



REQUEST FOR QUOTES (RFQ)

After School Program Services For Redlands (PC952)

I. Background

Established in 1941, the Housing Authority of the County of San Bernardino (HACSB) is the largest provider of affordable housing in the county serving nearly 30,000 low and moderate income families, seniors and people with disabilities.

HACSB serves approximately 150 youth residing in the City of Redlands, many of which attend a variety of schools within the Redlands Unified School District. To assist families/youth who are participants in our agency's programs, HACSB is seeking proposals from qualified after-school service providers. Proposals must include site location(s) where services will be provided, and the days and hours of operation, as well as cost.

II. Purpose

The After-School Program will serve youth between the ages of 6 to 13 years of age, and a separate program(s) to serve youth between the ages of 14 to 17 years of age. Three major functions that must be provided are: 1) supervision, 2) offer enriching experiences and positive social interaction, and 3) improve academic achievement. A fourth function for the 14 to 17 year old youth program(s) includes life/job skills training.

III. RFQ Instructions

a. Contact Information

This RFQ is being issued, as will any addenda by the HACSB. The contact person for the HACSB is:

Angie Lardapide, Procurement Officer
715 E. Brier Drive
San Bernardino, CA 92408-2841
(909) 890-0644 ext. 6340
procurement@hacsb.com

c. RFQ Submission and Format

By this Request for Proposals, the HACSB solicits proposals to be received **by 2PM PST Friday, June 9th.** in the format outlined below.
Late submittals will not be accepted.

Proposals can be submitted via email at procurement@hacsb.com or by mail to the address and attention of the above contact.

IV. Term of Contract

The contract period of performance is for one year, beginning on or about **June 2017 and expiring May 2018**, unless for any reason funds which have been appropriated for the provision of these services are no longer available, then the HACSB will notify the contractor in writing immediately and payment for any services provided prior to termination of the contract will be paid to the contractor. In addition, HACSB shall have the option to extend the engagement for up to two (2) years. The optional years shall be exercised by written amendments executed by each party at a term of one (1) year each with board approval for additional funding on option years.

V. Scope of Work

A. Programs

1. Programs for youth between the ages of 6 to 13 should include the following:

- Programs/activities that will develop their personal and interpersonal social skills, and promote respect for cultural diversity.
- Supervised recreation and events
- Provide new, developmentally-appropriate enrichment activities to add to students' learning at school, help them develop thinking and problem-solving skills and constructively channel their energy.
- Programs/activities that improve their self-confidence and encourage them to develop new skills and interests.
- Programs/activities that prevent negative influences that lead to risky behaviors. The activities must serve as a deterrent to involvement in unwanted behavior patterns such as drug usage, gang affiliation, and other juvenile delinquency.
- Programs/activities that encourage good health and nutrition
- Encourage family involvement in events/activities.
- Provide an environment that is safe, clean and inviting.
- Provide nutritional snacks and clean drinking water.
- Education on drug, alcohol, and teen pregnancy prevention.
- Program must have an emergency plan.

2. Programs for youth between the ages of 14 to 17 should include the following:
 - To provide life/job skills training.
 - Programs that offer employable skills and include preparation for or direct connect to job training and employment.
 - Youth have opportunity to interact with community and business leaders.
 - Promoting youth social and emotional development and
 - Promoting healthy habits
 - Education on drug, alcohol, and teen pregnancy prevention.
 - Program must have an emergency plan
3. HACSB is also interested in providing a Summer, Winter, and Spring day camp for twenty (20) youth (for each camp) during school breaks. If provided, please include a separate cost (per student) for weekly attendance, dates, locations and ages served.

Recipient(s) of the proposal agree to attend 2-4 on-site Community meetings to present after-school program to HACSB participants, assist with membership/program enrollment and respond to questions.

Please provide a monthly/annual cost (per student/per program) and list the address/location(s) where the after-school services are to be provided. In addition, please include any financial assistance programs which may available.

B. Proposal Submission

Proposers should submit a separate proposal for each program and/or each age range that they would like to be considered for award. For each program, the following items are required:

C. Organization and Personnel Background

- Provide an overview of your organization, emphasizing its qualifications and major organizational strengths and achievements that would serve the HACSB in the role of an After School Program.

D. Experience

- Describe your experience in serving as a provider in an After School Program.

E. Budget

- Provide current operating budgets and sources of income.
- Provide latest audited financial report

F. Other

- Provide copy of program handbook.
- Provide copy of contract/permission forms used for participation in program. Indicate method of keeping these records updated.
- Provide copy of programs rules for participation. Give specifics on how these rules will be communicated to participants and what ramifications program enforces when rules are broken.

G. Additional Discussion Questions

- Name of Program Director
- Is your organization a non-profit 501C (3) agency?
- Describe your program goal and what activities you will provide to help achieve the program goals.
- Does your organization have (or had) an after school program? If yes, please provide the name, address, city, telephone number.
- Explain the methods in which you will outreach to the Public Housing Community.
- Explain the methods your agency will use to evaluate this program and measure its success.
- Describe staff's qualifications and experience in working with youth.

