REQUEST FOR PROPOSALS
FOR PELICAN CENTER FOR CHILDREN AND FAMILIES
SPECIAL PROJECTS ADMINISTRATOR AND GRANT WRITER

I. PURPOSE

The Pelican Center for Children and Families (the “Center”) invites qualified individuals to submit proposals for providing services as a special project’s administrator and grant writer for the Center in the capacity of an independent contractor. Contractor will not be entitled to such benefits as holiday time, vacation time, sick leave, retirement benefits, health benefits or other benefits usually associated with employment. Contractor will be solely responsible for the payment of any federal, state, social security, Medicare, local or other applicable taxes.

II. SUBMISSION OF PROPOSALS

One (1) original and 2 paper copies of each proposal must be received, either by hand delivery or by certified mail, no later than 4:00pm (CST), Monday, September 16, 2019, at the following address:

Attn: Ms. Kären Hallstrom
Vice President
Pelican Center Board of Directors
1615 Poydras St., Suite 1000
New Orleans, Louisiana 70112

One (1) PDF version of the proposal must be sent by email to michelle.gros@pelicancenter.org, no later than 4:00pm (CST), Monday, September 16, 2019.

Any proposals which are received after this deadline will not be considered. All envelopes containing a proposal must bear the name of the person or entity making the proposal and must have the following clearly written or typed on the face of the envelope: “Proposal for Pelican Center for Children and Families Special Projects Administrator and Grant Writer.” No faxed submissions will be accepted.

All questions relative to this request for proposals (“RFP”) should be directed to Kären Hallstrom, Board Vice President. Ms. Hallstrom may be reached via telephone at (504) 452-5240 or via e-mail at khallstrom2017@gmail.com. As set out in more detail below, all questions should be submitted by 4:00pm (CST), Thursday, September 12, 2019. The preferred method of receiving questions is via e-mail. Any oral explanations or instructions shall not be binding. All communications regarding the RFP shall be directed to Ms. Hallstrom.

The Center specifically reserves the right to reject, in full or in part, all proposals submitted, and/or to cancel this RFP, when such action is in the Center’s best interests. Any contract which may be awarded shall be based upon the proposal which is most advantageous to the Center, costs and other factors considered. The Center will award the proposed contract without regard to race,
color, religion, sex, national origin, veteran status, political affiliation, disabilities, or because of an individual's sexual orientation. All contracts are subject to the availability of funds.

III. TIMETABLE FOR PROPOSALS

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<td>Issue date of RFP</td>
<td>Friday, August 30, 2019</td>
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<td>Deadline for receipt of questions</td>
<td>Thursday, September 12, 2019</td>
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<td>Deadline for receipt of proposals</td>
<td>Monday, September 16, 2019</td>
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IV. BACKGROUND

The Center is a not-for-profit corporation organized under Louisiana law with federal 501(c)(3) status with the following guiding principles:

VISION

The Center envisions a future for the State of Louisiana in which every child has a safe, permanent home, has access to an appropriate education and is healthy in mind and body. The Center will support this vision by aspiring to become a statewide, comprehensive resource to support effective practice among professionals serving children and families through education, research and a commitment to best practice.

MISSION

The Center will foster meaningful, ongoing collaboration among the Louisiana judicial system, the Louisiana Department of Children and Family Services, Louisiana CASA and other child-and family-serving stakeholders that strive to achieve the following global outcomes for children and families:

a. Children are, first and foremost, protected from abuse and neglect.

b. Children are safely maintained in their homes whenever possible and appropriate.

c. Children have permanency and stability in their living situations.

d. The continuity of family relationships and connections is preserved for children.

e. Families have enhanced capacity to provide for their children’s needs.

f. Children receive appropriate services to meet their educational needs.

g. Children receive adequate services to meet their physical and mental health need.
STRATEGIES

The Center will promote excellence in child welfare practice through documented interagency collaboration that is data-driven and needs focused.

The Center will promote excellence in child welfare practice through cross-system policy development.

The Center will promote excellence in child welfare practice through the design, development and delivery of inter-disciplinary training and education programs based on evidence-informed and/or promising practices.

The Center will promote excellence in child welfare practice through the development of shared outcomes, goals and measures and the application of monitoring and evaluation methodologies.

