

CITY OF SPRINGFIELD, MASSACHUSETTS  
OFFICE OF PROCUREMENT  
36 COURT STREET, ROOM 307, SPRINGFIELD, MA 01103

**REQUEST FOR PROPOSALS**

RFP (Bid) Number 19-025

**Will be received at the Office of Procurement until 2:00 P.M. August 22, 2018 and will be logged in at that time. Proposals received after the due date and time will be returned unopened.**

All packages must be marked with Proposer's business name, the above RFP number and the due date.

By: **Lauren Stabilo, Chief Procurement Officer**

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This Request for Proposal is for: **Homeless Youth Services**  
(Per the attached specifications)

As requested by: **Springfield Office of Housing and Neighborhood Services**

**THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH BID.**

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This Proposal is submitted by: \_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Company Address)

I acknowledge receipt of addenda numbered: \_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_, \_\_\_\_.

Signed by: \_\_\_\_\_  
(Printed or Typed Name and Title)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Signature and Date)

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

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

ADVERTISEMENT  
CITY OF SPRINGFIELD, MASSACHUSETTS  
OFFICE OF PROCUREMENT

**Request for Proposals: Services for Homeless Youth in Springfield – Per Bid No. 19-025**

**will be received until 2:00 PM EST: August 22, 2018 by:**

The Office of Procurement  
Lauren Stabilo, Chief Procurement Officer  
36 Court Street, Room 307, Springfield MA 01103  
Phone (413) 787-6284 FAX 787-6295 E-Mail [lstabilo@springfieldcityhall.com](mailto:lstabilo@springfieldcityhall.com)

At which time the bids will be privately opened and read. Bid documents and specifications will be available on Monday, August 6, 2018 at 9:00 AM at Procurement Office or by requesting a copy on the City of Springfield website [www.springfieldcityhall.com](http://www.springfieldcityhall.com).

The City of Springfield, on behalf of the Springfield-Hampden County Continuum of Care, is seeking proposals to provide Homeless Youth Services to youth aged 18-24 in Hampden County. Services may include outreach, assessment, homelessness prevention, rapid rehousing assistance, and emergency winter shelter. Successful applicants will be included in a coordinated application to the state of Massachusetts to provide a network of services to the target population.

The full amount of funding available for Hampden County for the current fiscal year for the entire coordinated project is \$250,000-\$325,000.

If the region is awarded funds, successful applicants will be offered contracts for the period starting approximately Oct. 15, 2018 to June 30, 2020. Contract will be funded from current available funds for year one, and the state plans to provide additional funding on the same contracts for year 2. Contracts may be renewed for up to an additional 8 years.

Bidders' Conference: August 14, 2018, at 10:00 a.m. at the Office of Housing, 1600 E. Columbus Ave.

The Chief Procurement Officer reserves the right to waive any informality in and to reject any or all bids if it is in the public interest to do so. Proposers must submit all written questions to the Procurement office by close of business on August 15, 2018. Fax and email questions are acceptable.

Note: to newspaper: Insert the above advertisement in the Springfield Union-News ONLY under the heading "Legal Notice" on the following date: **August 7, 2018**  
Phone: 787-6285   **REFERENCE: 4137836285 per bid number 19-025**

# Request for Proposals for Homeless Youth Services

Springfield-Hampden County Continuum of Care

By its fiscal agent, the City of Springfield

Bid No. 19-025

## I. Introduction

The Springfield-Hampden County Continuum of Care (“CoC”), through its fiscal agent the City of Springfield, (“City”), acting by and through its Office of Procurement and the Office of Housing, seeks one or more qualified youth homeless service organizations (“Youth Service Provider”) to operate programming to serve at-risk and homeless unaccompanied youth aged 18-24, including both individual and parenting youth, during the period November 1, 2018 through June 30, 2019. Funding awards are contingent upon the CoC receipt of funds from the Commonwealth of Massachusetts pursuant to Bid #: [BD-19-1039-EHS01-EHS01-29691](#) and may be renewed for the period July 1, 2019 --June 30, 2020 and for up to eight years after, provided that ongoing funding is provided by the Commonwealth.

## II. Background

The Commonwealth’s Executive Office of Health and Human Services (hereafter “EOHHS”) released a Grant Application on July 26, 2018, seeking Responses from qualified entities to implement a Homeless Youth Program in each of ten (10) Program Regions in the Commonwealth. Hampden County is one of the designated regions. Following an initial amendment, responses are due to the state on September 10, 2018.

EOHHS indicates that it seeks to fund a provider or network of providers in each region which will provide the following:

- **Core Services** to youth
  - Outreach and upstream prevention
  - Assessment, crisis intervention, and rapid rehousing
  - Direct, housing-related financial assistance
  
- **Winter Response** – dedicated youth-focused emergency shelter beds available, at a minimum, November – May

- **Community Collaboration** – coordination with community partners and other entities to identify and leverage programmatic, staffing, financial and other resources to support and promote the sustainability of homeless youth program activities and to facilitate the creation of a ‘no wrong door’ regional approach to ending youth homelessness.
- **Community Needs Assessment** -- to be completed by June 30, 2019

EOHHS intends to allocate approximately \$250,000 to \$325,000 per Program Region in state fiscal year 2019 for the Homeless Youth Program activities.

The CoC, through its fiscal agent the City, will submit a response for Region 2 – Hampden County. The CoC’s application will propose that the CoC lead the Hampden County Community Collaboration and be responsible for submittal of the Community Needs Assessment. The CoC expects to partner with one or a network of providers capable for providing Core Services and Winter Response available to youth throughout Hampden County.

This Request for Proposals for Homeless Youth Services seeks providers to be included in the CoC’s response to the state. Funding for selected providers will be contingent on the CoC being selected for funding by the state.

For the period July 1, 2017 through June 30, 2018, the Hampden County CoC served 144 unduplicated individual youth in outreach and emergency shelter programs, with an average of 20 youth in emergency shelter each night during winter months. The Hampden County CoC served 295 parenting youth (in 253 households) in emergency shelter during this period of time. Additional data about youth homelessness and existing resources is provided in Appendix A.

The CoC may use awarded funds to enhance existing youth homelessness programs, and selected Youth Service Providers will be expected to coordinate with existing programs and with the CoC’s coordinated entry (CE) system. The CoC’s CE includes an online data warehouse and housing referral system. The CoC uses the Transition-Age-Youth Vulnerability Index Service Prioritization and Decision Assistance Tool (TAY-VI-SPDAT) as an initial assessment/triage tool across all youth homelessness programs. CE includes at least one monthly in-person case conferencing meeting. All Hampden County providers that receive funding under this grant opportunity will be required to send a representative to the monthly meeting.

