



**COMMUNITY COUNCIL OF GREATER DALLAS
DALLAS COUNTY CSBG ELIGIBLE ENTITY**

**ROLLING REQUEST FOR PROPOSALS
FOR PY 2018
PROFESSIONAL SERVICES**

**RFP-2018-CCGD-CSBG-006C
ISSUE DATE: July 17, 2018**

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APPENDIX: REQUIRED FORMS

I. OVERVIEW

A. Purpose

Community Council of Greater Dallas (hereafter referred to as “CCGD”) has issued this Request for Proposal (RFP) to solicit written proposals from qualified entities (hereafter referred to as the “Proposer”) to provide the activities as described in the Scope of Services section of this RFP and in compliance with all solicitation specifications and requirements contained or referenced herein.

B. Scope of Service

CCGD is seeking to enter into professional services contracts with competent providers to assist in the following categories for prospective task orders. The solicitation is broad in nature, and there is no specified timing or need yet identified for services in the listed categories. Qualified providers are being sought in anticipation of future needs, under the procurement rules in which CSBG Eligible Entities operate in the State of Texas.

Professional services provider(s) are sought to provide to CCGD a variety of task orders in the following key categories of professional services:

1. Audio/Video/Event Management Services
2. Community Action Agency Training & Consulting Services
3. Economic Development Consulting Services
4. External Affairs/Public Relations
5. Graphics Design/Digital Marketing
6. Information Technology/Technology Planning
7. Nonprofit Capacity Building Training Services
8. Nonprofit Legal Counsel/Compliance Services
9. Office Environment/Space Planning Services
10. Staffing Services for Nonprofit Organizations
11. Strategic Marketing & Branding for Nonprofit Programs
12. Workforce Development Consulting
13. Nutrition Education Program Development
14. Physical Education Program Development
15. STEM Education Program Development

Service Responders may submit qualifications for more than 1 category. Please specify actual tasks to be performed under each of these categories.

C. Proposal Event Schedule

This is a rolling solicitation. Proposals are due according to the following schedule until all task orders have been completed.

Proposal Due Date	Award Date
July 27, 2018	August 10, 2018
October 19, 2018	November 2, 2018
January 18, 2019	February 1, 2019
April 19, 2019	May 3, 2018

Dates other than Proposal Due Date and Award Date as listed above are tentative and can be obtained by contacting Community Council directly.

THE ABOVE DATES ARE ANTICIPATED TO BE FINAL. IT IS THE PROPOSER'S RESPONSIBILITY TO ENSURE THAT THE DATES AND ACTIVITIES LISTED ARE STILL APPROPRIATE AS THE TIME FOR EACH EVENT APPROACHES.

D. Agency Background

Community Council of Greater Dallas (CCGD) serves North Texas communities by providing leadership in: (1) determining solutions for priority issues in the human services arena; (2) convening partners to significantly impact service delivery; (3) increasing awareness of and access to services. In total, the agency serves over 500,000 requests per year for social services of all types. Community Council is the home of the Dallas Area Agency on Aging, which encompasses numerous services for seniors and the disabled including MyRIDE Dallas, Texas Healthy at Home, and local implementation of an evidenced-based strategic partnership with Stanford University for chronic disease management. Community Council is the lead agency for a highly successful Community Youth Development Program targeting post-secondary readiness and crime prevention, and also provides the local area 2-1-1 Information Referral Service. In addition, the agency provides healthcare navigator services for Enroll Texas, CHIP / Children's Medicaid and a number of behavioral health interventions for youth, seniors, and working families.

CCGD has established an impressive track record in educating and enrolling Texans in healthcare insurance programs designed for low and moderate income families, with outreach to communities across North Texas. Key innovations include supplying healthcare navigators with mobile workstations and deploying into the community, to overcome transportation barriers faced by members of target populations. This work involves strategic targeting and partnership with community leaders within underserved Texas counties; conducting regular outreach, educational, and enrollment events modeled on all of the combined traction to date through our CCGD Healthcare Navigators, Enroll Texas, and Healthcare Coalitions & Planning best practices; offering support as needed to enrollees, especially with an eye to resolving accessibility barriers and ensuring annual re-enrollment.

