

Department of Community and Senior Services

**REQUEST FOR STATEMENT
OF QUALIFICATIONS (RFSQ)
FOR THE PROVISION OF
YOUTH PROGRAM SERVICES**

RFSQ# CMD-01-12
Bidder's Conference
April 10, 2012

RFSQ Process

- Submission of Statement of Qualifications (SOQ) by Proposer
- SOQ reviewed to ensure minimum qualifications are met
- Qualified proposers are recommended to be placed on Master Agreement List
- County files Board Letter/ Board Approves Master Agreement List
- County releases Work Orders for specific youth programs to all Contractors on Master Agreement List

Scope of Work

- Addendum One

Proposer's Minimum Qualifications

- RFSQ Section 1.4, Page 2

Master Agreement Process

- Master Agreements executed with all proposers determined to be qualified
- Qualified proposers will become County Contractors
- Work Orders released for specific Youth Program Services
- Execution of a Master Agreement does not guarantee a Contractor any minimum amount of business

Master Agreement Term

- 3 years, with option to extend for up to 2 additional years
- County will continuously accept SOQs to qualify Proposers throughout duration of Master Agreement

Important Dates

- Request for a Solicitation Requirements Review Due - **April 13, 2012**
- Written Questions Due - **April 18, 2012**
- Questions and Answers Released - **April 23, 2012**
- **SOQ due by 5:00 pm - May 2, 2012**
- Mail Proposers Recommendations - **May 23, 2012 - May 30, 2012**
- Board Agenda - **September 4, 2012**
- Release WIA Youth Formula Work Order - **October 1, 2012 (anticipated)**
- WIA Youth Formula Master Agreement Commences - **January 1, 2013 (anticipated)**

SOQ Review Process

- Adherence to Minimum Requirements
- Proposer's Qualifications
- Required Forms (Appendix A)
- Business License/Certificate of Good Standing (Sec. 2.7.2, pg. 20)
- Proof of Insurability

Clarification of Required Forms

- RFSQ Section 2.7: Proof of Licenses, page 20, (Section D) / Appendix K: SOW, Section 13.0 Master Agreement Document Deliverables, sub-section 13.3, Master Agreement Compliance Documents, page 17
- Appendix A: Required Forms: Exhibit 1: Proposer's Organization Questionnaire/Affidavit
- Appendix A: Required Forms: Exhibit 2: Proposer Experience Verification Form

Proposer's Questions

THANK YOU AND GOOD LUCK!