

***Department of Social Services  
Office of Family Support***

**Solicitation for Proposals**

**Children's Defense Fund (CDF)  
Freedom Schools Summer Program**

**TEMPORARY ASSISTANCE TO NEEDY FAMILIES (TANF) FUNDS**

**Closing date: November 16, 2009**

***Please submit an original and four (4) copies of proposals by 4:30 p.m. on November 16, 2009 to Lee Terry Williams, Department of Social Services, Office of Family Support, 627 North 4<sup>th</sup> Street, Room 5-321, Baton Rouge, LA 70802.***

***NO FAXED OR ELECTRONIC COPIES WILL BE ACCEPTED***



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BOBBY JINDAL  
GOVERNOR



KRISTY H. NICHOLS  
SECRETARY

## State of Louisiana

Department of Social Services  
Office of the Secretary

### NOTICE TO PROPOSERS

The Louisiana Department of Social Services, Office of Family Support (DSS/OFS), hereby solicits proposals from qualified applicants to provide a Children's Defense Fund (CDF) Freedom Schools summer program that promotes five essential components: high quality academic enrichment, intergenerational leadership development, civic engagement and social action, parent and family involvement, and nutrition, health and mental health. This service meets the TANF goal to prevent and reduce out of wedlock pregnancies.

Solicitation for proposals may be obtained by downloading the Solicitation for Proposal (SFP) from the DSS Website at <http://www.dss.louisiana.gov>. Select "Service Providers" from the left hand column, then click Request for Proposals link. Or, you may contact **Lee Terry Williams, Assistant Director of Contract Services, Office of Family Support, 627 N. Fourth Street, 5<sup>th</sup> Floor, Baton Rouge, LA 70802, Telephone (225) 342-2511, Fax (225) 342-2536, E-mail: [william@dss.state.la.us](mailto:william@dss.state.la.us)**

An original completed proposal and 4 copies must be physically in the possession of the **Office of Family Support, Attention: Lee Terry Williams, 627 N. Fourth Street, 5<sup>th</sup> Floor, Baton Rouge, LA 70802 by 4:30 p.m.** on November 16, 2009. No proposals received after the specified date and time shall be considered. Any questions concerning the SFP must be made in writing and may be submitted by mail, fax, or email to Lee Terry Williams (address shown above) by 4:30 p.m. on November 4, 2009. All questions will be responded to on the website at <http://www.dss.louisiana.gov> by November 9, 2009.

This announcement does not commit the Department of Social Services/Office of Family Support to award a contract or pay any costs incurred in the preparation of proposals. It is neither a contract nor an offer to contract, but rather a solicitation for proposals, which if accepted by the Department and approved in the manner required by law, may become the basis for a future contract. In the event of a conflict between any term or provision of the SFP and a term or provision in any proposal submitted in response, this SFP shall control. If a proposal alters or modifies any term or provision of this SFP, such changes must be clearly delineated and expressly approved by the Department of Social Services in writing before a contract is issued. A failure to comply with the provisions of this part shall render any such variant term absolutely null.

The Department of Social Services reserves the right to accept or reject, in whole or in part, all proposals submitted and/or to cancel this announcement. A contract shall be awarded, if at all, to the proposal(s) deemed by the Department in its sole discretion to be the most advantageous to its clients based on quality of service, cost effectiveness and other considered factors. Any contract is subject to the availability of funds. No contract is final or enforceable until approved by the Department of Social Services and the Division of Administration, Office of Contractual Review.

Kristy Nichols  
Secretary  
Department of Social Services

VISIT OUR WEBSITE @ <http://www.dss.louisiana.gov>

EQUAL OPPORTUNITY EMPLOYER"

## **Program Goal**

To create supportive, nurturing, literature-rich environments for children ages five to 18 years of age in kindergarten through 12<sup>th</sup> grades, by focusing on literacy, cultural heritage, parental involvement, servant-leadership, and social action. The CDF Freedom Schools program connects the needs of children and their families with the resources of the community.

## **Contract Period**

A contract period of January 1, 2010 through August 31, 2010 has been established to fund this program.

