

# Counselor Request for Proposal MMLCL Fresh Start Scholarship

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Issued by: A God Send, Inc.

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### I. Introduction & Background

- A. A God Send, Inc., a 501(c)(3) designated Non-profit Organization provides a scholarship to an individual who has successfully graduated from a live-in program addressing addiction, violent offending, general offending, and sex offending. The program also works to improve the person's cognitive skills. Once his/her time is completed, the opportunity is given to get the practical support for the journey into a new life. Whatever the reason the person was placed in the program, they succeeded. We step in when they are ready to graduate. We try to facilitate the next steps to help them be successful. We want to help them plan for a new start, so they don't return to that center or any another.
- B. A God Send, Inc. is in need of counselors and is accepting proposals in response to this “RFP.” The qualified counselor will:
  - 1. Receive the recommendation of the life coach assigned to the applicant
  - 2. Complete an assessment
  - 3. Provide Initial counseling session
  - 4. Make recommendations
- C. The objective of this Request for Proposal is to locate a source that will provide the best overall value to A God Send, Inc. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

### II. Submission Guidelines & Requirements

- A. The following submission guidelines & requirements apply to this Request for Proposal (RFP):
  - 1. First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals in response to this RFP.
  - 2. Bidders intent on submitting a proposal should so notify the representative identified on the cover page no later than February 1 of the award year. The Scholarship is awarded every year on October 17.
  - 3. Do to the confidentiality of this project, you are not asked to submit a list of similar projects. We do ask that you verify when you started to provide this service. We would

need that proof in the form of your business license and your website address. If you have flyers and/or brochures those would be welcomed as well.

4. We request you present a proposal. This proposal must provide:
    - a. An overview of how you will address the service we require for our scholarship winner(s).
    - b. The availability for services
    - c. A price for the services.
      - This price proposal should indicate the overall fixed price for the project
      - You should also include hourly rates and an estimated total number of hours, should A God Send, Inc. decide to award a contract on an hourly rate basis.
  5. Proposals must be signed by a representative who is authorized to commit bidder's company.
- B. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
- C. Proposals must be received prior to February 1, of the award year, to be considered.
- D. Proposals must remain valid for a period of one year.
- E. A God Send, Inc. anticipates selecting at least two individuals or firms to have more in-depth discussions with and will make an award after all interviews are completed.

### III. Project Description

- A. The Fresh Start Scholarship applicant have several requirements. A counselor could help the applicant gain clarity on why the requirements exist. The applicant is required to have a:
1. Desire to further their education. This does not have to be going to college. It could be a trade school, an apprenticeship or any other training helps them to make a better life for themselves.
  2. Solid support team in place and an understanding of the value of a support team.
  3. Mentor/counselor. This does not have to be a formal or professional mentor/counselor; however, the applicant needs to understand the need for someone in your life who is not your peer or just your cheerleader, but some who can help you get to the next level.
  4. Plan to give back. This is not in the form of money, but in charitable hours.
  5. Clear understanding of the need for goals and values. They should have:
    - A clear plan for how they will make better choices for their lives.
    - The confidence, diligence, and conviction needed to contribute to their commitment.
- B. This scholarship is awarded to an applicant who has, for any number of reasons, found themselves in a live-in rehabilitation program and successfully completed the program. A God Send steps in when they are ready to graduate. We try to facilitate the next steps to help the applicant be successful. We want to help them plan for a new start, so they don't return to the center they just graduated from nor any another.

- C. We realize there are no guarantees in life, but we also know that every little bit of help goes a long way to making life sustaining choices. The counseling portion of the Fresh Start Scholarship helps us identify pitfalls, the mental state and esteem level of the client.

#### IV. Project Scope

- A. The successful bidder will be responsible for:
  1. Receiving a recommendation for counseling from:
    - A representative of the Fresh Start Scholarship committee
    - The life coach assigned to the applicant
  2. Completing an initial assessment
  3. Provide an initial counseling session
  4. Make recommendations
  
- B. The criteria set forth below should be met to achieve successful completion of the project:
  1. A clear assessment of the candidate identifying pitfalls, mental state and esteem level
  2. Results of initial counseling session
  3. Recommendations for the need for further counseling
    - Should they receive additional counseling, and why
    - How much additional counseling is “needed”?
  
- C. Activity that would invalidate the proposal:
  1. Working outside of the guidelines of this proposal
  2. Making recommendations to the applicant without first clearing it with A God Send.
  3. Making promises to the applicant
  4. In appropriate solicitation for additional services

#### V. RFP & Project Timelines

- A. The Request for Proposal timeline is as follows:

Request for Proposal Issuance	No later than February 1 of award year
Selection of Top Bidders / Notification to Unsuccessful Bidders	March 1 of award year
Start of Negotiation	March 15 of award year
Contract Award / Notification to Unsuccessful Bidders	April 1 of award year

- B. The need-date for project completion is no more than 3 months after intake of applicant. Bidders may propose a date earlier or later and it will be evaluated accordingly.

#### VI. Budget

A God Send, Inc.’s budget for the project is \$100.00.

## VII. Evaluation Factors

- A. A God Send, Inc. will rate proposals based on the following factors, with cost being the most important factor:
  - 1. Responsiveness to the requirements set forth in this RFP
  - 2. Relevant past performance/experience
  - 3. Cost
  - 4. Technical expertise/experience of bidder/bidder's staff
  
- B. A God Send, Inc. reserves the right to award to the bidder that presents the best value, as determined solely our evaluators and with our absolute discretion.