



DOUGLAS A. DUCEY  
GOVERNOR

STATE OF ARIZONA  
OFFICE OF THE GOVERNOR

MARIA C. FUENTES  
DIRECTOR

**REQUEST FOR QUOTATION**  
**Solicitation Number: RFQ-GOYFF-19-01**

**TRAINING ON COORDINATED COMMUNITY RESPONSE TO ADULT SEXUAL  
ASSAULT GUIDELINES**

**DESCRIPTION**

In accordance with A.R.S. §41-2535, Request for Quotations (“RFQ”), the Governor’s Office of Youth, Faith and Family (“GOYFF”) invites quotations from a vendor to create a statewide training curriculum on the “Coordinated Community Response to Adult Sexual Assault Guidelines.” The guidelines are already written and the awarded vendor shall work closely with representatives from victim service providers, mental health providers, medical professionals, law enforcement and/or prosecution professionals in the scheduling, registration, and presentation of the trainings. Priority will be given to those applicants that demonstrate the ability to work with a majority these representatives together. The guidelines are intended to provide a framework for communities to investigate, prosecute and appropriately respond to sexual assault in a coordinated systems approach that is both collaborative and sensitive to the diverse needs of sexual assault survivors.”

The goal of the guidelines is to “ensure victim safety, dignity, and informed decision-making; enhance community safety by holding perpetrators accountable; provide evidence-based best practice guidance on coordinated community response to sexual violence; and promote responsibility and accountability among all systems designed to respond to the crime of the sexual assault”.

This procurement is expected to be less than \$100,000. In accordance with A.R.S. §41-2535, procurements less than \$100,000 are restricted to small businesses. A small business means a for-profit or not-for-profit organization, including its affiliates, with fewer than 100 full-time employees or gross annual receipts of less than \$4 million for the last complete fiscal year.

**SUBMITTALS**

In accordance with A.R.S. §41-2535, proposals for the services specified will be received by the Governor’s Accounting Office by email to [sbean@az.gov](mailto:sbean@az.gov) by 5:00 p.m. on June 6, 2019. Offers must be received on or prior to the Solicitation Due Date and Time. Late offers shall not be considered.

**Offerors are Strongly Encouraged to Carefully Read the Entire Request for Quotes**

**SOLICITATION CONTACT PERSON**

Sarah Bean, Procurement Manager

E-mail: [sbean@az.gov](mailto:sbean@az.gov)

Phone Number: (602) 542-3434



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## I. **BACKGROUND**

The Governor's Office of Youth, Faith and Family ("GOYFF") is a cabinet level agency that administers state and federal grant programs and engages stakeholders across all sectors throughout the state to improve services and service delivery to our citizens. Through a trauma-informed lens, GOYFF develops programs, coalitions, strategies, and initiatives to support the Governor's priorities related to substance abuse, human trafficking, sexual & domestic violence, child well-being, and juvenile justice. GOYFF also serves as the Governor's faith based office and administers the state's AmeriCorps program. As part of our work, GOYFF staffs and convenes eight of the Governor's councils and commissions: 1) The Arizona Substance Abuse Partnership; 2) The Arizona Human Trafficking Council; 3) The Arizona Juvenile Justice Commission; 4) The Commission to Prevent Violence Against Women; 5) The Arizona Parents Commission; 6) The Governor's Youth Commission; 7) The Council on Child Safety and Family Empowerment; and 8) The Governor's Commission on Service and Volunteerism.

## II. **PURPOSE**

The purpose of this Request for Quotations ("RFQ") is to establish a contract with an organization to create a statewide training curriculum on the Coordinated Community Response to Adult Sexual Assault Guidelines and provide statewide training on these guidelines. "The recommended guidelines are intended to provide a framework for communities to investigate, prosecute and appropriately respond to sexual assault in a coordinated systems approach that is both collaborative and sensitive to the diverse needs of sexual assault survivors". The chosen vendor will be expected to work closely with victim service providers, mental health providers, medical professionals, law enforcement and/or prosecution in the scheduling, registration, and presentation of the trainings. The goal of the guidelines are to "ensure victim safety, dignity, and informed decision-making; enhance community safety by holding perpetrators accountable; provide evidence-based best practice guidance on coordinated community response to sexual violence; and promote responsibility and accountability among all systems designed to respond to the crime of sexual assault".

