



Welcome to Durham County DSS Pre-Bidders Conference

Michael A. Becketts, Director
February 5, 2013

Request for Proposal (RFP)

Durham County DSS has issued two (2) Requests For Proposal for:

- Work First Training
 - Vocational Rehabilitation
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- A Technical Assistance session will be held on Tuesday, February 19, 2013 from 9:00 to 10:00 a.m. at 300 N. Duke St., room 2120.
 - Proposals can be mailed or hand delivered (220 East Main Street). The envelope must have the name and number of the (RFP).
 - Proposals will be received until **2:00 P.M., on February 28, 2013**

It is the sole responsibility of the Offer or Bidder to ensure that its proposal reaches the Durham County Department of Social Services, Business Office by the designated date and hour indicated above.



Evaluation and Award Criteria

- DSS reserves the right to award to multiple contractors or to a single contractor deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors.
- Price shall be considered, but shall not be the sole determining factor.
- Once the proposals are ranked and the most responsive proposals are determined, the Department may request presentations from one or more bidders.

The award of a contract will be made to the most responsive bidder(s), taking into consideration:

- Best interest of the Department
- Quality of services to be provided
- Conformity with specifications
- Time of delivery and service response
- Rankings of your proposal by a committee
- Reference checks and/or input from known customers (either past or present), and *any other information the Department may deem appropriate.*



Evaluation Criteria

- Experience in providing services requested in RFP
- Qualifications of staff to be assigned to this project
- Specific plans and methodology for providing the proposed services
- Ability to help DSS achieve its Results Based Accountability goals
- Training Requirements
- References
- Financial stability
- Price
- Compliance with Durham County Living Wage Policy
- Compliance with Durham County's M/WBE requirements



Specific RFP Criteria

- All proposals will also be evaluated based on the expectations outlined in the RFP's Scope of Work.



Timeline for Selection Process

- Proposals will be reviewed by committees during **March**.
- DSS Director will give final award approval by **May 10th**
- Paperwork required to execute contracts will be done between May – June 30.
- All awards will be for services from July 1, 2013 – June 30, 2014



Questions About the Selection Process?



RFP Requirements

- Proposals will be received until **2:00 P.M.** on **February 28, 2013.** Proposals shall be marked and/or identified with Bidder's Name, Address and RFP Number.
- One (1) Original and ten (10) copies of each proposal must be sent. The original should be stamped "ORIGINAL".
- Copies are limited to 10 double-sided, single spaced pages using a standard font type and must be signed by an authorized representative.



RFP Requirements

- Introductory letter, forms, reports, brochures, dividers and detailed resumes do not count toward the 10-page limit.
- Bind each proposal in a single volume with all relevant documentation.
- Submit a Vendor Application/W-9 Form.
- A Performance Bond and Bid Bond **are NOT** required.



Minority and Women's Business Enterprise (M/WBE) Requirements

- Questions concerning M/WBE should be directed to:

Pamela Gales

Assistant Purchasing Manager

(919) 560-0059



Addendums

If a Bidder finds any discrepancies in,
or omissions from documents,
or if you have any doubt about their meaning,
notify

Catherine Williamson-Hardy

(cwhardy@dconc.gov)

and a written addendum will be issued.



Required Forms

Submit Each Form Even If N/A

- a) Request for Proposals (cover page)
- b) Proposal Form (Attachment B)
- c) Addendum Acknowledgement (*Attachment C*)
- d) Non-Collusion Affidavit (Attachment D)
- e) M/WBE Forms: (Attachment F)
 - Affidavit A and C is required to be submitted with your bid/proposal if your company has M/WBE participation.
 - Affidavit B is required if your company has no opportunity to sub-contract and will complete all work with their own work force.
 - Affidavit D is to be submitted only by the apparent lowest responsive bidder within 72 hours after bid closing date.
 - The apparent lowest responsive Bidder shall file, within thirty (30) days after the award of this contract, a list of all identified subcontractors that the contractor (Bidder) will use on the project.



Required Forms

Submit Each Form Even If N/A

- f) Vendor Application & W-9 Form (Attachment J)
- g) Federal Certifications (Attachment K)
- h) Conflict of Interest Policy (Attachment L)
- i) No Overdue Taxes (*Attachment M*)
- j) Notice of Certain Reporting & Audit Requirements (*Attachment N*)
- k) Verification of 501(C)3 Status or Tax ID Number (Attachment O)

The above forms must be provided as required. Failure to submit these documents may be grounds for rejection of the bid/proposal.



Living Wage Policy

Durham County has had a Living Wage Policy since July 1, 2004. **All Contractors and Subcontractors** are required to pay all employees performing services for the County under **your contract** at a living wage described by the policy. (See exceptions next page)

Durham County's Living Wage is currently \$11.91/hour.

(Subject to change in July)

Failure to comply with this policy after the award of your contract may result in being barred from receiving any other contract with the County for a period of up to three (3) years.



Exceptions to Living Wage Policy

- Contracts subject to Federal or State Laws or Grants which provide for a payment to the lowest bidder, provide for a particular rate of payment for services, or provide for payment by the unit of service (not applicable to these RFPs).
- Contracts between the County and another unit of government.
- Contracts between the County and a non-profit corporation which is exempt from income tax pursuant to Section 501(c)(3) of the Internal Revenue Code.
- Any contract exempted by action of the County Manager when requested to do so by the Department Head (not applicable to these RFPs).



Questions About Bidders' Responsibilities?



Contract Monitoring

- Monitoring Plans are developed based on the Scope of Work.
- Contractors will be monitored quarterly by the 15th of the month following the end of each quarter.
- A final summary of contractor performance will be completed at the end of the fiscal year.
- A Durham County DSS Quality Assurance and Training Team staff member (the Contractor Monitor) will be assigned to monitor each contract.



Contract Monitoring: Ensuring DSS Compliance

- If applicable, the records of active consumers will be reviewed during the monitoring visit.
- The Contract Monitor will review a representative sample of records sufficient to provide assurance that performance meets expectations.



Contract Monitoring: Ensuring DSS Compliance

- Concerns raised by contractors during monitoring about DSS obligations will be reported ***immediately*** to the Contract Manager.
- The agency will communicate with the contractor on resolution of any DSS-related issues.
- If issues cannot be resolved per the contract terms, either party may terminate the contract without cause with a 30 day notice.



Completion of Monitoring Process

- Completed monitoring reports will be sent to the Contractor for review and signature.
- Monitoring Reports will contain ratings and if applicable, any recommendations for a Corrective Action Plan.
- Non-compliance issues require the submission of a Corrective Action Plan to DSS within 10 business days of receipt of notification.



Questions About Monitoring Expectations?

