



## City of Batavia

### **Request for Proposals**

Contact: Rachael J. Tabelski  
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Phone 585-345-6333

Issuance Date: December 21, 2020

Due Date: January 15, 2021

One emailed proposal shall be sent to Rachael J. Tabelski by 4:30 PM on Friday January 15, 2021 [rtabelski@batavianewyork.com](mailto:rtabelski@batavianewyork.com) and three hard copies delivered to City Manager's Office One Batavia City Center, Batavia, NY 14020.

**I. Introduction**

**General Information**

The City of Batavia is requesting proposals from qualified agencies to provide Afterschool Programming/Youth Services and Summer Recreation Program for eligible youth from the city of Batavia for the 2021-2022 fiscal year. This is considered a professional service and does not require an RFP; however the City is moving forward with an RFP to ensure we capture all interested service providers.

To be considered, the City must receive the proposal in the City Manager’s Office by close of business January 15, 2021. The City of Batavia reserves the right to reject any or all proposals submitted.

During the selection process, the City of Batavia reserves the right, where it may serve their best interest, to request additional information or clarifications from those submitting a proposal, or to allow corrections, errors or omissions in this request. At the discretion of the City of Batavia, agencies submitting proposals may be requested to make oral presentations as part of the evaluation process.

It is anticipated the selection of any agency or agencies will be completed by February 5, 2021. Following the notification of the selected agency or agencies it is expected that a draft contract, submitted by the Community Based Organization (CBO) along with the RFP to the City of Batavia be negotiated between the parties by February 12, 2021.

**II. Time Requirements**

The following is a list of key dates up to and including the date Youth Services and Recreation are to commence:

Request for Proposals Issued	12/21/20
Addenda Issued	1/4/21
Due Date for Proposals	1/15/21
Selected Agency/Agencies Notified	2/5/21
Date Services to Commence	4/1/21 (tentatively – pending City Council approval)

**III. Inquiries**

Questions concerning the request for proposals should be addressed to:

City Manager’s Office  
City of Batavia  
One Batavia City Centre  
Batavia, NY 14020  
[rtabelski@batavianewyork.com](mailto:rtabelski@batavianewyork.com)

Last date for written question is January 4, 2021. All questions about the meaning or intent of the specifications must be submitted in writing (or email). Proposers shall provide their email address

for response. Any questions the City feels are pertinent to all proposers will be distributed as an addendum to the RFP to all parties recorded as having received the proposal documents. Only questions answered by formal written Addenda will be binding.

#### **IV. Program Design**

##### Summer Recreation

1. Staff to youth ratio; 1:15
2. No cost to participants
3. Four to five (4-5) park locations so youth have access to the program around the city; Lambert, Williams, JK, and Farrell
4. Eligible youth are five (5) and have completed kindergarten to fourteen (14) years of age
5. Six week program operation, first full week in July through second week in August
6. Monday-Friday, 9am to 4pm operation to include lunch
7. Collaborate with local agencies and CBO's to offer educational experiences
8. Maintain partnership with Batavia City School District to provide free lunch to all participants
9. Weekly field trips, experiences for participants
10. Maintain registration at each park with appropriate releases
11. Maintain daily participation records, incident reports, accident reports, contact with parents
12. Staff trained in CPR, Basic First Aid, Child Abuse Indicators, Disability Awareness/Sensitivity Training, Diversity Training, etc.

##### Liberty Center for Youth/Afterschool Programming

1. Staff to youth ratio; 1:15
2. No cost to youth to attend center/programming
3. Eligible youth are nine (9) to sixteen (16) years of age
4. Year round operation:

Hours of Operation during the School year

*Wednesday following Labor Day through the second full week of June*

Monday - Friday during school year; 2:30-6pm

Summer hours & School breaks consisting of one week or more

*Third full week of June through the week prior to Labor Day & school recesses*

Monday – Friday; 1-6pm

5. Collaborate with established partners for program delivery to include educational experiences; Genesee County YMCA, Liberty Partnership, Genesee County BEA, Genesee County Job Development, Genesee County Youth Bureau, City of Batavia Police, City of Batavia Fire
6. Maintain registration of each youth who attend, renewal on an annual basis (September)
7. Maintain daily participation records, incident reports, accident reports, contact with parents, etc.
8. Maintain relationship with Batavia City School District, provider of transportation to site

9. Maintain relationship with Batavia City School District, coordination of snack/lunch program free to all participants
10. Recruitment activities throughout the year, partnering with schools
11. Staff trained in CPR, Basic First Aid, Child Abuse Indicators, Disability Awareness/Sensitivity Training, Diversity Training, etc.

**V. Program Components**

Program components must include the following:

1. Creative arts
2. Library, media and technology
3. STEM/STEAM based activities
4. Homework help/tutoring
5. Recreation; sports, free play, structured games and activities
6. Science and nature
7. Indoor and outdoor activities
8. Snacks/meals

An assessment process to determine program goals, objectives being met and participant satisfaction

Participate with the County Youth Bureau on the following events and programming including but not limited to; Youth Recognition Awards Banquet, Youth Leaders Conference and Annual Youth Conference.

Participate with the City for the National Night Out.

