

Issue Date: August 31, 2021 12:00pm
Due Date: September 6th, 2021 12:00pm

REQUEST FOR QUOTES
FY22 Consultant Management Services
Stoughton’s Prevention in Early Childhood Grant

The Town of Stoughton seeks a qualified consultant to manage the Strategic Planning Process for the Town of Stoughton’s Prevention in Early Childhood grant with responsibilities including:

- Establish an Early Childhood Prevention Task Force – including new and existing partnership development
- Support and Coordinate Task Force – includes communication between task force members, funders and Town of Stoughton; provide resources to task force member for strategic planning purposes, develop and facilitate outcome-based agendas; coordinate meetings; follow up with partners; produce tools and templates to support the strategic planning process; develop and manage virtual file and information sharing (i.e. google drive).
- Lead Task Force through Strategic Planning Process – includes collecting existing data from multiple task force members, identifying gaps and resources, building prevention capacity across the task force, working with the task force to create a plan and identifying who will implement the plan. Working with the evaluator to create a plan for evaluation.
- Work with the Evaluator to Engage the Task Force in a Capacity Assessment
- Provide needed information to BSAS for reporting purposes

Objective: To ensure the Town complies with regulations related to the expenditure of Bureau of Substance Addiction Service funds. To meet the grant goal objectives by developing a strategic plan for Stoughton to mitigate risks and increase protection among a population of children at increased risk for future substance use disorder.

Qualifications:

- The Early Childhood Grant consultant must have at least five (5) years of conducting these types of similar type services. Experience leading strategic planning processes with substance abuse prevention coalitions.
- Familiar with MA Bureau of Substance Abuse Services, their core principals and grant requirements
- Existing relationships with local providers and familiarity with service providing agencies in the region
- Experience in producing strategic plan documents
- Familiarity with the cultural and linguistic diversity similar to that of Stoughton

TOWN OF STOUGHTON
10 PEARL STREET•STOUGHTON, MA 02072
Procurement Office – 781-232-9364
Fran Bruttaniti-Procurement Officer -MCPPO • Email: fbruttaniti@stoughton-ma.gov

Term: September 7 – December 17th 2021 approximately 14 hours per week

Rule for Award: Qualified and capable consultant with lowest hourly rate. Estimated total fees to be paid cannot exceed \$27,000.00. Please specify one composite hourly rate for all consultant services. Contract award is subject to approval from the funder.

Submission requirements:

Introductory letter outlining firm qualifications, a listing of all clients during last five years and fee proposal.

Quote documents will be available starting August 31, 2012 12:00pm by contacting the Procurement Department at e: bids@stoughton-ma.gov or by coming to the Procurement Office at the Town Hall 3rd Floor Procurement Dept 10 Pearl Street Stoughton, MA. Quotes will be received no later than September 6th, 2021 12:00pm at the address:

Stoughton Town Hall
Procurement Department 3rd Floor
10 Pearl Street
Stoughton, MA 02072

This is a 4-month contract. The Town of Stoughton, the OWNER, reserves the right to reject any all responses if the Owner determines, within its own discretion, that it is in the Owner's best interest to do so. The Town of Stoughton is an AA/EEO employer, and encourages MBE and WBE firms to apply.

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Price Form

The hourly amount must include all labor, materials, travel and all other related expenses etc, so there are not additional costs to the Town of Stoughton above and beyond the amounts indicated in this quote.

Hourly Rate: \$ _____

Hourly Rate Written in Words:

Please return submission of
This completed and signed Request for Quote Price Form
Completed and signed Form A
Completed and signed Form B
W-9
Insurance Certificates
Business Overview
Completed and signed Agreement

To:
Stoughton Town Hall Procurement Department 3rd Floor
10 Pearl Street 3rd Floor, Stoughton, MA 02072
By – September 6th, 2021 12:00pm

An award will be made to the responsive and responsible bidder offering the lowest total bid price for the goods and/or services that are the subject of this Request for Quote.

Name of Company _____

Signature _____

Printed Name and Title _____

Telephone _____

Date _____

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GENERAL BID FORM FORM A

The accompanying **quote response documents** are hereby submitted in response to the Request for Quotes (RFQ) cited above. All information, statements and prices are true, accurate and binding representations of its intentions and commitments in responding to this RFQ. Bidder acknowledges that they read the entire quote and contract documents and understands obligations to faithfully perform the work.

This quote applies to the category(s) of goods and/or services marked with an “X” below.

QUOTE FY22 Consultant Management Services Stoughton’s Prevention in Early Childhood Grant

Contractor Name: _____
Street: _____
City: _____ State: _____ Zip: _____
Phone: _____ e-mail: _____
Web Address: _____

Non-Collusion Statement

The undersigned certifies under penalties of perjury that this bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Taxes Paid Certification

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am/my company is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and Contractor’s, and withholding and remitting child support.

Name of Company _____

Signature _____

Printed Name and Title _____

Date _____

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FORM B STATEMENT OF COMPETENCY

I hereby certify that the Proposer meets or exceeds the competency criteria set out in this Request for Quote.

I further attest to the following assertions:

1. Consultant and must have five (5) years’ experience specializing in services of similar size and scope based on the this Request for Quote FY22 Consultant Early Childhood Grant – Please supply an overview of the company including business names, founded dates, services provided and business license numbers if applicable.
2. The Proposer has been in business for a minimum of 3 years.
3. The Proposer will receive favorable ratings from the following references, **Must list at least (5) references.** Please provide a *direct contact person* who is available by telephone. Your references must include all the information listed on the chart. Failure to reach your references may affect your overall rating.

Please use separate sheet for list of references

For the Proposer:

X _____

Name: _____

Title: _____

Date: _____