### III. Scope of Work

The Youth Service Provider will provide a portion or all of a continuum of services for at-risk and homeless youth, including Core Services and/or Winter Response. The following items will be considered for funding:

- **Staff** to provide outreach, prevention, diversion, rapid rehousing and housing stabilization services. Types of staff positions that may be appropriate, but are not an exhaustive list, are:
  - Youth Prevention Specialist
  - Youth Coordinated Entry Coordinator
  - Youth Rehousing/Stabilization Specialist
  - Rapid Rehousing Program Coordinator
- A **pool of flexible funds** to be used for rent arrears, utility costs, or other funding needs which will prevent or resolve youth homelessness
- A **Rapid Rehousing Program**, which will provide time-limited rental assistance and supportive services to youth age 18-24 who have been homeless
- **Youth Winter Response**, which will provide emergency safe and age-appropriate placement of youth 18-24 during the minimum period of November through May. The CoC is seeking creative and cost-effective ways to meet this requirement to receive the state funding under this grant. Solutions might include kinship homes, a physically separated area for youth in an existed shelter program, a drop-in center allowing very brief episodes of overnight stay, a church-operated program, or use of other existing resources to meet the need. The CoC does not expect the available funding to be sufficient to create a new stand-alone program.

All funded Youth Service Providers will be responsible for entry of data regarding assisted program participants in the Springfield-Hampden CoC Homeless Management Information System (HMIS), which will be made available at no cost to the Youth Service Provider.



IV. Key Dates

- a. RFP released: August 6, 2018
- b. Proposals Due: August 22, 2018, 4:00 PM
- c. Anticipated Grant Period: November 1, 2018 – June 30, 2019

V. Total Funding Available: Up to \$250,000 to \$325,000, contingent on award from EOHHS

- a. The City expects to award 95% of the amount awarded by EOHHS. 90% of funds awarded will be used by the Youth Service Provider for program costs detailed in the Scope of Services described above. The remaining 5% will be available to the Youth Service Provider for reimbursement for administrative costs.
- b. Funds will be available on a reimbursable basis. Reimbursement requests will be submitted monthly.
- c. The grantee must submit monthly cost expenditure reports and back up.
- d. This grant does not require matching funds.
- e. The grantee must comply with all City and EOHHS reporting requirements.

VI. Instructions and Conditions

a. Limitations

By publishing this Request for Proposals (RFP), the City of Springfield does not commit itself:

- 1. To award a contract.
- 2. To pay any cost incurred by any applicant in the preparation of the proposal submitted.
- 3. To procure a contract for services or supplies.

The City reserves the right, solely in its best interest:

- 1. To accept or reject any or all proposals received.
- 2. To negotiate the scope of the services for an accepted proposal.

b. Proposal Format and Submission Requirements

Proposals must be received by the City of Springfield, Procurement Office, 36 Court Street, Springfield, MA 01103 no later than August 22, 2018 at 2:00 PM. It is the responsibility of the applicant to deliver one (1) original and (1) copy of the proposal, as well as an electronic version submitted on a thumb drive. Proposals should be submitted in binders, with pages easily removed from the binder for photocopying.

Legibility, clarity and completeness are important. Tabbing is mandatory.

The proposal must consist of the following components and forms:

Tab #1-Proposed Program. Identification of which of the eligible service(s) that the Youth Service Provider proposes to provide, description of how the Youth Service Provider will start-up and carry out the services, location of services and staffing plan. For the Rapid Rehousing and Winter Response activities, provide a detailed description of the program, including: the type of staffing to be used, the ratio between staff and program participants, the plan to identify housing units or shelter/kinship locations, and the expected types and number of contacts between staff and youth. For the Rapid Rehousing Program, also describe the configuration of housing units—for example, scattered site apartments, clustered apartments, and individual apartments or shared (roommate) settings. For proposals that include staff, provide a job description that will be used to hire for the position.

Tab #2-Experience. The Youth Service Provider's qualifications, experience and capabilities with regard to the services proposed to be provided. In addition to general experience with the programming proposed and with the unaccompanied youth population, the Youth Service Provider should describe experience accessing mainstream benefits, evaluating and providing trauma-informed care and referrals, capacity to access education and workforce development resources, training of counselors in youth services, capacity to provide youth-centered assessment and triage with a focus on trauma-informed care, and identification of mentoring and nurturing adult opportunities.

Tab #3-Staff. Resumes and dated work histories for all individuals who are proposed to work on this project. Where new personnel are to be hired, job description(s) for new position(s).

Tab #4-Collaboration. A short summary of contacts made with other Hampden County agencies regarding this funding opportunity—who contacted and whether the contact included discussions of potential collaboration. Describe experience collaborating with other entities to provide assistance to homeless youth aged 13-24.

Tab #5-Audit/Financial Statement. Provide your agency's most recent audit (including management letter) or financial statement.

Cost Response Submit a Cost Response that includes a proposed budget for providing the services proposed for the period November 1, 2018 through June 30, 2019. A Winter Response Proposal may submit a budget for November 1, 2018 through May 31, 2019. The Cost Response must be submitted separated in a sealed envelope marked with the Youth Service Provider agency name and the words "Cost Proposal," along with the full proposal.

c. Evaluation Criteria

Proposals will be evaluated solely on the criteria set forth in sections VII and VIII of this RFP which will assess the following:

1. Provision of a realistic and detailed plan to provide the indicated services, and the ability to contract by November 1, 2018, and start operation of the program quickly.
2. Description of a program that is youth-centered, based on Housing First principles, coordinated with other services and programs, likely to create increased housing stability for at-risk and homeless unaccompanied youth age 13-24 and will serve youth throughout Hampden County.
3. Relevant experience and qualifications of the Youth Service Provider, including demonstrated ability to perform the assigned tasks within



the identified time frame and budget, past performance with similar projects, and experience with each of the required competencies (mainstream benefits, trauma-informed care, access to education/employment resources, training for youth workers, youth-centered assessment and triage, and identification of mentoring and nurturing adult opportunities).

d. Signature

1. The proposal shall be signed by an official authorized to bind the offer.
2. The proposal shall also provide the following information:

Name, title, address and telephone number and individual(s) with authority to negotiate and contractually bind the firm, along with the name, telephone number and email address of the person who may be contacted during the period of proposal evaluation.

e. Contract Award

1. The City of Springfield may award a contract based on proposals received without discussion of such proposals.
2. Accordingly, each proposal should be submitted on the most favorable terms from an experience and technical standpoint. However, the City of Springfield reserves the right to request additional data, oral discussion or presentation in support of written response to RFP in order to award a contract to the most qualified candidate.

f. Fee

The fee for this contract will be negotiated in accordance with the Selection Procedure listed in Section VIII of this document.