Comply with the Performance Measures for the YDP Funding received through OCFS

Referrals to other CBO's and services based on youth needs

A description of the eligible agencies staff qualifications, staffing patterns for both program areas, child-staff ratio and administrative structure.

A budget of proposed expenditures for services rendered.

**VI. Proposal Format**

Introduction: This section should contain an Executive Summary which demonstrates your understanding of the project goals and objectives to provide the services being requested in this RFP.

Organization Profile & History: Name, phone number and email of primary contact person. The name and title of the person submitting the proposal, documentation of vendor history, including capabilities in the areas of services to be provided, number of years in business, size and scope of

operation. The mission and philosophy statements of the agency. Type of organization (corporation, partnership or sole proprietorship). Indicated individual designated as the account manager for the project and submit a resume for this individual identifying past experience on similar projects. The City may request an interview with the respondents.. Include an organization chart, number and position title of staff. There should be a statement indicating the respondent is in good financial standing, not in any form of bankruptcy, current in taxes.

Vendor Requirements: Vendor to include compliance to requirements listed within this Request for Proposals. Please see page 6 for a comprehensive list of criteria that will be evaluated in the proposals from all potential service providers. The vendor shall also provide the following information with the proposal:

1. Letter of transmittal signed by an individual authorized to bind the proposing entity.
2. A work plan, including an explanation of the methodology to be followed. Include a detailed description of the services the consultant will provide and a completion schedule.
3. Qualifications of proposed staff for the assignment.
4. Consultants that submit a proposal that includes the use of subcontractors shall provide the information identified for each contractor.

Required Forms: Required forms listed in the RFP to be submitted upon selection:

1. Signed proposal
2. Vendor Responsibility
3. Certificate of Insurance (liability insurance in an amount of \$1 million per Occurrence and \$3 Million in excess liability, accidental insured (Aggregate)
4. Workman's Comp/Disability Certification

Budget Section: Please provide us detailed program costs for providing both services. Include the percentage breakdown on personnel and all non-personnel expenditures. A budget template is provided, Appendix A

References: This section shall contain names of at least three (3) contracts in connection with the scope of services listed in RFP you presently have (or previously had) with other municipalities or local government agencies within the past five years. Please include company name, address, telephone number and contact person.

**Proposals should be a maximum of 15 pages to include budget.**

**Please submit one emailed copy to Rachael Tabelski by 4:30pm on Friday, January 15, 2021 [rtabelski@batavianewyork.com](mailto:rtabelski@batavianewyork.com) and three hard copies delivered to the City Manager's Office, One Batavia City Centre, Batavia, NY 14020.**

## **VII. Terms and Conditions**

The initial term for the contract is four (4) years. The initial contract term can include the ability to extend the contract for three (3) additional years, should this option be mutually accepted by both parties. Service providers should propose a methodology of pricing and provisioning broken down by year of contract for the additional three (3) years. If a service provider can provide “better” or more favorable rates by extending the length of the contract, please provide this option as a part of your RFP.

Agreement Term would be for four (4) years covering the City’s Fiscal Year:

April 21 – March 22	Youth Services & Summer Recreation
April 22 – March 23	Youth Services & Summer Recreation
April 23 – March 24	Youth Services & Summer Recreation
April 24 – March 25	Youth Services & Summer Recreation

**VIII. Criteria for Selection**

Based upon the proposals submitted, the City of Batavia shall determine which eligible agency or agencies will be selected to provide the City’s Youth Services and Recreation implementation plan. In making such determination, the City shall consider the following criteria:

1. The eligible agency’s capacity to effectively, efficiently and immediately provide needed service, program design and developmentally appropriate programs.
2. The eligible agency’s proposal to meet the goals and objectives of the City of Batavia’s Youth Service & Recreation Plan.
3. The price of service.
4. The ease of utilization and accessibility of the Program to parents.
5. The capacities to provide ongoing staff development, staff availability, qualifications, rate of turn over, ability to fill vacancies.
6. The documentation that all applicable health and safety codes and licensure or registration requirements are met.
7. The fiscal solvency of the agency.
8. The capacity and experience in serving children with disabilities.
9. The capacity and experience in serving children and their parents where they are Limited English Proficient.

**IX. Other**

1. The Community Based Organization (CBO) shall be able to provide service to an approximate minimum of 25 eligible youth with a potential maximum 70 youth for Liberty Center for Youth; and minimum 125 eligible youth with a potential maximum of 200 eligible youth at four sites for Summer Recreation for 2021-2022 program year.
2. Program days and times will be determined by the City of Batavia based on the previous program operation that coincides with the City School Districts calendar.

3. The CBO will be fully responsible for the enrollment process for both programs. The CBO will provide quarterly reports to the City of Batavia on enrollment, daily participation and activities provided.
4. The CBO will assist parents with facilitating the transportation form/requirements that are provided by the Batavia City School District for Liberty Center for Youth (LCY) participants.
5. The CBO will provide a list of participants enrolled at LCY to the City School District regarding transportation and update them as necessary as enrollment for LCY is ongoing.
6. The CBO will identify emergency closing procedures in the contract in the event that either the CBO or City School District cancels school.