## III. **CONTRACTOR RESPONSIBILITIES**

Contractor shall:

- a. Create a training curriculum based on the Coordinated Community Response to Adult Sexual Assault Guidelines.
- b. Provide and facilitate a training program, appropriate for victim service providers, mental health providers, medical professionals, law enforcement, and/or prosecutors, which encompasses, at a minimum, the following components: general information and definitions related a Victim-Centered and a Trauma-Informed Approach.
- c. Provide trainings on a scheduled basis and provide other support services required to complete



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the trainings.

- i. Conduct training at agreed upon sites statewide, in person or through web-based programming.
- ii. Provide training dates to the GOYFF.
- iii. Create and provide training materials for printing prior to the training.
- iv. Be responsible for all travel and per diem costs.
- v. Create an evaluation tool to measure the trainer's performance for each training module.

#### **IV. REQUIRED QUALIFICATIONS**

Contractor shall:

- a. Provide qualified trainers who are experts in their field and have proven expertise in sexual assault investigations.
- b. Provide recognized certifications or continuing education for all eligible participants completing the full scope of training.

#### **V. REPORTING REQUIREMENTS**

Contractor shall:

- a. Submit quarterly program summaries and an annual report to the GOYFF comprised of details of the training and support services provided.

#### **VI. DELIVERABLES**

Contractor shall:

- a. Provide a copy of the training curriculum to the GOYFF for review and approval.
- b. Establish a training calendar in collaboration with the GOYFF.
- c. Provide trainings to selected staff from the victim service providers, mental health providers, medical profession, law enforcement and prosecution.
- d. For each training module, share with the GOYFF the score of the trainer's performance.

#### **VII. TIMELINE**

Service shall begin after contract award. The successful Offeror shall receive a contract for a twelve month period.



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## VIII. SPECIAL INSTRUCTIONS TO OFFERORS

### **a. Issuing Office Solicitation Contact Person**

The Contact Person identified on the cover page of the RFQ shall be the sole point of contact for purposes of the preparation and submittal of proposals to this Solicitation.

### **b. Solicitation Clarifications**

No later than the Solicitation Questions due date and time, all questions or clarification requests regarding this solicitation should be directed to the attention of the Solicitation Contact Person via email (preferred), facsimile or mailed to the attention of the Solicitation Contact Person. If this results in a change to the Solicitation, a written Solicitation Amendment will be issued prior to the Solicitation due date.

### **c. Solicitation Submission Guidelines**

Offers in response to this solicitation shall be submitted to [sbean@az.gov](mailto:sbean@az.gov) by 5:00 p.m. on June 6, 2019. Late offers submitted after this date/time shall be rejected.

### **d. Withdrawal of a Quote**

At any time prior to a specified solicitation due time and date an Offeror (or designated representative) may withdraw the Quote.

### **e. Familiarization of Scope of Work**

The Offeror should carefully review the requirements of the Solicitation and familiarize itself with the Scope of Work, laws, regulations and other factors so to satisfy itself as to the expense and difficulties of the work to be performed. There will be no subsequent financial adjustment, other than provided by the Contract, for lack of such familiarization.

### **f. Components of a Complete Proposal**

The Offeror should follow instructions provided and provide all requested material. The State will not provide any reimbursement for the cost of developing or presenting proposals in response to this RFQ.

### **g. Conformance to the RFQ**

Failure to include the requested information, providing incomplete information or adding irrelevant information may result in lower evaluation scores and may have a negative impact on the evaluation of the Offeror's proposal. Offerors should follow the format provided below.

### **h. Proposal Format**

The following information should be submitted with each proposal and in this order. This format provides a section layout for the proposal and pricing section.