VII. Minimum Evaluative Criteria

In order for a proposal to be considered responsive and responsible and to be considered for further consideration, the proposal must meet the following Minimum Evaluation Criteria:

1. The proposal must be complete, must be submitted on or prior to the submission deadline, and must contain, at a minimum, all of the required elements of a proposal package as delineated in the requirements of this RFP. Failure to meet any submission requirement shall result in rejection of the proposal package.

Proposals that meet the minimum criteria will be further evaluated and rated on the basis of the following Comparative Criteria. The City reserves the right to ask any applicant to provide additional supporting documentation in order to verify responses. Proposals will be evaluated by the evaluation committee.

VIII. Selection Procedure

The following information must be provided with bid submittal. Complete all forms and submit documents by the due date and time listed on the bid cover page, and complete copies of the proposals as noted below.

Include:

- Request for Proposal Coversheet (Signature) Page
- Addendum Cover (Signature) Page(s), if applicable to this bid request
- Complete Technical (Non-Price) Proposal
- Price Proposal Sheet(s) Sealed **SEPARATELY** from Non-Price (Technical) Proposal
- Non-Collusion Fraud Form (provided in attachments)
- Tax Certification Affidavit (provided in attachments)
- Affirmative Action Plan (form provided in attachments)

Proposals must be received by the City of Springfield, Procurement Office, 36 Court Street, Springfield, MA 01103 no later than August 22, 2018 at 2:00 PM. It is the responsibility of the applicant to deliver one (1) original technical and three (3) copies of the technical proposal, as well as an electronic version submitted on a thumb drive. Technical Proposals should be submitted in binders, with pages easily removed from the binder for photocopying. One (1) original Cost Proposal and three (3) copies must be submitted in a SEPARATE envelope.

All Price Proposal information shall be sealed **SEPARATELY** from the Technical (Non-Price) Proposal.

Proposals must be received at the Procurement Office no later than 2:00 p.m. EST on **Wednesday, August 22, 2018**. The deadline will be strictly observed. Proposals delivered to any other office or location will be rejected as non-responsive. If at the time of the scheduled RFP opening, City Hall or the Office of Procurement is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the RFP opening will be postponed until 2:00 p.m. on the next normal business day. RFP will be accepted until that date and time.

**Questions** regarding this RFP, if any, must be delivered in writing via fax or by e-mail only. Due no later than close of business on **August 15, 2018** to:

Lauren Stabilo - Chief Procurement Officer  
City of Springfield  
Office of Procurement  
FAX (413)787-6295  
[lstabilo@springfieldcityhall.com](mailto:lstabilo@springfieldcityhall.com)

All questions properly submitted to the City will be responded to no later than 4:00 p.m., on **August 20, 2018**. Responses will be sent in the form of an email and copied to all potential respondents that have requested a copy of this RFP through the Procurement Office.

Proposals shall be delivered by U.S. Mail, Federal Express or other such service or by hand. Delivery by facsimile is prohibited. It is the Proposer's sole responsibility to ensure that its proposal is received at the proper location at or prior to the deadline.

Proposals will be analyzed by a review committee made up of the various City and Housing Department officials. The City may request supplemental information or clarification of information submitted from Proposers. The highly advantageous Proposal will be recommended to Chief Procurement Officer for final approval. In connection with the evaluation of Proposals, oral presentations may be requested of all of Proposers who met the Minimum and Comparative Criteria of this RFP.

Proposals shall be assembled and submitted as follow:

Technical Proposal - which shall include all required documents explained in bid specifications, however, the **Price Proposal shall NOT be submitted with the Technical Proposal**; and,

Price Proposal - The Consultant will provide Pricing on the Price Proposal form that is attached to this RFP as **Form A**.

Each Proposal Form shall contain an acknowledgment of receipt of all addenda (the numbers of which shall be filled in on the form). The address to which communications regarding the proposal are to be directed shall be shown.

A Proposer may correct, modify or withdraw its proposal by written notice received by City at the address specified above prior to the time and date specified for the receipt of proposals. After such time, a Proposer may not change the price or any other provision of its proposal in a manner prejudicial to City or fair competition.

The proposals shall not be opened publicly, but the City shall cause them to be opened in the presence of one or more witnesses at the time specified above. Until the completion of the evaluations, or until the time for acceptance specified above, whichever occurs earlier, the contents of the proposals shall remain confidential and shall not be disclosed to competing Proposers. At the opening of proposals, the City shall prepare a register of proposals which shall include the name of each Proposer and the number of modifications, if any, received. The City may open the price proposals at a later time, and shall open the price proposals so as to avoid disclosure to the individuals evaluating the proposals on the basis of criteria other than price

## COMPARATIVE EVALUATION CRITERIA

Proposals will be evaluated and rated on the basis of the following Comparative Criteria.

### 1. PROJECT PLAN

**HIGHLY ADVANTAGEOUS:** The Youth Service Provider has provided a detailed and realistic plan to provide the proposed services, and the ability to contract by November 1, 2018, and start operation of the program quickly.

**ADVANTAGEOUS:** The Youth Service Provider has provided a realistic plan to provide the indicated services, and has indicated the ability to start operation of the program quickly.

**NOT ADVANTAGEOUS:** The Youth Service Provider's plan for provision of services and for program start up is not realistic or likely to be effective.

**UNACCEPTABLE:** Non-Responsive.

### 2. PROGRAM DESIGN

**HIGHLY ADVANTAGEOUS:** The Youth Service Provider has proposed a program that is clearly described as being youth-centered, based on Housing First principles, coordinated with other services and programs, likely to create increased housing stability for at-risk and homeless unaccompanied youth age 18-24 and will serve youth throughout Hampden County.

**ADVANTAGEOUS:** The Youth Service Provider has proposed a program that meets most of the following characteristics: youth-centered, based on Housing First principles, coordinated with other services and programs, likely to create increased housing stability for at-risk and homeless unaccompanied youth age 18-24 and will serve youth throughout Hampden County.

**NOT ADVANTAGEOUS:** The Youth Service Provider's program description includes components which conflict with the desired characteristics of the youth services being sought.

**UNACCEPTABLE:** Non-Responsive.

### 3. EXPERIENCE

**HIGHLY ADVANTAGEOUS:** The Homeless Service Provider has demonstrated five (5) or more years' experience with homelessness and with youth aged 18-24 and has demonstrated experience with each of the desired competencies (mainstream benefits, trauma-informed care, access to education/employment resources, training for youth workers, youth-centered assessment and triage, and identification of mentoring and nurturing adult opportunities).