All contracts awarded through this SFP must grant to the State of Louisiana, through the Department of Social Services, the Office of the Legislative Auditor, Inspector General's Office, Federal Government and/or other such officially designated body the right to inspect and review all books and records pertaining to services rendered under the contract (example: student sign-in sheets, student applications, parental consent forms). The contractor must cooperate with any monitoring/evaluation site visits or requests for information from the above-mentioned entities.

## **Program Funding**

This initiative is funded by the Federal Temporary Assistance to Needy Families (TANF). The TANF funds available for this initiative will address the TANF goal of preventing and reducing out-of-wedlock pregnancies. Under no circumstances will contractors be reimbursed in excess of the amount specified in the proposal. Services proposed shall be performed unless excused in writing by the Department and **any cost overruns or unallowable expenditures are solely at the expense of the contractor**. Successful applicants will be required to travel, at their own expense, to Baton Rouge, Louisiana for technical assistance training.

### **A separate proposal must be submitted for each proposed site.**

After an entity has been notified of its selection to receive a contract, the entity shall enter into a performance-based contract for the services outlined in the proposal. Contractors not utilizing their own sites **must** provide a written cooperative agreement with the entity allowing the site usage.

Contractors are required to recognize the funding agency (DSS) on all materials. Any media releases must be coordinated with the DSS Press Secretary. The contractor shall have the DSS logo on all media and published materials, including but not limited to, brochures, posters and training booklets that are purchased with TANF funds.

No funds awarded under this contract may be used to purchase any equipment (including, but not limited to computers, printers, copiers, facsimile machines, telephones, file cabinets, office furniture, unused office supplies, etc). All records, reports, files, data, and any other materials or information related to this contract may upon completion or termination of the contract become the property of the State of Louisiana and be delivered upon demand to the State or its designee in the manner in which such reports, files, etc., are kept in the ordinary course of business.

All proposals will become public record upon an evaluation by OFS staff and an award is made. Any technical data, financial information, overhead rates, or trade secrets protected from disclosure under LA R.S. 39:1490 and LAC 34:V:130, and designated as such in the proposal, shall be kept confidential as required by law. Materials submitted with the proposals become the property of Office of Family Support. The Office of Family Support has the right to use any or all ideas presented in any proposal. Selection or rejection of a proposal does not affect this right.

DSS will not furnish resources or materials to contractors, either during the initial stages or during contract performance itself, except as expressly provided herein.

## **Qualified Contractors**

Those eligible to apply are local or statewide public or quasi-public agencies, for profit organizations, non-profit organizations (meeting the requirements of non-profit status as determined by the IRS), including faith-based or other charitable organizations. Non-profits must be a 501(c) organization and must operate according to bylaws that define its operations and mission. Applicants must provide copies of the IRS determination of 501(c) status and bylaws.

Faith-based organizations may not use direct government funding to support “inherently religious” activities. You may not use any part of the funds awarded through this Solicitation to fund religious worship, instruction, or proselytization. Instead, organizations may use these funds only to support the non-religious social services they provide. Therefore, faith-based organizations that receive TANF funds should take steps to separate, in time or location, their inherently religious activities from the TANF-funded services they offer.

In accordance with the Louisiana Administrative Code at Title 34, Part V, §136 to make a determination of responsibility with respect to each applicant, the selected applicant must meet the following standards and ensure that any subcontractors meet the same standards as they relate to this procurement:

- Have adequate financial resources for performance, or have the ability to obtain such resources as required during performance;
- Have the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them (including probable subcontractor arrangements); if an applicant intends to use a subcontractor to meet this requirement then the applicant should produce a letter from the probable subcontractor stating that they are willing to provide the required services contingent upon a contract award.
- Be able to comply with the proposed or required time of delivery or performance schedule;
- Have a satisfactory record of integrity, judgment and performance (contractors who are seriously delinquent in current contract performance, considering the number of contracts and the extent of delinquencies of each, shall in the absence of evidence to the contrary or evidence of compelling circumstance, be presumed to be unable to fulfill the requirement);
- If an audit is required, have the required audit completed and submitted in a timely fashion. No funds shall be provided to any contractor for as long as the contractor fails or refuses to provide the required audit.
- Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

Organizations which are barred from receiving state or federal funds may not participate in this initiative, directly or indirectly, nor may a proposing organization utilize such ineligible organization in providing services under any contract awarded as a result of this SFP.