VI. Insurance Requirements

A. **Proof of Insurance**, shall not be terminated or expire without thirty (30) days written notice, and are required to be maintained in force until completion of the contract. The Contractor shall require all subcontractors used in the performance of this contract to name HACSB as an additional insured. Following are the standard types and minimum amounts.

- General Liability:** \$1,000,000; per occurrence for bodily injury, personal injury and property damage liability; *HACSB Additional Insured* or,
- Commercial General Liability:** \$3,000,000; combined single limit bodily and property damage liability per occurrence; *HACSB additional named insured.*
- Comprehensive Automobile Liability:** \$1,000,000; combined single limit bodily and property damage liability per occurrence and aggregate; *HACSB Additional Insured.*
- Errors and Omissions Liability:** \$1,000,000; combined single limit bodily and property damage liability per occurrence and \$3,000,000 aggregate or,
- Professional Liability:** \$1,000,000; per occurrence and aggregate.

- Workers' Compensation:** statutory limits or,
- Self-Insurance Program:** a State Approved program in an amount and form that meets all applicable requirements of the Labor Code of the State of California.
- Environmental Liability:** \$500,000; per occurrence and aggregate; *HACSB Additional Insured.*
- Owner's Liability:** 100% of insurable value of the work, Builder's Risk, Extended coverage for Vandalism and Malicious Mischief, if required; *HACSB additional named insured.*
- Fire Insurance with Extended Coverage:** 100% of insurable value of the work; Builder's Risk, Extended coverage including Vandalism and Malicious Mischief, if required; *HACSB Additional Insured.*

B. Failure to provide proof of insurance or failure to maintain insurance as required in this bid, or by law; are grounds for immediate termination of the contract. In addition, the awarded bidder should be liable for all re-procurement costs and any other remedies under law.

C. **Indemnification and Insurance Requirements**

1. Indemnification

The Contractor agrees to indemnify, defend and hold harmless HACSB and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this Contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by HACSB on account of any claim therefore, except where such indemnification is prohibited by law.

2. Additional Named Insured

All policies, except for the Workers' Compensation, Errors and Omissions and Professional Liability policies, shall contain additional endorsements naming HACSB and its officers, employees, agents and volunteers as additional named insured with respect to liabilities arising out of the performance of services hereunder.

3. Waiver of Subrogation Rights

The Contractor shall require the carriers of the above required coverages to waive all rights of subrogation against HACSB, its officers, employees, agents, volunteers, Contractors and subcontractors.

4. Policies Primary and Non-Contributory

All policies required above are to be primary and non-contributory with any insurance or self-insurance programs carried or administered by HACSB.

5. Proof of Coverage

The Contractor shall immediately furnish certificates of insurance to HACSB Procurement Department administering the Contract evidencing the insurance coverage, including the endorsements above required, prior to the commencement of performance of services hereunder, which certificates shall provide that such insurance shall not be terminated or expire without thirty (30) days written notice to the Department. Contractor shall maintain such insurance from the time Contractor commences performance of services hereunder until the completion of such services. Within sixty (60) days of the commencement of this Agreement, the Contractor shall furnish certified copies of the policies and all endorsements.

6. Insurance Review

The above insurance requirements are subject to periodic review by HACSB. HACSB's Risk Manager is authorized, but not required, to reduce or waive any of the above insurance requirements whenever the Risk Manager determines that any of the above insurance is not available, is unreasonably priced, or is not needed to protect the interests of HACSB. In addition, if the Risk Manager determines that heretofore, unreasonably priced or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Risk Manager is authorized but not required, to change the above insurance requirements, to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against HACSB, inflation, or any other item reasonably related to HACSB's risk. Any such reduction or waiver for the entire term of the Agreement and any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this Agreement. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

VII. Pricing

PROGRAM:	MINIMUM NUMBER OF PARTICIPANTS (PER WEEK):	PRICE PER PARTICIPANT:	TOTAL FOR ANNUAL AVERAGE COST:
1. SUMMER (8 WEEKS)			
2. WINTER			
3. SPRING			

(Please include information on additional sheet if necessary)

In submitting this proposal it is understood that the right is reserved by the Housing Authority of the County of San Bernardino to reject any and all proposals. If written notice of the acceptance of this proposal is mailed, telegraphed, faxed, or delivered to the undersigned within ninety (90) days after the opening thereof, or at any time thereafter before this proposal is withdrawn, the undersigned agrees to a contract/agreement in the prescribed form and furnish any required insurance requirements within ten (10) days after the contract is presented to him for signature.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

Date _____, 20____

(Company Name)

(Official Address)

(By)

(Title)

(Contractors State License Number)

(Telephone Number)