**ADVANTAGEOUS:** The Service Provider has demonstrated between three (3) and five (5) years' experience with homelessness and youth aged 18-24 and has experience with some of the desired competencies (mainstream benefits, trauma-informed care, access to education/employment resources, training for youth workers, youth-centered assessment and triage, and identification of mentoring and nurturing adult opportunities).

**NOT ADVANTAGEOUS:** The Service Provider has not demonstrated at least three (3) years' experience with homelessness and with youth aged 18-24 or has not demonstrated experience with any of the desired experience with each of the required competencies (mainstream benefits, trauma-informed care, access to education/employment resources, training for youth workers, youth-centered assessment and triage, and identification of mentoring and nurturing adult opportunities).

**UNACCEPTABLE:** Non-Responsive.

### 4. COLLABORATION

**HIGHLY ADVANTAGEOUS:** The Youth Service Provider has proposed a program which includes systemic collaboration with other providers after consultation with multiple providers. The applicant has a history of collaborating with other providers.

**ADVANTAGEOUS:** The Youth Service Provider attempted to create a collaborative responsive to this funding opportunity. The applicant has a history of strong collaboration with other providers.

**NOT ADVANTAGEOUS:** The Youth Service Provider made no attempt to collaborate with other entities and/or has a poor history of collaboration.

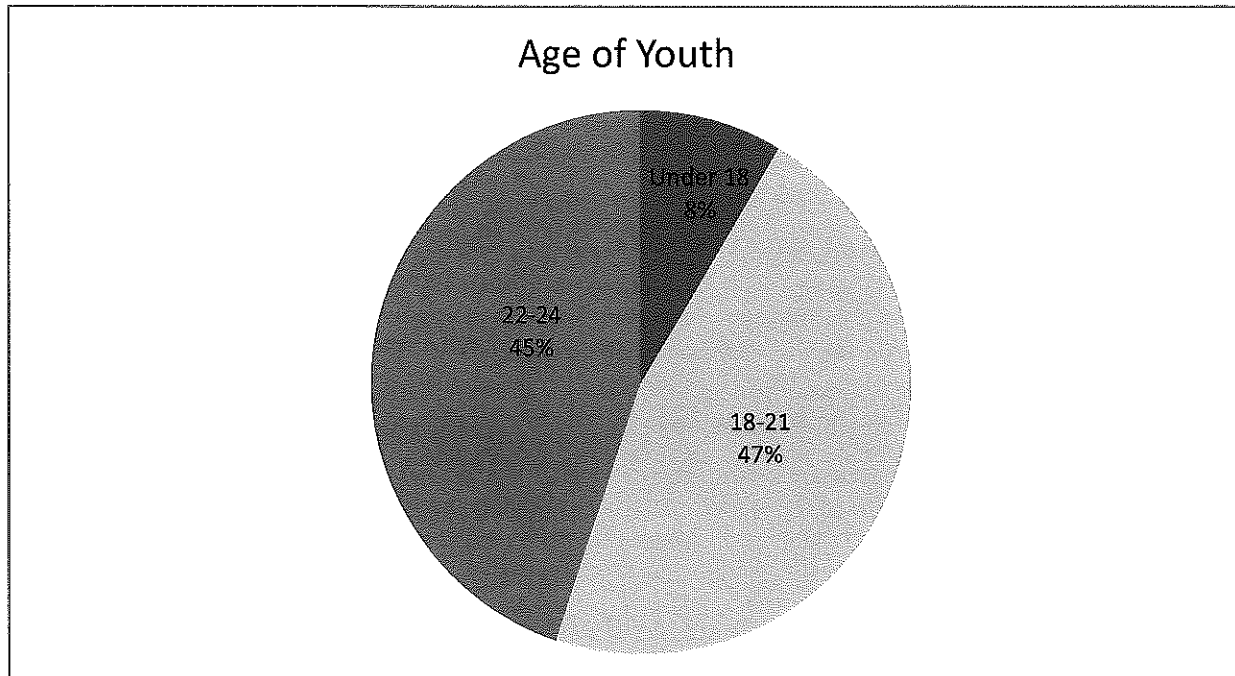
**UNACCEPTABLE:** Non-Responsive.

## UNACCOMPANIED YOUTH, UNDER 25 YEARS OLD

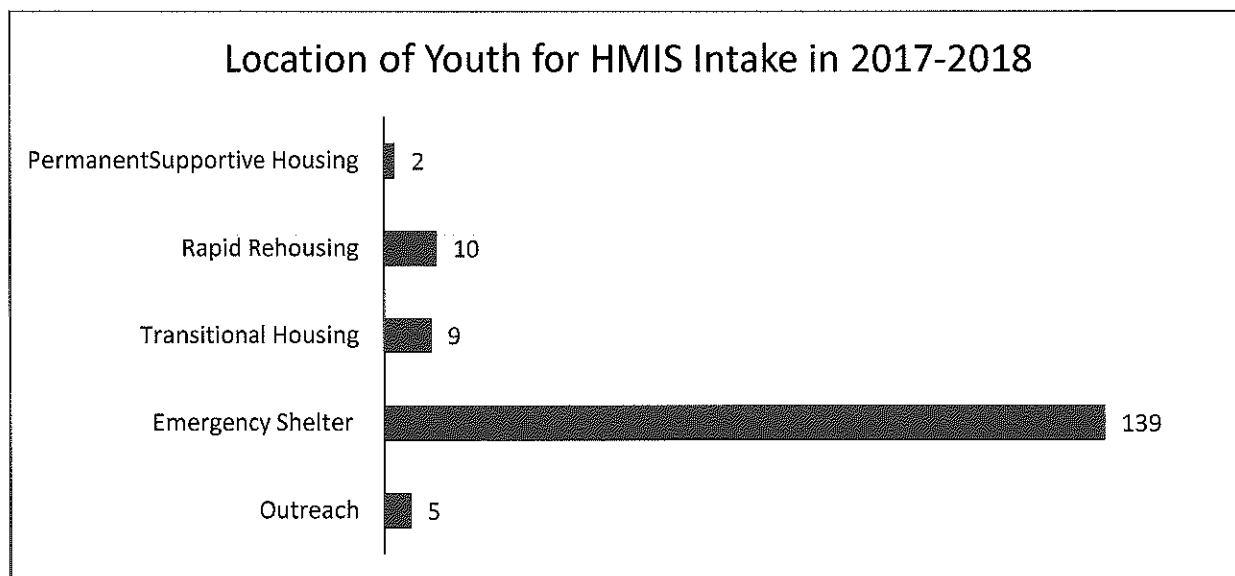
Springfield-Hampden CoC Program Year, 7/1/2017 – 6/30/2018

### Number and Characteristics

There were a total of 165 unduplicated youth who accessed CoC homeless resources in 2017-2018. The resources include outreach services, emergency shelter, transitional housing, rapid rehousing and permanent supportive housing. 8% of these youth were under 18.