The applicant should have a sound business management capability. Upon notification of funding, selected contractors will have to have adequate liability insurance and adopt referral procedures that limit liability risks. The Office of Risk Management recommends a minimum of \$1,000,000 in coverage.

## **Program Requirements**

Selected entities must follow the prescribed Freedom Schools model curriculum and have been accepted and approved by CDF to operate a Freedom Schools summer program. Verification of approval from CDF **must** be provided to DSS during contract negotiation. If verification of approval is not provided, a contract will not be processed.

More information about the Freedom Schools Program can be found on the Internet at <http://www.childrensdefense.org>. Applicants must have applied to CDF by the due date indicated on the CDF website and be accepted as a 2010 CDF FS summer program site to be considered for funding by DSS.

Proposer must operate a CDF Freedom Schools summer program to serve 50 or 100 children ages five – 18 years of age, in kindergarten through 12<sup>th</sup> grades. The goal of the CDF Freedom Schools summer program is to boost student motivation to read, generate positive attitudes towards learning and connect the needs of children and their families to the resources in their communities. Proposers must agree to read and follow the CDF Freedom Schools Program Operating Principles 2010. The Program principles can be found at [www.freedomschools.org](http://www.freedomschools.org).

CDF Freedom Schools program sites must be in full compliance with all applicable local, state, and federal laws and standards (including fire, safety, licensing, civil rights, disability access and employment), as well as CDF guidelines.

Applicants who have previously operated an approved CDF Freedom Schools summer program may receive priority consideration for funding. Additionally, priority for funding may be given to those affected areas in which a substantial need for the services but inadequate funding exists to provide the needed services.

Applicants should provide necessary transportation to facilitate getting to and from program activities; and provide nutritious meals or snacks for program participants. Applicant must provide evidence showing the organization has the capacity to recruit children to participate in the program. **The Freedom School Program must operate at no charge to families.**

CDF selected *Freedom Schools* programs are required to participate in national trainings called the Ella Baker Child Policy Training Institute. The Institute provides an opportunity for the *Freedom Schools* program staff from across the country to come together and learn the Five Essential Pillars of the *Freedom Schools* model, which include the Integrated Reading Curriculum (IRC), Intergenerational Servant Leadership Development, Civic Engagement and Social Action, Parental Engagement, and Health and Nutrition.

All Site Coordinators and Servant Leader Interns must attend and complete the required training course. CDF approved Freedom Schools program sites must include the training costs in their proposed budget.

#### Additional Requirements

1. In conjunction with other requirements outlined in this Solicitation, the following additional requirements are to be made a part of any proposal submitted. Proposers should include written policies as to how their organization will address personnel-related issues. These policies should be aimed toward guidance to both personnel and the program participants. The policies must include guidance on how the following issues will be addressed; however, proposers are not required to limit their policies to the following topics. These policies should be presented in the proposal and will be evaluated by the Department.
  - Proposers must have written policies regarding substance abuse. The policy should cover staff and participants. The policy should reflect how participant referrals are made to the appropriate agency and how each proposer will work with that agency to ensure that appropriate services are provided.
  - Proposers must have a written policy regarding child abuse reporting requirements. The policy should cover staff and participants. The policy should reflect how participant referrals are made to the appropriate agency and how each proposer will work with that agency to ensure that appropriate services are provided.
2. Providers shall ensure that any staff or volunteer in a position of supervisory or disciplinary authority over children will have the appropriate background checks as required by Louisiana State Law see R.S. 15:587.1 see <http://www.legis.state.la.us>.