Since its founding in 1940, the Community Council has identified services that are needed in the community, assessed how best services could be delivered to meet social issues, and mobilized and implemented action plans working in concert with its member agencies and public sector resources. Pervasive issues over time have included juvenile delinquency and welfare; seniors; public health; daycare; and legislative advocacy. The Community Council met these challenges through fact-based research, deploying volunteers, incubating new services and agencies, expanding government programs where appropriate, convening collaborative work and delivering selected direct services. The CSBG mandate for poverty alleviation is consistent with the core mission and strategy of CCGD.

E. Community Services Block Grant Overview

CCGD has been selected by the Texas Department of Housing & Community Affairs as the CSBG Eligible Entity for Dallas County, which will include both direct service and community partnerships. CSBG provides States, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Territories, Federal and State-recognized Indian Tribes and tribal organizations, Community

Action Agencies, migrant and seasonal farm workers or other organizations designated by the States, funds to alleviate the causes and conditions of poverty in communities.

The Community Services Block Grant (CSBG) is a federal program administered by the U.S. Department of Health and Human Services, Office of Community Services. The fund provides assistance to states and local communities to alleviate poverty, revitalize communities and empower low-income families to become self-sufficient through a network of public and non-profit agencies. This CSBG network consists of more than 1,000 agencies that create, coordinate and deliver programs and services to low-income Americans in 99 percent of the nation's counties.

The program funds provide a range of services and activities to assist the needs of low-income individuals including the homeless, migrants and the elderly. Grant amounts are determined by a formula based on each State's and Indian Tribe's poverty population. Grantees receiving funds under the CSBG program are required to provide services and activities addressing employment, education, better use of available income, housing, nutrition, emergency services and/or health.

Grantees are statewide or local organizations, or associations with demonstrated expertise in providing training to individuals and organizations on methods of effectively addressing the needs of low-income families, and communities and organizations that are officially designated as a Community Action Agency (CAA) or a community action program under section 673(1) of the CSBG Act, as amended by the Human Service Amendments of 1994 (P.L. 103-252), and meets all requirements under section 673 (1) (A) and 676A of the CSBG Act, as amended by the COATES Human Services Reauthorization Act of 1998.

II. CONTENTS OF PROPOSAL

All Proposer's must comply with the instructions below in preparing their proposal documents for submission. The following instructions outline the contents of the proposal. The intent of the RFP is to encourage responses that clearly communicate the Proposer's understanding of CCGD's requirements to successfully provide the proposed professional services.

A. Statement of Qualifications

CCGD is seeking to contract with those providers of professional services who have experience working with non-profit and other CSBG Eligible entities. Specifically, CCGD is seeking those providers with the following qualifications:

1. Organizational qualifications and track record of past performance
2. Qualifications of personnel to be directly involved in the delivery of services
3. Experience serving nonprofit organizations and specifically CSBG eligible entities
4. Pricing comparison: hourly rates and/ or day rates (Note: most task orders will be fixed fee)

As such, please provide with your proposal a concise summary of your proposed services and methods for delivery, a list of referrals from past clients, and resumes of all staff who will or may be assigned to delivery the proposed services to CCGD.

B. Rate / Fee Schedule

Please note that CCGD will not use the lowest rates/fee schedule as the sole basis for entering a prospective contract for any professional services.

III. SELECTION & EVALUATION PROCESS

All proposals will be rated by a review team comprised of CCGD staff. The selection of a proposal or proposals for contract award shall be made after a careful evaluation of the proposals received by members of the Review Team. Each proposal will be evaluated for acceptability with emphasis on the various factors enumerated below, the Statement of Qualifications, Narrative and Pricing/Fee Schedules, assigning to each factor a numerical weight as indicated below.

A. Evaluation Criteria

Proposals will be rated and may be awarded up to a maximum of 100 points based on the criteria described below. Responses that are incomplete or that propose ineligible activities will be rejected. Proposers must provide narratives that fully respond to questions related to the following evaluative factors.

- 30 points – Organizational qualifications and track record of past performance
- 20 points – Qualifications of personnel to be directly involved in the delivery of services
- 30 points – Experience serving nonprofit organizations and specifically CSBG eligible entities
- 20 points – Pricing comparison: hourly rates and/ or day rates
(Note: most task orders will be fixed fee)

B. Contract Considerations

CCGD shall have the ability to conduct negotiations regarding certain elements of the program, including but not limited to scope of services, type of services, and funding levels.

