3) references, who could attest to the Offeror’s past performance to provide services similar to those required for the contract. The list should include contact persons and telephone numbers. Offerors may not use Henrico County as one of their references.

Resumes – Submit with your proposal current resumes of any staff members that will be providing service to the County. In addition, resumes of direct staff supervisors and administrators shall also be provided along with any licensure verification of said staff.

4. **Parent Education Materials** – Please provide copies of all materials and documents that will be utilized to perform the services requested.

1. **Pricing** (**Attachment E**) Complete and submit with your proposal the counseling curriculum and associated pricing. Please provide detailed pricing based on cost per session for each different session offered:
2. **Assumptions** - List any assumptions made when responding to the Scope of Services requirements.
3. **Exceptions** – list any exceptions to the Scope of Services in a separate section of the Offeror’s proposal response and mark section as “Exceptions”.

8. **Appendices** - are optional for Offerors who wish to submit additional material that will clarify their response.

**IX. PROPOSAL EVALUATION/SELECTION PROCESS**:

A. Offerors are to make written proposals, which present the Offeror's qualifications and understanding of the work to be performed. Offerors are asked to address each evaluation criteria and to be specific in presenting their qualifications. Proposals should be as thorough and detailed as possible so that the County may properly evaluate your capabilities to provide the required goods/services.

* 1. Selection of the Successful Offeror will be based upon submission of proposals meeting the selection criteria. The minimum selection criteria will include:

|  |  |
| --- | --- |
| EVALUATION CRITERIA | WEIGHT |
| Requirements   * Extent to which the proposed solutions satisfy the RFP requirements * Delivery of service requirements * Reporting capability * Quality and content of parent education materials * Clearly demonstrated understanding of the work to be performed | 35 |
| Experience and Qualifications   * Financial Stability of Firm * Prior Successful experience completing a project of similar magnitude. * References * Resumes of proposed staff – Technical experience and professional competence. * Team organization and amount of experience as a team | 20 |
| Implementation of Services/Project Management   * Project Approach * Curriculum Plan and Schedule * Case Management * Current Workload and ability to perform required work within Court’s schedule | 15 |
| Fees for Services | 25 |
| Quality of proposal submission/oral presentations | 5 |
| TOTAL | 100 |

* 1. Selection will be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals. Negotiations shall then be conducted with each of the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the County shall select the Offeror, which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified that the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Offeror’s proposal as negotiated.

**ATTACHMENT A**

**INSURANCE SPECIFICATIONS**

The Successful Offeror shall carry Public Liability Insurance in the amount specified below, including contractual liability assumed by the Successful Vendor, and shall deliver a Certificate of Insurance from carriers licensed to do business in the Commonwealth of Virginia. The Certificate shall show the County of Henrico and Henrico County Public Schools named as an additional insured for the Commercial General Liability coverage. The coverage shall be provided by a carrier(s) rated not less than “A-“ with a financial rating of at least VII by A.M. Bests or a rating acceptable to the County. In addition, the insurer shall agree to give the County 30 days notice of its decision to cancel coverage.

**Workers’ Compensation**

Statutory Virginia Limits

Employers’ Liability Insurance - $100,000 for each Accident by employee

$100,000 for each Disease by employee

$500,000 policy limit by Disease

**Commercial General Liability - Combined Single Limit**

$1,000,000 each occurrence including contractual liability for specified agreement

$2,000,000 General Aggregate (other than Products/Completed Operations)

$2,000,000 General Liability-Products/Completed Operations

$1,000,000 Personal and Advertising injury

$ 100,000 Fire Damage Legal Liability

Coverage must include Broad Form property damage and (XCU) Explosion, Collapse and Underground Coverage, unless given the scope of the work this requirement is waived by Risk Management.

**Business Automobile Liability** – including owned, non-owned and hired car coverage

Combined Single Limit - $1,000,000 each accident

**Abuse and Sexual Molestation** - $2,000,000 per occurrence.

NOTE 1: The commercial general liability insurance shall include contractual liability.  The contract documents include an indemnification provision(s).  The County makes no representation or warranty as to how the Vendor’s insurance coverage responds or does not respond.  Insurance coverages that are unresponsive to the indemnification provision(s) do not limit the Vendor’s responsibilities outlined in the contract documents.

NOTE 2: The intent of this insurance specification is to provide the coverage required and the limits expected for each type of coverage. With regard to the Business Automobile Liability and Commercial General Liability, the total amount of coverage can be accomplished through any combination of primary and excess/umbrella insurance. However, the total insurance protection provided for Commercial General Liability or for Business Automobile Liability, either individually or in combination with Excess/Umbrella Liability, must total $3,000,000 per occurrence. This insurance shall apply as primary and non-contributory with respect to any other insurance or self-insurance programs afforded the County of Henrico and Henrico County Public Schools. This policy shall be endorsed to be primary with respect to the additional insured.

NOTE 3: Title 65.2 of the Code of Virginia requires every employer who regularly employs three or more full-time or part-time employees to purchase and maintain workers' compensation insurance. If you do not purchase a workers’ compensation policy, a signed statement is required documenting that you are in compliance with Title 65.2 of the Code of Virginia.