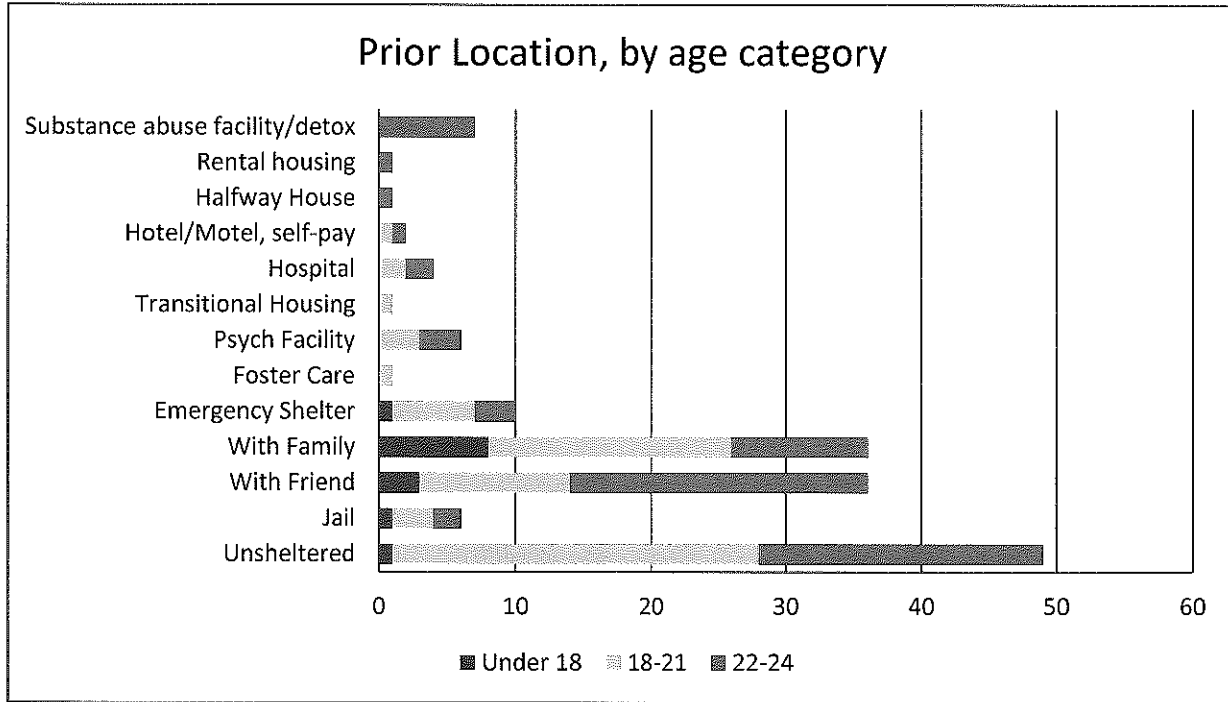


84% of youth encountered by our system used emergency shelter.