IV. PROPOSAL SUBMISSION INSTRUCTIONS

A. Delivery of Proposal

It is recommended that Proposers submit their proposal via email in PDF format (including the required forms) only to impact@ccadvance.org with the subject line “RFP-2018-CCGD-CSBG-006C”. The deadline for proposal submission is indicated on Page 3.

B. Modification or Withdrawal of Proposals

A proposal that is in the possession of CCGD may be modified by letter or fax transmission bearing the signature of the person authorized for bidding, provided it is received prior to the submission deadline.

A proposal that is in the possession of CCGD may be withdrawn by the person authorized for bidding, either in person or by written request, up to the time of the submission deadline.

C. Period of Performance

PY 2018 contracts awarded for all services included in this RFP begin and terminate based upon specific task orders issued. CCGD may decide to issue one-year contract extensions for PY 2019 to

providers who have satisfied the terms of their contracts. CCGD reserves the right to renegotiate remuneration for PY 2019 services prior to the issuance of PY 2019 contract extension. Up to four (4) contract extensions may be available under this procurement.

D. Remuneration

CCGD shall establish maximum funding levels for successful Proposers. Depending on the service category, CCGD will reimburse providers on a fixed fee, unit cost rate or cost-reimbursement basis per the terms of contract.

E. Contract Award

CCGD may award a contract or contracts, based on proposals received, without discussion of such offers. CCGD reserves the right to award a contract without further negotiation of proposal content or budget. Therefore, each proposal should be submitted on the most favorable terms from a price and service delivery standpoint that the proposer can submit to CCGD. However, CCGD reserves the right to request additional data, oral discussion or presentation, in support of written proposals.

The terms and conditions of the final contract awarded supersede and control those of the RFP and of any proposal or of any of the exhibits or attachments submitted by the Proposer. The proposals must be complete and technically correct at time of submission.

Changes in state and/or federal legislation may result in a requirement to re-negotiate contracts at any time. Any costs incurred by the Proposer prior to the commencement date of a contract may not be paid from contract funds and will not be reimbursed by CCGD.

This RFP does not obligate CCGD to award a contract or to procure or contract for services. CCGD reserves the right to reject any or all proposals received in response to this RFP.

CCGD shall have the ability to conduct negotiations regarding certain elements of the program, including but not limited to scope of services, type of services, and funding levels.

F. Reporting Requirements

Provider must maintain fiscal records and supporting documents for all expenditures of funds under this grant in a manner which conforms with CSBG eligible entity reporting requirements.

G. Pre-Proposal Conference

CCGD will conduct a Pre-Proposal Conference based on requests. When applicable, the conference will be held at Conference Center location of the Concourse Level of Mockingbird Towers, 1341 W. Mockingbird Lane, Dallas, TX 75247.

H. Questions

All questions concerning this RFP must be submitted in writing, and be received by CCGD by email or fax. Submit questions to:

Ms. Francine Rodriguez, Director- Community Development
Community Council of Greater Dallas
Email: impact@ccadvance.org

CCGD will post written replies to all known prospective Proposers as received.

V. GENERAL TERMS AND CONDITIONS

1. CCGD reserves the right to accept or reject any and/or all proposals or to cancel this notice at any time.
2. A response to this Request for Proposal (RFP) does not commit CCGD to a purchase agreement or contract, or to pay any costs incurred in the preparation of such response. CCGD reserves the right to negotiate the final terms of any and all contracts with Proposers selected. Agreements negotiated from this RFP may be re-negotiated and/or amended in order to successfully meet agency needs.
3. CCGD reserves the right to waive any defect in this procurement process or to make changes to this solicitation as it deems necessary. CCGD will provide notification of such changes to all Proposers recorded in the official record as having received or requested an RFP.
4. CCGD reserves the right to contact any individual, agencies or employers listed in a proposal, to contact others who may have experience and/or knowledge of the bidder's relevant performance and/or qualifications, and to request additional information from any and all proposers.
5. CCGD reserves the right to conduct a review of records, systems, procedures, etc., of any entity selected for funding. This may occur prior or subsequent to the award of a purchase agreement. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of the purchase agreement award.
6. CCGD reserves the right to withdraw or reduce the amount of an award, or to cancel any contract resulting from this procurement if adequate funding is not available.
7. Proposers shall not, under penalty of law, offer or provide any gratuities, favors or anything of monetary value to any officer, member, employee or agent of CCGD for the purpose of or having the effect of influencing favorable disposition toward their own proposal or any other proposal submitted hereunder.
8. No employee, officer or agent of CCGD shall participate in the selection, award or administration of a contract if a conflict of interest, real or apparent, exists.
9. Proposers shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a proposer's bid to be rejected. This does not preclude joint ventures or subcontracts.
10. All proposals submitted must be an original work product of the proposers. The copying, paraphrasing or other use of substantial portions of the work product of others and submitted hereunder, as original work of the proposer is not permitted. Failure to adhere to this instruction may cause the proposal(s) to be rejected.
11. The only purpose of this RFP is to ensure uniform information in the selection of proposals and procurement of services. This RFP is not to be construed as a purchase agreement or contract, or as a commitment of any kind, nor does it commit CCGD to pay for costs incurred prior to the execution of a formal contract.
12. The contents of a successful proposal may become a contractual obligation, if selected for award of a contract. Failure of the proposer to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to successful proposer(s) as a basis for release of proposed services at stated price/cost. Any damages accruing to CCGD as a result of the proposer's failure to contract may be recovered from the proposer.