V. SCOPE OF WORK

Proposer must be prepared to serve as Special Projects Administrator and Grant Writer for the Center to support the Center’s CIP PIP Implementation Coordinator, Special Projects Coordinator and/or the Pelican Center’s Executive Director in achieving the Center’s vision, mission and strategies, including but not limited to the following tasks:

- Serve as an administrative assistant and grant writer for the Center (who administers the Louisiana Court Improvement Program (“CIP”) on behalf of the Louisiana Supreme Court) to support Louisiana’s Child and Family Services Review (“CFSR”) Program Improvement Plan (“PIP”) and the Court Improvement Plan (“CIP”) plan, which includes but is not limited to the following tasks:
  - Take direction from and assist in coordinating and administering all special projects as assigned by the CIP PIP Implementation Coordinator, Pelican Center’s Special Projects Coordinator and/or the Pelican Center’s Executive Director;
  - Assist in the overall success and timely implementation of all aspects of the strategies of Louisiana’s Department of Children and Families Services (“DCFS”) PIP led by the Center and the CIP strategic plan;
  - Research and write grants as needed to fund the implementation of the Center’s strategic plans;
  - Assist in developing, maintaining, and managing law school externships at all four (4) Louisiana law schools including managing the student’s schedules and externships;
  - Assist in developing, maintaining, and managing social work student externships including managing the student’s schedules and externships;
  - Handle office related tasks, such as filing, generating reports, presentations, and ordering supplies;
  - Maintain contact lists;
  - Write letters and emails on behalf of the Center;
  - Schedule, facilitate and participate in meetings of the Center and such meetings as required to execute and administer scope of work requirements;
  - Take accurate minutes of meetings;
  - Timely reply to emails, phone calls or face-to-face inquiries;
Produce presentations and materials as required;
- Oversee and organize the Center’s online management portal;
- Update and manage the Center’s Calendar and projects and teams on the Center’s online management system;
- Maintain polite and professional communication via phone, e-mail, and mail;
- Handle sensitive information in a confidential manner;
- Resolve administrative problems and develop and update administrative systems to make them more efficient;
- Provide a detailed monthly time sheet report to the Center and such other reports as may be directed by the Center’s Executive Director, the Center’s Special Projects Coordinator and the CIP PIP Implementation Coordinator; and,

Proposer must be willing and able to travel statewide occasionally and devote an average of 40 hours per week to performing these services.

VI. CONTENTS OF THE PROPOSAL

One (1) original and 2 paper copies of each proposal must be provided.

Your proposal should address each of the areas outlined below and provide the information requested. Your response should include the following:

A. Cost

The information regarding Cost should include:

1. Your hourly rate and/or proposed flat monthly rate;
2. Your expectations, if any, regarding expense reimbursement, including travel expenses and office/equipment expenses.

B. Qualifications

The information regarding Qualifications should include, but is not limited to the following:

1. Proposer’s Experience

The proposal must set forth a description of the proposer's experience with regard to the essential functions outlined in Section V, Scope of Work as well as how the proposer meets the following qualifications:

- Administrative Experience;
- Excellent time management skills and ability to multi-task and prioritize work;
- Ability to build and lead a team and lead meetings;
- Experience in grant writing, academic writing and/or professional writing.
- Knowledge of the principles and practice of project administration, event planning, program management, report writing and program evaluation;
• Ability to handle multiple projects and set up and organize meetings and create trainings, including in person, zoom, and conference call meetings/trainings;
• Attention to detail and problem-solving skills;
• Strong organizational and planning skills;
• Excellent computer, written, and verbal skills;
• Professionalism;
• Desire to be proactive and create a positive experience for others; and,
• Proficient in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Google Calendar, and Outlook.

2. Proposer’s References and Writing Samples

Provide at least two references and two samples of writing. The Proposer’s references shall include, but are not limited to, the following:

• Name
• Address
• Telephone number
• Email address
• Letters of reference (if available)

Please note that the Center may or may not elect to contact references provided.

VII. EVALUATION CRITERIA

The Center will evaluate all proposals and, if a proposer is to be selected, select a proposer on the basis of the following criteria:

A. Cost (25 percent)
B. Qualifications (75 percent)

VIII. CONTRACT AWARD

The Center reserves the right to enter into a contract without further discussion of the proposal based on the content of the proposals submitted. Ordinarily, nonresponsive proposals will be rejected outright. Nevertheless, the Center may elect to conduct discussions, including the possibility of limited proposal revisions, but only for those proposals reasonably susceptible of being selected for award. If improper revisions are submitted, the Center may elect to consider only your unrevised initial proposal. The Center may also elect to conduct negotiations, beginning with the highest ranked proposer, or seek best and final offers. If negotiations are conducted, the Center may elect to disregard the negotiations and accept your original proposal.

IX. TERM OF INITIAL AGREEMENT

Proposer should be prepared to start no later than October 3, 2019. Any contract to be awarded is expected to be for a one-year period ending September 30, 2020.
X. PUBLIC NATURE OF PROPOSAL AND PROSPECTIVE CONTRACT

All proposals submitted in response to this RFP, and any contract which might ultimately be agreed upon, will be open to public inspection by any interested person, firm or corporation.