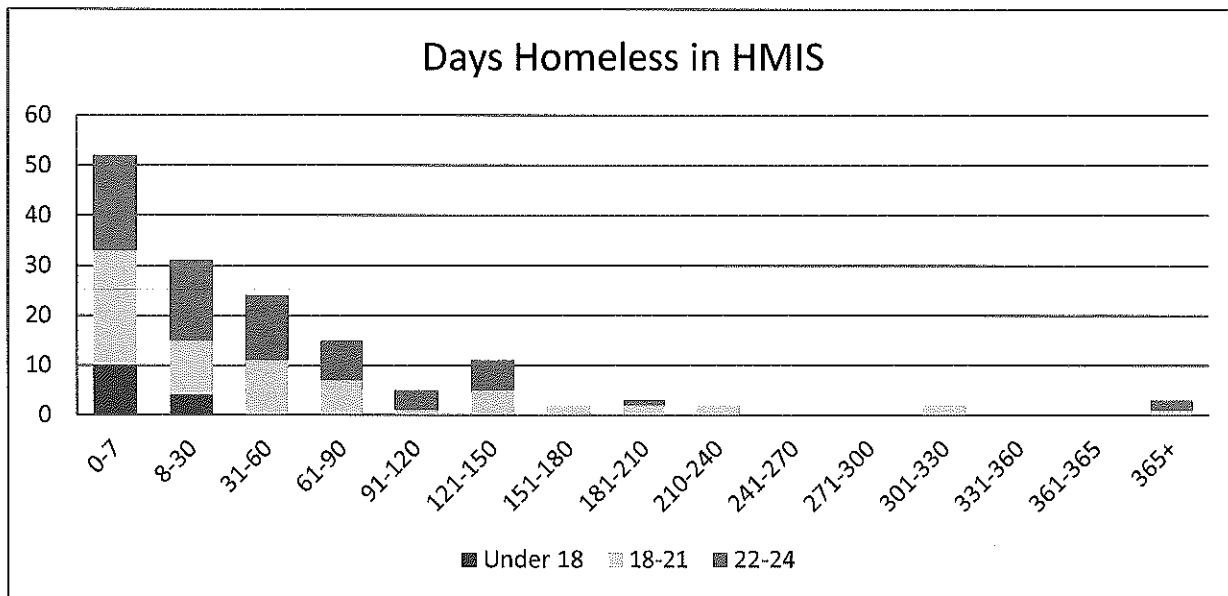




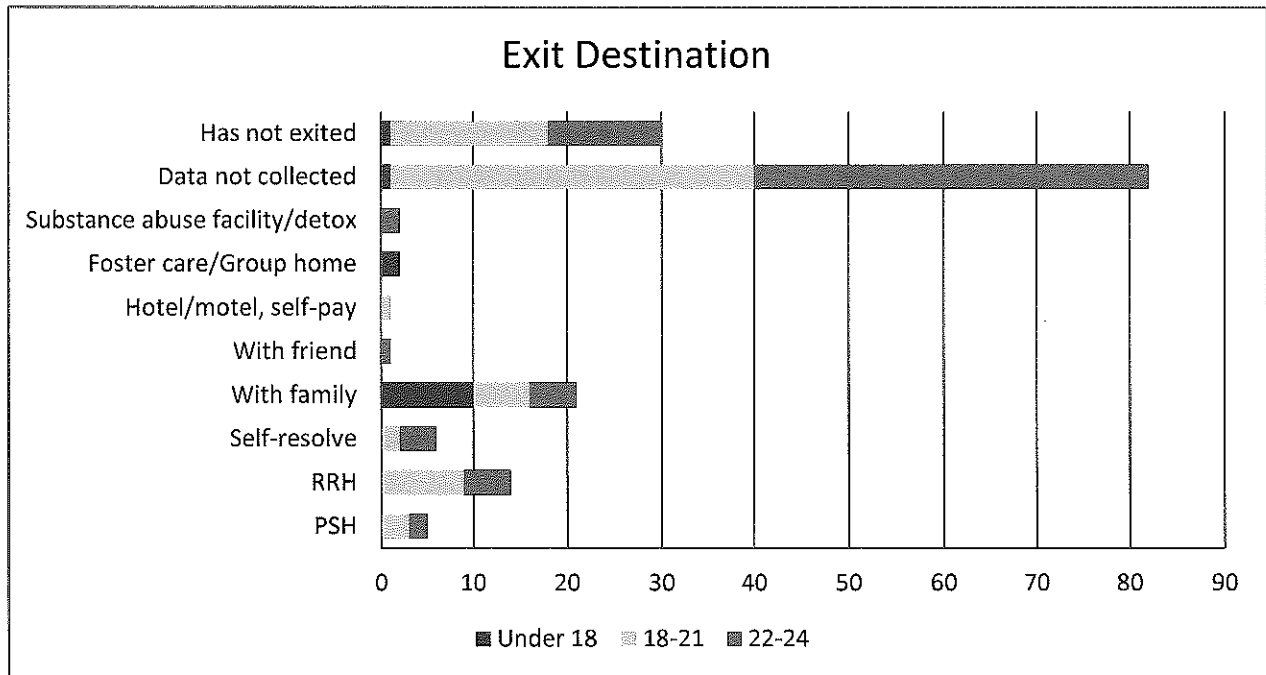
Most youth are unsheltered before entering homeless services. The two next largest prior location categories are staying with family and staying with friends. Three youth came into unaccompanied homelessness after leaving the family shelter system where they were staying with family.



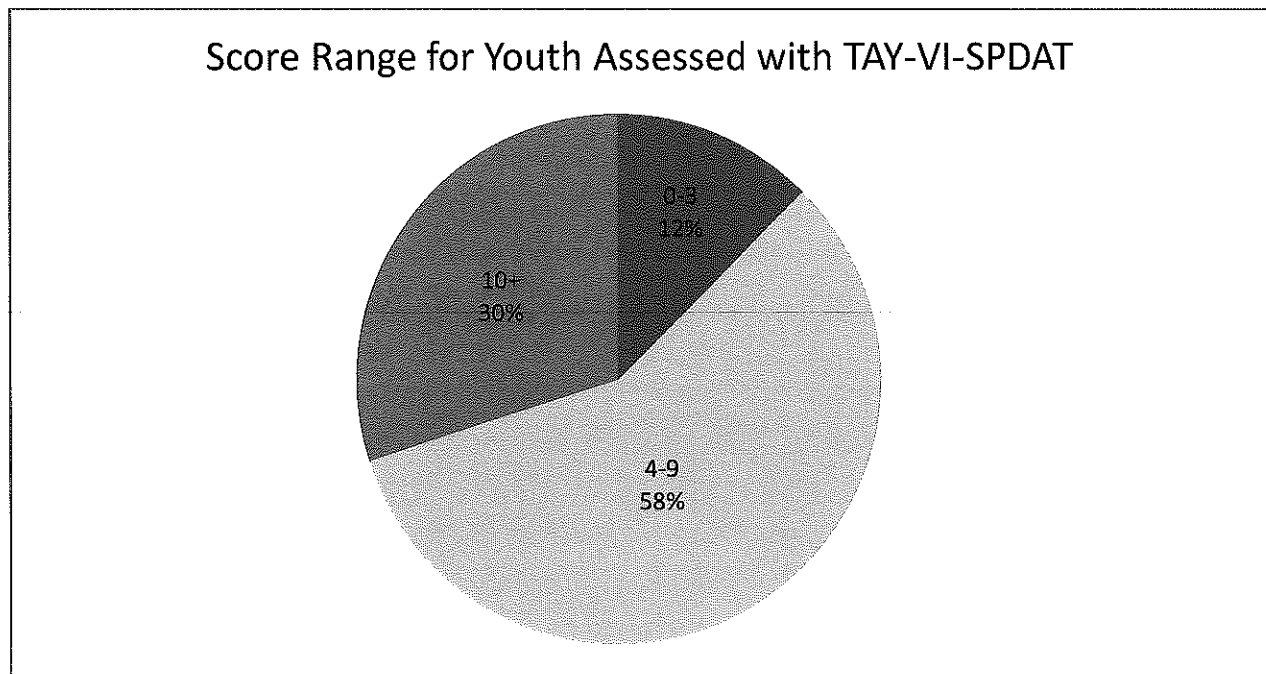
Most youth who access outreach, emergency shelter, and transitional housing exit the system within 30 days—34% exit within 7 days, and another 21% exit after stays of between 8 and 30 days. All youth under 18 exit within 30 days. Overall, by 90 days, 71% of all youth have exited. Fifteen percent of youth are homeless six months or more.



The CoC does not collect exit destination data for most youth who exit the system. For the 134 youth who left during the year 2017-2018, the CoC has the exit destination for only 39%. For the 52 for which the CoC has exit destination data, 40% exited to live with family, 27% received rapid rehousing, 12% self-resolved, and 10% exited to permanent supportive housing.