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**i. Solicitation Amendments**

Receipt of a Solicitation Amendment(s) should be acknowledged by signing and returning the document with the proposal or prior to the Solicitation due date and time, to the Solicitation Contact Person listed on the cover page of this Solicitation.

**j. Exceptions to the RFQ**

An Offeror who takes exception to any portion of the Solicitation must do so pursuant to the Uniform Instructions to Offeror. If the Offeror is taking exception to a section or sections of the Solicitation, the Offeror shall designate a section in the proposal titled "Exceptions". Any exceptions to the Solicitation not listed in this section or otherwise not submitted in the proper form shall not be considered a part of the Offeror's proposal and shall not be enforceable in any resulting Contract. Taking exception to the Terms and Conditions of the Solicitation may result in a proposal receiving a lower evaluation score. Low evaluation scores may result in the proposal being determined not susceptible for award. Exceptions to the terms and conditions should provide sufficient justification to detail the reason the exception is advantageous to the State of Arizona.

**k. Confidential Information**

All Offers submitted and opened in response to this RFQ are public records and must be retained by the State. Offers shall be open to public inspection after Contract award, except for such Offers or specific information within such Offers deemed to be confidential by the State. If an Offeror believes that information in its Offer should remain confidential, the Offeror shall designate a special section labeled "Confidential Information" and include any information the Offeror indicates as confidential along with a statement detailing the reasons that the information should not be disclosed. Such reasons shall include the specific harm or prejudice which may arise. The State shall determine whether the identified information is confidential pursuant to the Arizona Procurement Code. Information not specifically identified as confidential by the Offeror in accordance with this paragraph or determined to be not confidential by the State will be open to public inspection.

**l. Questionnaire Responses**

Following are the response requirements for this Request for Quote ("RFQ"). Firms shall submit one (1) proposal response in an MS Word or PDF document via email to:

Sarah Bean  
Procurement Manager  
Governor's Accounting Office  
[sbean@az.gov](mailto:sbean@az.gov).

To facilitate the evaluation, firms shall submit and organize all responses in the same order as listed in this section.

**i. Cover Letter**



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Offerors must submit a cover letter signed by an authorized representative of the entity committing the Offeror to provide the services as described in this RFQ in accordance with the terms and conditions of any contract awarded pursuant to the RFQ process.

**ii. Business Information**

Include a brief narrative identifying business name, address, primary phone number, contact name and email address. Advise the year your company was established. Provide the number of employees and indicate whether or not your company's gross receipts were less than \$4 million in its last fiscal year.

**iii. Qualifications**

Each firm will be evaluated based on its experience in providing statewide training curricula developed from established guidelines. A firm with the proven ability to provide the services, as evidenced by similar recent coordinated trainings and current resources is desired. Offerors shall describe why their services are uniquely qualified for these training services. The Offeror shall describe their method of approach to detail how contractor responsibilities will be undertaken to meet the needs of the project.

**iv. References**

Provide a minimum of three references to whom you have provided training services. Provide the entity's name, street address, city, state and zip code, point of contact, telephone number, and email address. References may be contacted regarding their satisfaction with services provided by the participating firm.

**v. Pricing Schedule**

The rates submitted in the pricing schedule shall be firm, fixed costs for the specified services allowed in the scope of work. The pricing schedule is provided at the end of the document.

The Offeror agrees that the rates shall be all inclusive, i.e. travel, office supplies, printing, and other general operating costs should be included in the proposed rate.

\*Facilities cost and AV equipment needed for a training event must be pre-approved by the GOYFF on a training by training basis.

\*The rates for any trainers needed for an event shall be pre-approved by the GOYFF on a training by training basis.

Awards shall be made to the responsible Offeror whose proposal is determined to be the most advantageous to the State based upon the evaluation criteria listed below. The evaluation criteria are listed in relative order of importance.



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1. Qualifications and Experience of the Organization providing training on coordinated community response to Adult Sexual Assault Guidelines
2. Experience working with victim service providers, mental health providers, medical professionals, law enforcement and prosecution in the scheduling, registration and presentation of trainings in similar projects.