13. A contract with the selected provider may be withheld at sole discretion if issues of contract compliance or questioned/disallowed costs exist, until such issues are satisfactorily resolved. Award of contract may be withdrawn by CCGD if resolution is not satisfactory to CCGD.
14. CCGD is the responsible authority for handling complaints or protests regarding the proposal selection process. This includes, but is not limited to, disputes, claims, protests of award, source evaluation or other matters of a contractual nature. Matters concerning violation of law shall be referred to such authority, as may have proper jurisdiction.
15. At all times during the term of a contract with CCGD, the provider shall procure, pay for and maintain, with approved insurance carriers, the minimum insurance requirements as required by law and shall require all sub-recipients or contractors performing work for which the same liabilities may apply under this contract to do likewise. The provider may cause the insurance to be effected in whole or in part by the sub-recipients or contractors under the terms of their agreements.
16. Provider covenants and agrees to indemnify, hold harmless, and defend CCGD, its officers and employees, from and against any and all suits or claims for damages or injuries, including death, to persons or property, whether real or asserted, arising out of any negligent act or omission on the part of the provider, its officers, agents, servants, employees, sub-recipients or contractors, and the provider does hereby assume all liability for injuries, claims or suits for damages to persons, property, or whatever kind of character, whether real or asserted, occurring during or arising out of the performance of a contract as a result of any negligent act or omission on the part of the provider, its officers, agents, servants, employees, sub-recipients or contractors to the extent permitted by law.
17. Confidential or proprietary information of the proposer will not be disclosed to the proposer's competitors. The proposer shall clearly identify in its response elements of the proposal that are considered proprietary. The proprietary information shall be separated from the rest of the proposal. Neither the proposal, in its entirety, nor the proposal price can be considered confidential or proprietary. All proposals are subject to terms of open records regulations. However, they are not available to the public until after award of the contract.

PY2018 PROPOSAL COVER SHEET

DATE SUBMITTED:		
SERVICE(S) YOU PROPOSE TO PROVIDE:		
<input type="checkbox"/> Audio/Video/Event Management Services <input type="checkbox"/> Community Action Agency Training & Consulting Services <input type="checkbox"/> Economic Development Consulting Services <input type="checkbox"/> External Affairs/Public Relations <input type="checkbox"/> Graphics Design/Digital Marketing <input type="checkbox"/> Physical Education Program Development <input type="checkbox"/> STEM Education Program Development <input type="checkbox"/> Workforce Development Consulting <input type="checkbox"/> Nutrition Education Program Development	<input type="checkbox"/> Physical Education Program Development <input type="checkbox"/> Information Technology/Technology Planning <input type="checkbox"/> Nonprofit Capacity Building Training Services <input type="checkbox"/> Nonprofit Legal Counsel/Compliance Services <input type="checkbox"/> Office Environment/Space Planning Services <input type="checkbox"/> Staffing Services for Nonprofit Organizations <input type="checkbox"/> Strategic Marketing & Branding for Nonprofit Programs <input type="checkbox"/> Desk Audit Services	
PROPOSER NAME & ADDRESS:	TYPE OF ORGANIZATION: <input type="checkbox"/> PUBLIC AGENCY <input type="checkbox"/> PRIVATE NON-PROFIT AGENCY <input type="checkbox"/> PRIVATE FOR PROFIT ORGANIZATION	
DESCRIPTIVE PROJECT NAME:		
NAME, TITLE, E-MAIL, FAX AND TELEPHONE NUMBER OF THE PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS PROPOSAL:		
TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS PROPOSAL IS TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE SUBSEQUENT CONTRACT AND ITS ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.		
TYPED NAME OF AUTHORIZED REPRESENTATIVE	TITLE	TELEPHONE NUMBER
SIGNATURE OF AUTHORIZED REPRESENTATIVE	DATE SIGNED	
_____	_____	
*A separate cover sheet must be completed for each proposed service.		