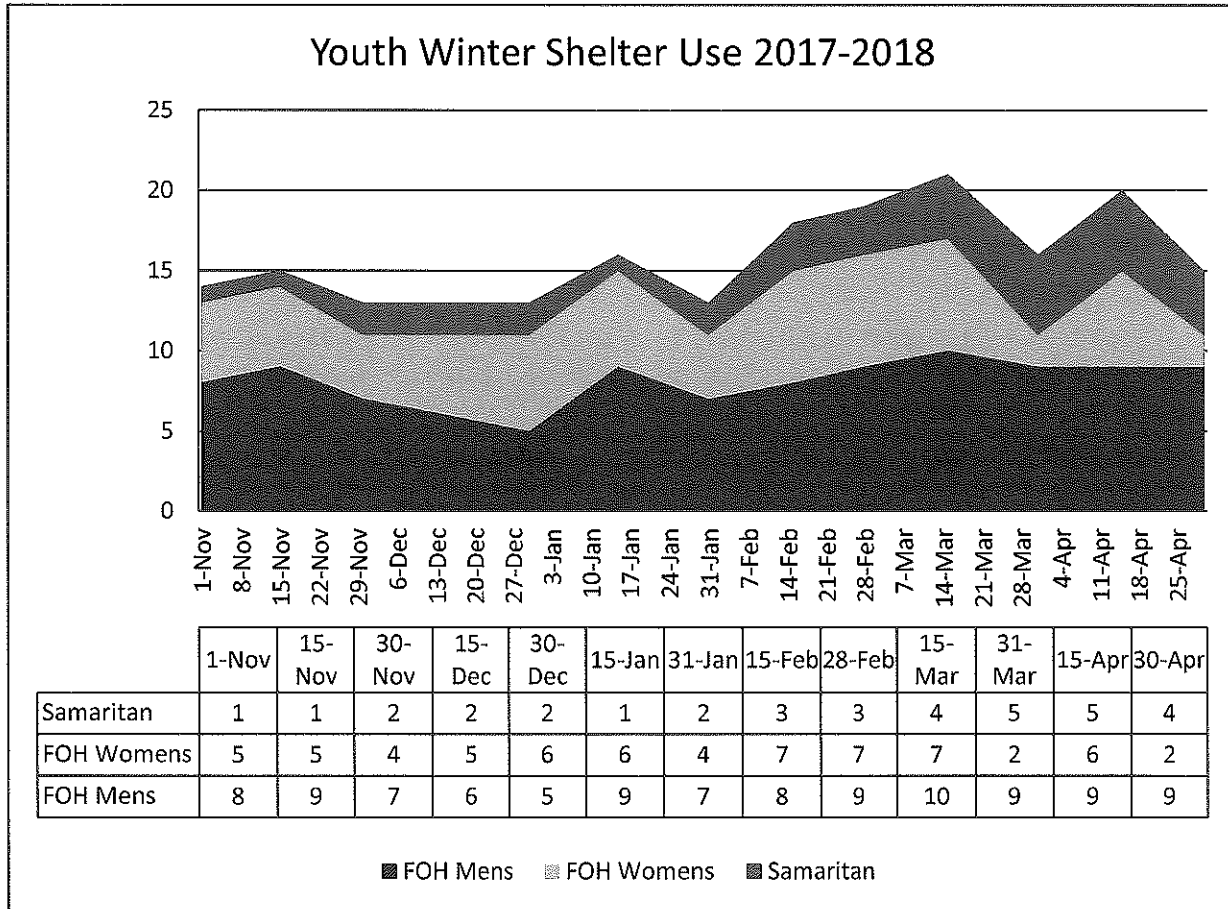


As part of coordinated entry, the CoC completed assessments for 40 youth during this program year. The majority, 58%, fell in the range that is recommended for rapid rehousing. Thirty percent of youth score high enough to need permanent supportive housing.



## Winter Shelter Use

During the winter months (November through April) there is an average of 16 youth per night staying at CSO/Friend of the Homeless or the Samaritan Inn. The highest number for winter 2017-2018 was 21 sheltered youth. The City does not have data for the Springfield Rescue Mission, but finds low numbers (1-2) of youth at that location each year during the point-in-time count.



**City of Springfield, Massachusetts  
Office of Procurement**

**SUBMISSION REQUIREMENTS**

Proposals shall be typewritten or written in ink on the enclosed forms. Officials of Corporations shall designate their official titles. Partners or Sole Owners shall so state, giving names of all interested Parties. Bid must be submitted in a sealed container and shall be guaranteed for ninety (90) days. Bidder shall not base Proposals on verbal information from any employee of the City. The City reserves the right to reject any or all bids.

**Request for Proposal: Homeless Youth Services**  
**Department: Office of Housing and Neighborhood Services**  
**Bid No. 19-025**  
**Opening Date: August 22, 2018 at 2:00 PM (EST)**

**Office of Procurement Submission Checklist**

**Bids must be received on or before the due date and must include the following, signed, & notarized as required: Failure to submit the following may be cause for immediate REJECTION.**

- \_\_\_\_\_ (1) RFP Form (Cover sheet) completed and signed
- \_\_\_\_\_ (2) Non- Collusion & Fraud Form completed.
- \_\_\_\_\_ (3) Tax Certification Affidavit Signed & Notarized
- \_\_\_\_\_ (4) Affirmative Action Form Signed
- \_\_\_\_\_ (5) One (1) Unbound Original (marked accordingly), Three (3) Bound copies and One (1) Thumb Drive of complete **Technical Proposal**.
- \_\_\_\_\_ (6) One (1) Unbound Original (marked accordingly) and Three (3) Bound copies of complete **Cost Proposal**.

**(COST PROPOSALS MUST BE SEALED SEPARATELY FROM TECHNICAL PROPOSALS)**

- \_\_\_\_\_ (7) Receipt of all addenda if issued.
- \_\_\_\_\_ (8) ALL requirements as stated in the Proposal specifications
- \_\_\_\_\_ (9) All bids will be evaluated. Failure to submit documents may result in determination that your bid is non-responsive.

Questions regarding this RFP must be directed in writing to Lauren Stabilo, [lstabilo@springfieldcityhall.com](mailto:lstabilo@springfieldcityhall.com), Chief Procurement Officer no later than August 15, 2018. All communications should include reference to the bid number and opening date. Facsimile and email communications are acceptable

**COLLUSION OR FRAUD STATEMENT**

THE UNDERSIGNED CERTIFIES UNDER PENALTIES OF PERJURY THAT THIS BID IS IN ALL RESPECTS BONA FIDE, FAIR AND MADE WITHOUT COLLUSION OR FRAUD WITH ANY OTHER PERSON. AS USED IN THIS SECTION THE WORD "PERSON" SHALL MEAN ANY NATURAL PERSON, JOINT VENTURE, PARTNERSHIP, CORPORATION OR OTHER BUSINESS OR LEGAL ENTITY.

\_\_\_\_\_  
(NAME OF PERSON SIGNING BID)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(COMPANY)

## **TO BE INCLUDED IN ALL SPECIFICATIONS**

### **COMPLIANCE WITH FEDERAL, COMMONWEALTH OF MASSACHUSETTS, AND CITY OF SPRINGFIELD TAX LAWS.**

#### **A. COMPLIANCE WITH TAX LAWS**

The contractor must be in compliance **at the time it submits its bid and afterwards if selected as the contractor**, with all Federal, Commonwealth of Massachusetts and City of Springfield tax laws, the contractor will be disqualified from the bidding procedure.