## **IX. SPECIAL TERMS AND CONDITIONS**

### **a. Contract**

Authority to Contract: A contract will be issued to the successful Offeror for the Governor's Office of Youth, Faith and Family in accordance with A.R.S. §41-2535.

### **b. Contract Type**

Fixed Event Occurrence Price

### **c. Term of Contract**

The term of the Contract shall commence upon award and remain in effect for a period of one year thereafter unless terminated, canceled or extended as other provided herein.

### **d. Documents Incorporated by Reference**

The State of Arizona's Uniform Instructions to Offerors (Updated: September 2014), located at <https://spo.az.gov/sites/default/files/documents/files/Uniform%20Instructions%20to%20Offerors%20%28rev%209-2014%29.pdf>, and Uniform Terms and Conditions V9\_ (Rev 7-1-2013), located at

[https://spo.az.gov/sites/default/files/documents/files/Uniform%20Terms%20and%20Conditions%20V9\\_%28Rev%207-1-2013%29.pdf](https://spo.az.gov/sites/default/files/documents/files/Uniform%20Terms%20and%20Conditions%20V9_%28Rev%207-1-2013%29.pdf), are incorporated into this contract as if fully set forth herein. Copies of these documents may be accessed at <https://spo.az.gov/administration-policy/state-procurement-resource/standard-forms-and-documents>.

### **e. Estimated Usage**

Any Contract resulting from this Solicitation shall be used on an as needed, if needed basis. The State makes no guarantee as to the amount of work that may be performed under any resulting Contract.

### **f. Non-Exclusive Contract**

The State has the right to procure the services listed herein from Contractors other than those awarded Contract pursuant to this Solicitation.

### **g. Availability of Contractor**

The Contractor shall be available immediately upon receipt of a Contract and remain available to the Governor's Office of Youth, Faith and Family throughout the period of performance as stated in the Contract.



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**h. Pricing**

All prices shall be on an all-inclusive basis and shall contain firm, fixed prices.

**i. Price Reduction**

A price reduction adjustment may be offered at any time during the term of the Contract and shall become effective upon notice.

**j. Price Adjustment**

The Contractor may submit a fully documented request for a price increase at the time of any Contract renewal. The Governor’s Office of Youth, Faith and Family will determine whether the price increase or an alternate solution, including Contract Termination, is in the best interest of the State of Arizona.

<b>Proposed Price Schedule</b>		
<b>Curriculum Development cost:</b>		
Hourly Rate (Cannot exceed \$81.25)	Proposed Number of Hours	Cost to Develop Curriculum
		\$ -
<b>Classroom facilitation (per class):</b>		
Hourly Rate (Cannot exceed \$81.25)	Class Length (hours)	Cost per class
		\$ -
<p>*The Offeror agrees that the rates shall be all inclusive, i.e. the hourly rate above incorporates all personnel, fringe benefit, travel, office supplies, printing, and other general operating costs necessary to meet the deliverables.</p>		
<b>Location/AV equipment rental:</b>		
Facilities cost and AV equipment needed for a training event must be pre-approved in writing by the GOYFF on a training by training basis.		





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### Sample Price Schedule

**Curriculum Development cost:**

Hourly Rate (Cannot exceed \$81.25)	Proposed Number of Hours	Cost to Develop Curriculum
\$ 81.25	100	\$ 8,125.00

**Classroom facilitation (per class):**

Hourly Rate (Cannot exceed \$81.25)	Class Length (hours)	Cost per class
\$ 81.25	8	\$ 650.00

\*The Offeror agrees that the rates shall be all inclusive, i.e. the hourly rate above incorporates all personnel, fringe benefit, travel, office supplies, printing, and other general operating costs necessary to meet the deliverables.

**Location/AV equipment rental:**

Facilities cost and AV equipment needed for a training event must be pre-approved in writing by the GOYFF on a training by training basis.