

**APPENDIX A
SUBMITTAL LETTER**

Suzanne Eggert
Contracts & Grants Manager
Administrative Office of Probation
521 S. 14th St.
Lincoln, Nebraska 68508

Dear Ms. Eggert:

In response to your Request for Qualification (RFQ), this response is submitted for the following agency/organization/individual provider: _____.

Agency/Organization

Individual Provider

In submitting this response, I hereby certify that the RFQ has been read and understood and I will comply with the requirements set forth in the RFQ, the materials requested by the RFQ are enclosed, all information provided is true, accurate and complete to the best of my knowledge, and this response is submitted by, or on behalf of, the party that will be legally responsible for service delivery should a contract be awarded.

Signature of Authorized Official

Date

Name of Signatory: _____

Provider: _____

Title: _____ Phone: _____

Mailing Address: _____

Email Address: _____

Federal Employer
ID# or SSN#: _____

5. Comment on any partnership(s) with other Providers.
6. Has Provider had a contract within the last five (5) years that was terminated for cause due to breach or similar failure to comply with the terms of the contract? If yes, please provide detailed explanation.
7. List any background checks run on employees when hired. Also, include what vetting procedures and background checks are done on subcontractors prior to contracting with them.
8. Provider shall provide three (3) Letters of Recommendation (see Submittal Documents in Section 5). Recommendations from Probation staff and Judges will not be accepted.
- Letters of Recommendation are included in submittal documents: Yes No

9. Provide the resume(s) of all CYC, substitutes, and subcontractors that will provide Community Youth Coaching (provide resumes as one attachment per the requirements set forth in the RFQ). In addition the resumes, include the following information as a cover page for each resume submitted:
- Whether the facilitator is the main facilitator or a substitute,
 - Whether the facilitator is an employee or a subcontractor, and
 - A short paragraph explaining what the facilitator's approach or theory is when working with justice involved youth.

Resumes are included in submittal documents: Yes No

10. Provider will be responsible for obtaining and maintaining general and professional liability insurance at \$1,000,000 per occurrence and \$3,000,000 aggregate levels while providing services to Probation. If subcontractors are providing direct service, Provider shall require the subcontractor to obtain and maintain general and professional liability insurance at the levels specified in this section.

Check this box to indicate Provider acknowledgement of this requirement.

11. Provider, facilitators, substitutes, and subcontractors responsible for direct service provision to are required to be Registered Service Provider(s) with the Administrative Office of the Courts & Probation. Please note: Supervisor(s) of Provisionally Licensed individuals must also be Registered Service Provider(s).

Check this box to indicate Provider acknowledgement of this requirement.

12. Once a Provider has been qualified and a contract awarded, any new provider/CYC/substitute/subcontractor not specified in the response to the RFQ, must meet the RFQ requirements. Provider must submit the applicable resume to the AOC Program Manager ("Program Manager") for review **prior to the start of service**. Program Manager reserves the right to deny new personnel or subcontractors from providing service. Whenever possible, the current CYC is expected to train the new CYC to include job shadowing for one month.

Check this box to indicate Provider acknowledgement of this requirement.

13. For Agencies: It is vital that continuity exists in the provision of Community Youth Coaching. While understanding that Agencies do experience turnover, it is important that the turnover is not excessive. Should a CYC turnover more than two times, Probation may terminate its contract with the Provider.

Check this box to indicate Provider acknowledgement of this requirement.

14. For Agencies: If ownership of the Agency changes, or if there are any substantive changes from what was originally submitted as a response to the RFQ, Agency shall notify Probation. Failure to notify Probation in a timely manner may result in termination of the contract.

Check this box to indicate Provider acknowledgement of these requirements.

15. Provider shall be responsible for substitutes to provide services if the main CYC is on vacation, sick, etc. As stated above, substitutes shall be meet the minimum requirements of this RFQ and Service Definitions.

Check this box to indicate Provider acknowledgement of this requirement.

16. Has Provider provided services to youth under Probation supervision in the past? If so, list the service(s) and how long Provider has delivered such service(s)?

17. If selected to provide Community Youth Coaching, Provider shall be paid for services provided directly to youth and their families through the Financial Assistance Voucher Program at the published rate. Such payment shall be made pursuant to the rules and requirements of the Financial Assistance Voucher Program.

Check this box to indicate Provider acknowledgement of this requirement.

18. If selected to provide Community Youth Coaching, the CYC is required to meet the documentation requirements set forth in this RFQ.

Check this box to indicate Provider acknowledgement of this requirement.

19. Probation, as part of the Judicial Branch, maintains high standards. Probation staff are expected to act as role models in both manner and dress. It is expected that our Providers also maintain these same high standards. Therefore, a business casual dress code is enforced. Tattoos should be covered and facial piercings (excluding ears) removed when providing services to justice-involved youth.

Check this box to indicate Provider acknowledgement of this requirement.

20. Provider shall coordinate his/her activities with the applicable Supervising Officer and shall abide by all rules and regulations as set forth by Probation. The Supervising Officer shall determine of the disposition of a youth's discharge from Community Youth Coaching.

Check this box to indicate Provider acknowledgement of this requirement.

21. The standard rate for the Service is specified in this RFQ.

Check this box to indicate acknowledgement of the rate.