



Department of Community Programs  
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## City of Little Rock Prevention, Intervention & Treatment Funding – PPP & YIP Required Contracting Documents

(revised 10/01/2018)

Vendor **shall** provide the following items to the Department of Community Programs before a contract with the City of Little Rock can be executed. This will allow the contracting process to proceed as quickly as possible. Documents should be included as attachments to the RFQ and may be referred to in your response. **Be sure to note the documents to NOT include with your RFQ response.**

### **INCLUDE AS ATTACHMENTS WITH RFQ RESPONSE:**

1. Copy of the Organization's active 501(c)3 designation.
  - a. 501(c)3 respondents shall submit the following items prior to award of a contract:
    - i. A copy of Respondent's eligibility determination letter for 501(c)3 status
    - ii. A letter authorizing response to this Request for Qualifications.
  - b. Non-501(c)3 respondents shall submit the following items prior to award of a contract:
    - i. Proof of the other agency's 501(c)3 (eligibility determination letter).
    - ii. A list of the other agency's board of directors
    - iii. A letter from the other agency's board authorizing the use of their 501(c)3 status.
    - iv. Both the Respondent and the other agency shall sign this response.
    - v. The tax exempt agency shall be responsible for the receipt of and disbursement of contract funds.

NOTE: The City will contract with the 501(c)3 agency.
2. Chart of the Organization's structure.
3. List of the Organization's current Board members and their affiliations.
4. Provide a photo of the Program's physical location, the physical (and mailing) address, and an Hours of Operation statement. Statement must contain an authorized signature, title, and effective date. NOTE: All out-of-school time hours are a minimum 6 hours. Afterschool Hours: PPP Youth ages 6-11 are 2:30 p.m./3:00 p.m. to 6:00 p.m.; PPP Youth ages 12-17 and YIP 13-19 are 4:00 p.m. to 7:30/8:00 p.m
5. List of anticipated "days off." NOTE: Year-round programs include afterschool and out of school time, meaning programs are open whenever students are not in school (including Parent/Teacher Days, Winter and Spring Break, Summer months, and holiday seasons). In addition to the approved national holidays listed below, programs have five (5) additional days to "take off" throughout the year at their discretion – with the exception that there are no more than two (2) days back-to-back, meaning all five days cannot be used to be out for a whole week. The approved national holidays are: New Year's Day, MLK Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.
6. Copy of Participant Recruitment & Retention Plan.
7. Copy of Parent Engagement Plan.
8. Copies of Partnership Agreements.

**DO NOT INCLUDE WITH RFQ RESPONSE** (but prepare if notified of award recommendation):

9. Completed 2019 Budget form containing authorized signature, title, and effective date.
  10. Consolidated Budget (and Cost Allocation Budget if vendor has, will have, or is applying for, multiple PIT contracts). Both the Consolidated Budget and Cost Allocation Budget must contain authorized signature, title, and effective date.
    - i. Note: The Consolidated Budget must be updated and resubmitted each time any associated Budget is modified or a funding source is added or eliminated, and each time there are changes in employees.
  11. Budget Narrative that contains authorized signature, title, and effective date.
    - i. Note: If awarded multiple contracts, all shared expenditures (rent, utility bills, etc.) must be allocated proportionately to all relevant funding sources. Provide the percentage of shared expenditures to be applied to each contract listed in this letter. For each utility, provide the percentage charged to each program and detail how the percentage determined (e.g., square footage and time program (each program) uses the space, etc.). If these percentages affect other City contracts, you may need to modify information for other contracts.
  12. For agencies that qualify for indirect-cost and have a pre-approved indirect cost rate, you are required to submit an Itemization of Expenses and amounts included in your indirect cost.
  13. If office or program space is rented or leased, provide a copy of current, fully-executed, agreement on official letterhead with signatures of all parties involved. If awarded multiple contracts, include percentage of total rent that will be charged to each contract and how the percentage was determined (e.g., square footage and time program (each program) uses the space, etc.).
  14. Copies of all current, signed contract/consultant/MOU agreements and/or scope-of-work (e.g. staff, bookkeepers, payroll services, etc.)
  15. a. If utilizing agency-owned vehicle(s) for transportation, provide a copy of the transportation policy (for transporting youth to and from the Center), the rate of mileage reimbursement, and for each vehicle being used: driver information (name, age, driver's license number, and issue state), vehicle information (year/make/model and VIN number), copy of current auto insurance coverage.
    - i. Note: Mileage reimbursement is the only allowable expenditure and mileage may be charged at a rate no greater than the IRS standard mileage rate for 2019. Vehicle rental/leasing, gasoline charges, repairs, auto insurance/liability/risk insurance, etc., are not allowable expenditures. However, contractors are also required to have proper, current coverage.
  - b. If utilizing a Transportation Company, provide a copy of current, signed contract/MOU agreements, a copy of the transportation policy (for transporting youth to and from the Center), the rate of mileage reimbursement, and for each vehicle: a copy of current auto insurance coverage.
    - i. Note: Mileage reimbursement is the only allowable expenditure. Vehicle rental/leasing, gasoline charges, repairs, auto insurance/liability/risk insurance, etc., are not allowable expenditures. However, all contractors are required to have proper, current coverage.
16. Copy of 2018 Fire Inspection Report.
17. Copy of current Employee Roster; include full legal name, email address, phone number, job description, resume, and current background check for each staff person to be paid from this contract.