It should be noted and understood that all proposals, contracts and other documents presented in connection with this RFP become the property of the Center.

XI. SUBMISSION OF CONFIDENTIAL INFORMATION AND REDACTION OF PROPOSALS

Trade secrets or other proprietary information submitted by a proposer as part of its RFP may not be subject to public disclosure, provided the proposer specifies the relevant law supporting its request for confidentiality. However, the proposer must invoke the protections of this section prior to or upon submission of its proposal, identify the specific data or other materials to be protected and state the reasons why protection is necessary. Any aspect of the proposal which addresses the price of providing the requested services will not be considered confidential under any circumstance. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

The proposer must clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as “confidential” in order to claim protection, if any, from disclosure. The proposer shall mark the cover sheet of the proposal with the following legend, specifying the specific section(s) of the proposal sought to be restricted in accordance with the conditions of this legend:

“The data contained in pages_____ of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this proposer as a result of or in connection with the submission of this proposal, the Pelican Center for Children and Families shall have the right to use or disclose the data therein to the extent provided in the contract.”
Further, to protect such data, each page containing such data shall be specifically identified and marked “CONFIDENTIAL.” All markings must be conspicuous; use color, bold, underlining, or some other method in order to distinguish the mark from the other text. You are required to mark the original copy of your offer to identify any information that is exempt from public disclosure. In addition, you must submit one complete copy of your offer from which you have removed any information that you marked as exempt, i.e., a redacted copy. The information redacted should mirror in every detail the information marked as exempt from public disclosure. The redacted copy should:

a. Reflect the same pagination as the original, and
b. Show the empty space from which information was redacted.

Proposers must be prepared to defend the reasons why the material should be held confidential. If a competing proposer or any other person seeks review or copies of another proposer’s confidential data, the Center will notify the owner of the asserted data of the request. If the owner of the asserted data does not want the information disclosed, it must agree to indemnify and hold the Center harmless against all actions or court proceedings that may ensue (including attorney’s fees), which seek to order the Center to disclose the information. If the owner of the asserted data refuses to indemnify and hold the Center harmless, the Center may disclose the information.

XII. CENTER DISCRETION

The Center specifically reserves the right to reject, in full or in part, all proposals submitted, and/or to cancel this request for proposals, when such action is in the Center’s best interests. Any contract which may be awarded shall be based upon the proposal which is most advantageous to the Center and its staff, costs and other factors considered. All contracts are subject to the availability of funds.

XIII. CHANGES, ADDENDA, WITHDRAWALS

The Center reserves the right to change the calendar of events or issue addenda to the RFP at any time. The Center also reserves the right to cancel or reissue the RFP.

If the proposer needs to submit changes or addenda, such shall be submitted in writing, signed by an authorized representative of the proposer, and cross-referenced clearly to the relevant proposal section. All such changes must be received prior to the deadline for proposal submission.
XIV. **COST OF PREPARING PROPOSALS**

The Center is not liable for any costs incurred by proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing the proposal, and any other expenses incurred by the proposer in responding to the RFP are entirely the responsibility of the proposer, and shall not be reimbursed in any manner by the Center.

XV. **AUDIT OF RECORDS**

The State Legislative Auditor or other auditors so designated by the Center shall have the option to audit all accounts directly pertaining to the resulting contract for a period of three (3) years after project acceptance or as required by applicable State or Federal law. Records shall be made available during normal working hours for this purpose.

XVI. **RECORDS RETENTION**

The successful proposer shall maintain all records relating to any contract which is agreed upon for a period of at least three (3) years after acceptance by the Center.

XVII. **CHOICE OF LAW**

The resulting contract shall be governed by Louisiana law.

XVIII. **NO MANDATORY ARBITRATION**

The resulting contract shall not contain any provision mandating that the parties submit to arbitration.

XIX. **FIXED PRICING REQUIRED**

Any pricing provided by proposer shall include all costs for performing the work associated with that price. Except as otherwise provided in this RFP, proposer's price shall be fixed for the duration of any resulting contract. This clause does not prohibit proposer from offering lower pricing after award.

XX. **NON-INDEMNIFICATION**

Any term or condition is void to the extent it requires the Center to indemnify anyone.

XXI. **PUBLICITY**

Contractor shall not publish any comments or quotes by Center staff, or include the Center in either news releases or a published list of customers, without the prior written approval of the
XXII. TERMINATION DUE TO UNAVAILABILITY OF FUNDS

Payment and performance obligations under the resulting contract shall be subject to the availability and appropriation of funds therefor. When funds are not appropriated or otherwise made available to support continuation of performance, the contract shall be canceled.