**Program Selection and Review**

A committee consisting of Department of Social Services personnel and/or other qualified professionals will evaluate proposals and select the contractors. Selection will be determined by the applicant’s overall ability to meet the program requirements as described in the program narrative.

**Reporting Requirement**

Contractors will be required to report data to DSS/OFS using the provided Measurement of Success (MOS) form. The information must be reported at the conclusion of the program.

**Targeted Performance Standards and Measures for Louisiana CDF *Freedom Schools***

<p><b><u>Child Attendance</u></b>  <b>Target:</b> Our attendance target is at least 85% of the children registered attend the program each day.  <b>Measure:</b> Daily attendance records</p>
<p><b><u>Child Attitudes toward learning, cultural appreciation, etc.</u></b>  <b>Target:</b> 75% of children will demonstrate improvement on one or more attitude measure.  <b>Measure:</b> Pre- and Post- surveys that will be given to the children and parents including child attitudes measures on love of learning, cultural appreciation, community involvement, conflict resolution skills, acceptance of responsibility and social adjustment.</p>
<p><b><u>Parental Involvement in Freedom Schools</u></b>  <b>Target:</b> At least 85% of parents will be involved in at least one Freedom Schools Activity.  <b>Measure:</b> Parent Attendance Records</p>
<p><b><u>Intern Attendance</u></b>  <b>Target:</b> All interns will attend the program at least 85% of the time.  <b>Measure:</b> Intern Attendance Records</p>
<p><b><u>Intern Participation</u></b>  <b>Target:</b> All interns will participate in at least 75% of the Freedom Schools’ activities  <b>Measure:</b> Intern Attendance Records</p>
<p><b><u>Intern Leadership and Community Awareness Skills</u></b>  <b>Target:</b> 75% of interns with regular participation will increase their leadership and cultural skills.  <b>Measure:</b> Pre- and Post- intern survey. The pre-survey is given before the training and the post- is given after the program</p>

**CDF Freedom Schools Estimated Site Budget**

TANF funding is available to qualified programs. Programs will receive reimbursement through a combination of two methods:

- Cost Reimbursement
- Unit Cost

Accordingly, proposers’ budgets must be submitted in a two-part format that reflects the two methods of reimbursement.

**COST REIMBURSEMENT SECTION**

This section should reflect expenses incurred prior to the start date of the program which are related to the cost of the Children’s Defense Fund Freedom School Training and outreach. Allowable expenses include Local Training, Books, Program Training payable to CDF and Travel costs for Executive Directors, Project Directors, Site Coordinators and Servant Leader Interns. It should also include costs for Community Outreach. **DSS will not reimburse contractors for any expenses that fall outside of the program’s approved budget.**

**UNIT COST SECTION**

This section should reflect the cost of serving one child for one day of the 6 week Freedom School Program. Personnel and Non-Personnel costs associated with operating the Program should factor into the calculating the cost. Personnel costs include salaries for Project Director, Site Coordinator and Servant Leader Interns. Non-Personnel costs include Classroom, Office and Art Supplies, Games and Equipment, Field Trips, Meals & Refreshments, Administrative (Insurance, Custodial Services), Parent/Family Meetings, Building Rental and Utilities. **Once the program begins, all payments by DSS will be made based on the unit cost per child per day.**

**EXAMPLE BUDGETS**

**COST REIMBURSEMENT BUDGET**

(Expenses to be incurred for costs in relation to training, travel and outreach prior to the start of the Freedom School Program.)

Cost for each line item is the maximum allowable.

	<b><u>50 Children</u></b>	<b><u>100 Children</u></b>
Book Costs	\$4,500	\$9,000
Annual Program Training (\$800 per servant leader intern)	\$4,800(6)	\$8,800(11)
Annual Program Training (1 Site Coordinator)	\$ 950	\$ 950
Travel	\$7,200	\$13,200
(Allowed for <b>new</b> Executive Directors to attend February Orientation & Training meeting at Haley Farm; for Project Directors and Site Coordinators to attend March Training at Haley Farm; and for Site Coordinators and Servant Leader Interns to attend June National Training at Haley Farm.)		
Local Training (Materials, consultants (first aid training), ect.)	\$1,500	\$2,500
Community Outreach	\$ 500	\$ 500
Background Checks	\$ 250	\$ 375
<b>TOTAL COST REIMBURSEMENT BUDGET</b>	<b>\$19,700</b>	<b>\$35,325</b>

**UNIT COST BUDGET**

(Cost of serving one child for one day of the 6 week Freedom School Program.)