#### **B. TAX CERTIFICATION AFFIDAVIT.**

The contractor **must** complete and return the Tax Certification Affidavit with the contractor's bid/proposal. Failure to complete and return the Tax Certification Affidavit will disqualify the contractor from the bidding procedure.

#### **C. VERIFICATION OF COMPLIANCE WITH FEDERAL AND MASSACHUSETTS TAX LAWS.**

If the City of Springfield discovers that the contractor is not in compliance with Federal or Massachusetts tax laws, the contractor shall be excluded from the bidding procedure.

#### **D. COMPLIANCE WITH THE CITY OF SPRINGFIELD TAXES.**

If the City of Springfield discovers that the contractor owes the City of Springfield any assessments, excise, property or other taxes, including any penalties and interest thereon, the contractor shall be excluded from the bidding procedure.

The contractor at all times during the term of an awarded contract shall observe and abide by all Federal, Commonwealth of Massachusetts and City of Springfield tax laws and remain in compliance with such laws, all as amended.

**TAX CERTIFICATION AFFIDAVIT FOR CONTRACTS**

Individual Social Security Number \_\_\_\_\_

State Identification Number \_\_\_\_\_

Federal Identification Number \_\_\_\_\_

Company: \_\_\_\_\_

P.O. Box (if any): \_\_\_\_\_ Street Address Only: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

List address(es) of all other property owned by company in Springfield: \_\_\_\_\_

Please Identify if the bidder/proposer is a:

Corporation \_\_\_\_\_

Individual \_\_\_\_\_ Name of Individual: \_\_\_\_\_

Partnership \_\_\_\_\_ Names of all Partners: \_\_\_\_\_

Limited Liability Company \_\_\_\_\_ Names of all Managers: \_\_\_\_\_

Limited Liability Partnership \_\_\_\_\_ Names of Partners: \_\_\_\_\_

Limited Partnership \_\_\_\_\_ Names of all General Partners: \_\_\_\_\_

You must complete the following certifications and have the signature(s) notarized on the lines below. Any certification that does not apply to you, write N/A in the blanks provided.

**FEDERAL TAX CERTIFICATION**

I, \_\_\_\_\_ certify under the pains and penalties of perjury that \_\_\_\_\_, to my best knowledge and belief, has/have complied with all **United States Federal taxes** required by law.  
(authorized agent) (Bidder/Proposer)

\_\_\_\_\_  
Bidder/Proposer/Contracting Entity Authorized Person's Signature Date: \_\_\_\_\_

**CITY OF SPRINGFIELD TAX CERTIFICATION**

I, \_\_\_\_\_ certify under the pains and penalties of perjury that \_\_\_\_\_, to my best knowledge and belief, has/have complied with all **City of Springfield taxes** required by law (has/have entered into a Payment Agreement with the City).  
(authorized agent) (Bidder/Proposer)

\_\_\_\_\_  
Bidder/Proposer/Contracting Entity Authorized Person's Signature Date: \_\_\_\_\_

**COMMONWEALTH OF MASSACHUSETTS TAX CERTIFICATION**

Pursuant to M.G.L. c. 62C §49A, I, \_\_\_\_\_ certify under the pains and penalties of perjury that \_\_\_\_\_, to my best knowledge and belief, has/have complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.  
(authorized agent) (Bidder/Proposer)

\_\_\_\_\_  
Bidder/Proposer/Contracting Entity Authorized Person's Signature Date: \_\_\_\_\_

**Notary Public**

STATE OF \_\_\_\_\_, 2018

County of \_\_\_\_\_, ss.

Then personally appeared before me [name] \_\_\_\_\_, [title] \_\_\_\_\_ of [company name] \_\_\_\_\_, being duly sworn, and made oath that he/she has read the foregoing document, and knows the contents thereof; and that the facts stated therein are true of his/her own knowledge, and stated the foregoing to be his/her free act and deed and the free act and deed of [company name] \_\_\_\_\_.

My commission expires: \_\_\_\_\_  
Notary Public \_\_\_\_\_

**YOU MUST FILL THIS FORM OUT COMPLETELY AND, SIGNATURES MUST BE NOTARIZED ON THIS FORM AND YOU MUST FILE THIS FORM WITH YOUR BID/CONTRACT.**



AFFIRMATIVE ACTION PLAN  
(GOODS AND SERVICES BID ONLY)

NAME OF PROJECT \_\_\_\_\_ BID NO. \_\_\_\_\_

A.) What is the total number of employees that is currently employed by your company?

NUMBER OF EMPLOYEES										
OVERALL TOTALS (SUM OF COL.B THRU F) A	MALE					FEMALE				
	WHITE (NOT OF HISPANIC ORIGIN) B	BLACK (NOT OF HISPANIC ORIGIN) C	HISPANIC D	ASIAN OR PACIFIC ISLANDER E	AMERICAN INDIAN OR ALASKAN NATIVE F	WHITE (NOT OF HISPANIC ORIGIN) B	BLACK (NOT OF HISPANIC ORIGIN) C	HISPANIC D	ASIAN OR PACIFIC ISLANDER E	AMERICAN INDIAN OR ALASKAN NATIVE F

B.) What is your anticipated work force for this project/service? \_\_\_\_\_.

Number of Minorities \_\_\_\_\_ Number of Females \_\_\_\_\_.

C.) Is your company at least 51% owned and controlled by one of the following groups members? Please circle the appropriate categories.

MALE---FEMALE: Black, Hispanic, Asian, American Indian,  
Alaskan Native, Cape Verdean, Caucasian.

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FIRM

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TELEPHONE NUMBER

**THIS FORM MUST BE SUBMITTED BY THE BIDDER WITH THE BID /PROPOSAL,  
AND SIGNED BY THE BIDDING COMPANY IF THE REQUIRED INFORMATION IS  
PROVIDED OR NOT.**

**PRICE PROPOSAL**

**FORM A**

Please provide costs for a 12-month period for each category, except for Winter Response; the amount will be prorated for the grant term. For Winter Response, please provide a budget for 7 months.

<b>Staff (please list)</b>	<b>Time (% of FTE)</b>	<b>Annual Cost per 1 FTE</b>	<b>Total Cost</b>
<b>Flex Funds</b>	<b>Average Amount per Youth</b>	<b>Number of Youth to be served</b>	<b>Total Cost</b>
<b>Rapid Rehousing Funds</b>	<b>Average Amount per Youth</b>	<b>Number of Youth to be served</b>	<b>Total Cost</b>
<b>Youth Winter Response</b>	<b>Cost per Youth Bed</b>	<b>Number of Youth Beds</b>	<b>Total Cost</b>
<b>Administrative Cost (5%)</b>			
<b>TOTAL COST</b>			