



City of Norwich

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Request for Qualifications RFQ 23-49A

The City of Norwich will receive Submittals of Qualifications for **Therapeutic Youth Mentoring** until **4:00 P.M. prevailing time on June 2, 2023**, at which time they will be opened by the Director of Human Services. All bids are to be submitted to Kate Milde (Director of Human Services) at:
kmilde@cityofnorwich.org

Paper applications will also be accepted, with the same deadline, in the Human Services office at City Hall, 100 Broadway, Rm. 212.

Award notices will be provided electronically by Friday, June 16, at 4:00 pm.

Funding Opportunity Information

The City of Norwich is making available up to \$30,000 in American Rescue Plan Act funds to support therapeutic mentoring for youth to help address the negative impacts of the pandemic on Norwich residents.

This funding is governed by the U.S. Department of Treasury as outlined in the Final Rule. Awardees must comply with the rules and guidelines set forth and reporting on the use of funds will be required. The Final Rule is available online at <https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf>

Eligibility

To be eligible to receive this funding through the City of Norwich, the applicant must be licensed (LCSW, LMFT, or LPC) to provide mental health counseling. Individuals must have current licensure and are responsible for license renewal payments, and paying for CEUs to maintain the license. Individuals must have a minimum of two years' experience, post-licensure, providing individual, group, or family therapy.

Applicant Instructions

For your application to be considered complete, it must include the following components:

1. Cover Sheet with completed checklist. This document is provided to you as an attachment.
2. Narrative. This should be no more than 2 pages and include the following as three separate sections:
 - Section 1 – Introduction and education
 - Section 2 – Description of work experience with youth
 - Section 3 - Description of the populations you have served

Attachments are outlined on the Cover Sheet as part of this application packet.

Please see pages 2-3 for more detail on the information that needs to be included in each section of the Narrative.

Format

The narrative should be on 8-1/2 x 11-inch paper, with 1-inch margins, with 12-point Arial or Times New Roman font, and at least 1.08 spacing; please no single-spaced. Please be sure to number all of the pages in your funding application.

Timeline

Applications must be submitted by Friday, June 2, 2023, at 4:00 pm to Kate Milde, Director of Human Services – kmilde@cityofnorwich.org If, for any reason, electronic submission is a barrier for your organization, a paper application will be accepted, with the same deadline, in the Human Services office at City Hall, 100 Broadway, Rm. 212.

Award notices will be provided electronically by Friday, June 16, at 4:00 pm.

Selection Criteria

Applications will be scored based on the following rubric:

Application and experience are in alignment with goals of ARPA funding and requirements set forth by the U.S. Treasury.
Level of experience demonstrates ability to perform therapeutic support with youth.
Proof of Bachelor's Degree, or transcript proving anticipated graduation date

Scoring will be from 0 to 5 and is defined as follows:

0-Proposal does not meet goals, criteria, standards, and/or expectations

1-Proposal partially meets goals, criteria, standards, and/or expectations

3-Proposal meets goals, criteria, standards, and/or expectations

5-Proposal exceeds goals, criteria, standards, and/or expectations

The City reserves the right to select a proposal with a lower ranking score if it more closely matches the criteria as outlined by the U.S. Department of Treasury or provides a greater impact for those who have been disproportionately impacted by the pandemic.

Information to be provided in the narrative

The below information should be included in the narrative section of your application.

Section 1 – Introduction and current credentials

Please provide a brief description of your education and licensure status.

Section 2 – Description of experience

Please include a summary of the various positions you have held, in which you provided youth support.

Describe how your experience will have an impact on Norwich Residents.

If you use any evidence-based practices or other methodologies, please include them.

Section 3 - Description of the populations you have served

Indicate the varying populations you have provided services to in your previous experience.

City of Norwich Human Services

Request for ARPA funding

Please include this cover sheet as page one of your application.

_____ Application Narrative

_____ Resume

_____ Documentation of education status.

Contact person Date

Name and Address

Phone number Email address

Please disclose any potential conflict of interest, perceived or real. A conflict of interest would include the applicant or any board member being related to a City of Norwich employee or Council member. Please note a conflict of interest will not necessarily exclude your organization from funding but must be disclosed.