NOTIFICATION OF CONFLICT OF INTEREST

I have read the Texas Administrative Code 40 TAC, Rule § 83.1 and hereby notify the Executive Director of the Community Council of Greater Dallas of a conflict of interest I hold.

If there is not a conflict of interest or potential conflict of interest, please select "No" for both questions, and sign and date.

Does the Applicant have as an officer, director, employee, consultant or owner (in whole or in part) who is:

1. Related to (see relationship key below) a current employee of the Community Council of Greater Dallas (CCGD) or a member of the CCGD Board of Directors?

____ No

____ Yes (If yes, please explain:

2. A person who is currently an employee of CCGD or a member of the CCGD Board of Directors or, or a volunteer working within CCGD?

____ No

____ Yes (If yes, please explain:

Relationship key: Wife, Husband, Brother, Sister, Stepdaughter, Stepson, Father, Mother, Son, Daughter, Mother-in-law, Father-in-law, Spouse's sister, Spouse's brother

I certify that the information above is complete, true and correct to the best of my knowledge. I understand that lack of full, true and complete disclosure may be grounds for withholding payment for delivery of service and may cause contract termination.

Signature of Authorizing Individual

Printed Name and Title

Date

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS AND GRANTS**

Pursuant to U.S. Executive Orders 12549 and 12689, Debarment and Suspension, and implementing federal regulations codified at 2 C.F.R. Part 180 and 2 C.F.R. Part 376. By its signature below, the Contractor assures and certifies that neither it nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

In this certification "contractor/grantee" refers to both contractor/grantee and subcontractor/subgrantee; "contract/grant" refers to both contract/grant and subcontract/subgrant.

By signing and submitting this certification the potential contractor/grantee accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract/grant was entered into. If it is later determined that the potential contractor/grantee knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, or the Texas Department of Aging and Disability Services may pursue available remedies, including suspension and/or debarment.
2. The potential contractor/grantee shall provide immediate written notice to the person to which this certification is submitted if at any time the potential contractor/grantee learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words "covered contract," "debarred," "suspended," "ineligible," "participant," "person," "principal," "proposal," and "voluntarily excluded," as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 125-49. Usage is defined in the attachment.
4. The potential contractor/grantee agrees by submitting this certification that, should the proposed covered contract/grant be entered into, it shall not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department of Health and Human Services, United State Department of Agriculture or other federal department or agency, and/or the Texas Department of Aging and Disability Services, as applicable.

Do you have or do you anticipate having subcontractors/subgrantees under this proposed contract?

_____ YES _____ NO

5. The potential contractor/grantee further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts and Grants" without modification in all covered subcontracts and in solicitations for covered subcontracts.

- 6. A contractor/grantee may rely upon a certification of a potential subcontractor/subgrantee that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract/grant, unless it knows that the certification is erroneous. A contractor/grantee must, at a minimum, obtain certifications from its covered subcontractors/subgrantees upon each subcontract's/subgrant's initiation and upon each renewal.
- 7. Nothing contained in all the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor/grantee is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- 8. Except for contracts/grants authorized under paragraph 4 of these items, if a contractor/grantee in a covered contract/grant knowingly enters into a covered subcontract/subgrant with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in the transaction, in addition to other remedies available to the federal government, Department of Health and Human Services, United States Department of agriculture, or other federal department or agency, as applicable, and/or the Texas Department of Aging and Disability Services may pursue available remedies, including suspension and/or debarment.

Indicate which statement applies to the covered potential contractor/grantee:

_____The potential contractor/grantee certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract/grant by any federal department or agency or by the State of Texas.

_____The potential contractor/grantee is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor/grantee must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

Name of Potential Grantee/Contractor

Vendor ID Number / Federal Employer ID Number

Signature of Authorized Representative

Printed/Typed Name of Authorized Representative

Date

Title of Authorized Representative