**Attachment B**

**SUBMIT THIS FORM WITH PROPOSAL**

**PROPOSAL SIGNATURE SHEET**

**Page 1 of 2**

My signature certifies that the proposal as submitted complies with all requirements specified in this Request for Proposal (“RFP”).

My signature also certifies that by submitting a proposal in response to this RFP, the Offeror represents that in the preparation and submission of this proposal, the Offeror did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1) or 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.

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this proposal.

|  |
| --- |
| LEGAL NAME OF OFFEROR (DO NOT USE TRADE NAME): |
|  |
| ADDRESS: |
|  |
|  |
| SIGNATURE: |
| NAME OF PERSON SIGNING (print): |
| TITLE: |
| TELEPHONE: |
| FAX: |
| E-MAIL ADDRESS: |
| DATE: |

**Attachment B**

**Proposal Signature Sheet**

**Page 2 of 2**

**Legal Name of Offeror: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE SPECIFY YOUR BUSINESS CATEGORY BY CHECKING THE APPROPRIATE BOX(ES) BELOW.**

**(Check all that apply.)**

**SUPPLIER REGISTRATION** – The County of Henrico encourages all suppliers interested in doing business with the County to register with eVA, the Commonwealth of Virginia’s electronic procurement portal, <http://eva.virginia.gov>.

eVA Registered? **□ Yes □ No**

**□ SMALL BUSINESS**

**□ WOMEN-OWNED BUSINESS**

**□ MINORITY-OWNED BUSINESS**

**□ SERVICE DISABLED VETERAN**

**□ EMPLOYMENT SERVICES ORGANIZATION**

**□ NON-SWAM (Not Small, Women-owned or Minority-owned)**

**If certified by the Virginia Minority Business Enterprises (DMBE), provide DMBE certification number and expiration date. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE**

**definitions**

For the purpose of determining the appropriate business category, the following definitions apply:

***"Small business"*** means a business, independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or annual gross receipts of $10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business.

***"Women-owned business"*** means a business that is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

***"Minority-owned business"*** means a business that is at least 51 percent owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

**"Minority individual"** means an individual who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:

1. "African American" means a person having origins in any of the original peoples of Africa and who is regarded as such by the community of which this person claims to be a part.

2. "Asian American" means a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Mariana Islands, the Philippines, a U.S. territory of the Pacific, India, Pakistan, Bangladesh, or Sri Lanka and who is regarded as such by the community of which this person claims to be a part.

3. "Hispanic American" means a person having origins in any of the Spanish-speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who is regarded as such by the community of which this person claims to be a part.

4. "Native American" means a person having origins in any of the original peoples of North America and who is regarded as such by the community of which this person claims to be a part or who is recognized by a tribal organization.

***"Service disabled veteran business"*** means a business that is at least 51 percent owned by one or more service disabled veterans or, in the case of a corporation, partnership, or limited liability company or other entity, at least 51 percent of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more individuals who are service disabled veterans and both the management and daily business operations are controlled by one or more individuals who are service disabled veterans.

**"Service disabled veteran"** means a veteran who (i) served on active duty in the United States military ground, naval, or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service-connected disability rating fixed by the United States Department of Veterans Affairs.

***“Employment services organization”*** means an organization that provides community-based employment services to individuals with disabilities that is an approved Commission on Accreditation of Rehabilitation Facilities (CARF) accredited vendor of the Department of Aging and Rehabilitative Services.

**ATTACHMENT C**

**PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION**

NAME OF FIRM/OFFEROR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Va. Code § 2.2-4342.F in writing, either before or at the time the data or other material is submitted.  The written notice must specifically identify the data or materials to be protected including the section of the proposal in which it is contained and the page numbers, and state the reasons why protection is necessary.  The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information.  In addition, a summary of proprietary information submitted shall be submitted on this form.  The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable.  If, after being given reasonable time, the Offeror refuses to withdraw such a classification designation, the proposal will be rejected.

|  |  |  |
| --- | --- | --- |
| SECTION/TITLE | PAGE NUMBER(S) | REASON(S) FOR WITHHOLDING FROM DISCLOSURE |
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**ATTACHMENT D**

**VIRGINIA STATE CORPORATION COMMISSION (SCC)**

**REGISTRATION INFORMATION**

**The Bidder or Offeror:**

□ is a corporation or other business entity with the following SCC identification number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **-OR-**

□ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

□ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Bidder/Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offer or’s out-of-state location) **-OR-**

□ is an out-of-state business entity that is including with this bid/proposal an opinion of legal counsel which accurately and completely discloses the undersigned Bidder’s/Offeror’s current contacts with Virginia and describes why whose contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1‑757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

Please check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids/proposals: □

**ATTACHMENT E**

**PRICING**

**CURRICULUM DESCRIPTION** **PRICE PER COURSE**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ENTER ADDITIONAL INFORMATION BELOW OR ON A SEPARATE ATTACHMENT**

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**ATTACHMENT F**

**SUBMITTAL OF REFERENCES**

**Reference #1**

Name of firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates work performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reference #2**

Name of firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates work performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reference #3**

Name of firm: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Name of Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates work performed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_