Cost for each line item is the maximum allowable.

	<b><u>50 Children</u></b>	<b><u>100 Children</u></b>
Project Director	\$4,800	\$6,300
Site Coordinator	\$3,900	\$5,500
College Servant Leader Interns (Required to pay \$2,700 for each Servant Leader Intern)	\$16,200	\$29,700
Mental Health Professional(s)	\$2,400	\$4,800
Art/Music Therapist(s)	\$1,800	\$3,600
Classroom, Office and Art Supplies	\$4,500	\$9,000
Games and Equipment	\$1,000	\$2,000
Field Trips	\$1,800	\$3,600
Meals & Refreshments (Children, Staff and Parent Workshops)	\$9,000	\$18,000
Administrative (Insurance, Fees, Custodial)	\$1,440	\$2,850
Parent/Family Meetings	\$1,000	\$1,700
Evaluation (CDF)	\$3,000	\$6,000
<b>TOTAL UNIT COST BUDGET</b>	<b>\$50,840</b>	<b>\$93,050</b>

To calculate unit cost divide the total cost by the number of children served then divide the result by 30 days.

$$\$50,840 / 50 \text{ children} = \$1016.80$$

$$\$1016.80 / 30 \text{ days of program operation} = \$33.89 \text{ per child per day}$$

**BUDGET MAY ALSO INCLUDE COSTS FOR BUILDING RENTAL, UTILITIES AND OTHER ALLOWABLE EXPENSES NOT INCLUDED IN THE ESTIMATED BUDGET FOR CONSIDERATION. EXPENSES, THOUGH ALLOWABLE, MUST BE REASONABLE TO BE CONSIDERED.**

**NOTE:**

For those proposers with multiple funding sources for the proposed program, a cost allocation plan must be included with this proposal. The plan must identify all funding sources and the percentage of cost that are associated with each funding source. This information is for the proposed services only, not for the entire organization. The cost allocation plan should be placed in the proposal behind the budget narrative. It should outline the shared costs of the project, what funding sources will be involved and the percentage of the funding sources involvement.

**Solicitation Checklist  
Freedom Schools Program**

**Hand deliver or mail proposal to be received by 4:30 p.m. on November 16, 2009 to:**

*Department of Social Services  
Office of Family Support  
Lee Terry Williams  
627 N. Fourth Street, 5<sup>th</sup> Floor  
Baton Rouge LA 70802*

**NO FAXED OR E-MAILED COPIES WILL BE ACCEPTED  
ALL SIGNATURES SHOULD BE ON ORIGINAL**

**CHECKLIST OF REQUIRED SECTIONS  
Without the following, application may be rejected**

PLEASE INCLUDE CHECK LIST WITH YOUR PROPOSAL THAT INDICATES YOU HAVE INCLUDED ALL ELEMENTS

Original and 4 copies (including completed set of attachments)

**PROPOSERS SHOULD ASSEMBLE THE PROPOSALS IN THE FOLLOWING ORDER:**

- Signed Cover Page (See attached form page 11)
- Table of Contents (Proposal should be page numbered)
- Statement of work describing the program, the applicant's qualifications and programmatic approach to meeting the minimum qualifications and requirements described within this solicitation document. See Attachment A.
- Budget forms
- Signed Board Resolution
- If not currently providing TANF services through DSS/OFS, include most recent audit. (If your organization is not required to submit an audit, or your agency has not performed an audit, please submit an explanation to this effect.)
- Financial statement (Financial statement should be clearly labeled and should cover the latest annual fiscal year of the proposer (organization) or the latest 12 month period.)
- IRS 501 © status, if applicable
- Signed acknowledgement of separate CDF application
- Disclosure of Ownership (for profit entities)
- Two references and contact information
- Copy of Substance Abuse referral policy
- Copy of Child Abuse reporting and referral policy

**Proposal Cover Page**

Name of Applicant Organization Federal ID Number

Program Name

Applicant's Mailing Address

City State Zip

Name of Project Director Telephone No. Fax No. Email address

<p><input checked="" type="checkbox"/> <b>TYPE OF AGENCY</b></p> <p><input type="checkbox"/> Public Non-Profit Community-Based Organization</p> <p><input type="checkbox"/> Private Non-Profit Community-Based Organization</p> <p><input type="checkbox"/> Faith-Based Organization</p> <p><input type="checkbox"/> Public Agency</p> <p><input type="checkbox"/> Other _____</p> <p>_____</p>	<p><b><u>RECEIPT OF ALL FUNDS: Check all that apply to applicant organization</u></b></p> <p><input type="checkbox"/> Teen Pregnancy Prevention Program (TPPP)</p> <p><input type="checkbox"/> Community Response Initiative (CRI)</p> <p><input type="checkbox"/> After School Enrichment</p> <p><input type="checkbox"/> Fatherhood Initiative</p> <p><input type="checkbox"/> Other _____</p> <p>_____</p>	<p><b>TOTAL FUNDS REQUESTED:</b></p> <p>\$ _____</p> <p><b>PARISH(ES) to BE SERVED :</b></p> <p>_____</p> <hr style="border: 1px solid black;"/> <p>_____</p> <p><b>PROPOSED NUMBER TO BE SERVED:</b></p> <p>_____</p>
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CERTIFICATION

I (We) hereby certify that \_\_\_\_\_ on behalf of \_\_\_\_\_ is fully authorized, by \_\_\_\_\_ (Name of Individual) (Agency Submitting Application) law or by corporate resolution (attached) to submit the following Application for Funds, that the information contained herein is true and accurate to the best of my (our) knowledge and belief; and that I (we) am (are) fully authorized to submit said application on behalf of said agency.

Official Authorized to Submit Application Title Date

<p><b>HAND DELIVER PROPOSAL TO:</b></p> <p>DSS/OFS                  ATTN: Lee Terry Williams                  627 N. 4<sup>th</sup> Street, 5<sup>th</sup> Floor                  Baton Rouge LA 70802</p>	<p><b>OR</b></p>	<p><b>MAIL PROPOSAL TO:</b></p> <p>DSS/OFS                  ATTN: Lee Terry Williams                  P. O. Box 94065                  Baton Rouge, LA 70804-9065</p>
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**BOARD RESOLUTION FOR STATE CONTRACT PROVIDERS**

State of Louisiana

Parish of \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at a meeting of the Board of

Directors of \_\_\_\_\_, with a quorum of the directors

Present, the following business was conducted:

It was duly moved and seconded that the following resolution be adopted:

BE IT RESOLVED that the Board of Directors of the above corporation does hereby authorize

\_\_\_\_\_ (name and title) and his/her successor in

office to negotiate terms and conditions that he/she may deem advisable, contract(s) with the

Louisiana Department of Social Services, and to bind this organization to execute said

documents on behalf of the corporation, and further we do hereby give him/her the power and

authority to do all things necessary to implement, maintain, and/or review said documents.

The above resolution was passed by a majority of those present and voting in accordance with

the by-laws and articles of incorporation.

I certify that the above and foregoing constitutes a true and correct copy of a part of the

minutes of the meeting of the Board of Directors of \_\_\_\_\_,

held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

**ACKNOWLEDGEMENT OF SEPARATE CDF APPLICATION**

I understand that in addition to this proposal, a separate application has been made to the Children's Defense Fund (CDF) Freedom Schools Program.

Verification of approval from CDF must be provided to DSS during contract negotiation. If verification of approval is not provided, a contract will not be processed.

(More information can be found on the Internet at [www.childrensdefense.org](http://www.childrensdefense.org)).

\_\_\_\_\_  
Official Authorized to Submit Application

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Date