

COUNTY OF MOORE  
NORTH CAROLINA

REQUEST FOR PROPOSALS

ISSUE DATE: February 8, 2019

RFP#: 2019-16

TITLE: JUVENILE CRIME PREVENTION COUNCIL – PROGRAM SERVICES

ISSUING DEPARTMENT: County of Moore Financial Services  
Attn: Terra Vuncannon  
206 S. Ray Street  
PO Box 905  
Carthage, NC 28327

**Sealed Proposals** will be received until **Friday, March 22, 2019 at 4:00 pm** from qualified vendors for Juvenile Crime Prevention Council – Program Services for the County of Moore. An information meeting for all applicants will be held at 2:00 pm Friday, February 22, 2019 in Room 2&3 at the Moore County Agriculture Center, 707 Pinehurst Ave., Carthage, NC 28327. All inquiries for information concerning Instructions for Proposals, Bid Submission Requirements or Procurement Procedures shall be directed to (in writing):

**Terra Vuncannon, Purchasing Manager**  
PO Box 905  
Carthage, NC 28327  
(910) 947-7118 (Telephone)  
[tvuncannon@moorecountync.gov](mailto:tvuncannon@moorecountync.gov)

**Sealed Proposals shall be mailed and/or hand delivered to the Issuing Department shown above, and the envelope shall bear the name and number of this Request for Proposal. It is the sole responsibility of the Bidder to ensure that its bid reaches the Issuing Department by the designated date and hour indicated above.**

**In compliance with the Request for Proposals and to all the terms and conditions imposed herein, the undersigned offers and agrees to furnish the services described in accordance with the attached signed bid.**

Firm Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_  
By: \_\_\_\_\_

(typed)

By: \_\_\_\_\_

(signed)

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## INSTRUCTIONS FOR PROPOSALS

1. **Sealed Proposals shall be submitted to the Issuing Department on the enclosed Proposal Form. Proposals should include six (6) original copies.** In order for a proposal to be considered, it shall be based on the terms, conditions and specifications contained herein and shall be a complete response to this RFP. The County reserves the right to make an award in whole, or in part, and to reject and all proposals, and to waive any informality in proposals unless otherwise specified by the Bidder. The Bidder shall sign the bid correctly and bids may be rejected if they show omissions, alterations of form, additions not called for, conditional bids or any irregularities of any kind.
2. All labor costs, direct and indirect, shall have been determined and included in the proposal. The cost and availability of all equipment, materials, and supplies associated with performing the services described herein shall have been determined and included in the proposal. All price quotes shall include delivery to the delivery point, installation and set-up charges, as necessary. Goods shall be set in place ready for owner's use. All goods shall be new and of average quality. No remanufactured, refurbished or used goods will be accepted. Appropriate product information (e.g. brochures, catalog cuts, etc.) shall be included with the proposal.
3. After the RFP issue date, all communications between the Issuing Department and prospective Bidders shall be in writing. No oral questions shall be accepted. Any inquiries, requests for interpretation, technical questions, clarifications, or additional information shall be directed to Terra Vuncannon via e-mail to [tvuncannon@moorecountync.gov](mailto:tvuncannon@moorecountync.gov) or to the address listed on page one if this solicitation. All questions concerning this RFP shall reference the RFP number, section and page number. Questions and responses affecting the scope of the goods will be provided to all prospective Bidders by issuance of an Addendum. **An information meeting for all applicants will be held at 2:00 pm Friday, February 22, 2019 in Room 2&3 at the Moore County Agriculture Center, 707 Pinehurst Ave., Carthage, NC 28327. All written questions shall be received by the Issuing Department no later than 10:00 a.m. Wednesday, March 13, 2019. NO EXCEPTIONS.**
4. The County will not be responsible for any oral instructions. Should a Bidder find discrepancies in, or omissions from the documents, or should be in doubt as to their meaning, s/he should at once notify the Issuing Department, and a written addendum shall be issued. Acknowledgement of any Addendum received during the time of the bidding shall be noted on the Bid Form in the spaces provided. In closing of a contract, any Addendum issued shall become a part thereof.
5. Proposals will be examined promptly after opening and award will be made at the earliest possible date. The prices quoted must be held firm, and no bids may be withdrawn until **90 days** after bid opening date. The County reserves the right to conduct any test/inspection it may deem advisable to ensure services/materials/supplies/equipment, as appropriate, conform to specifications.
6. All purchases for goods or services are subject to the availability of funds for this purpose.
7. The General Statutes of the State of North Carolina, insofar as they apply to purchasing and competitive bidding, are made a part hereof.

8. The County of Moore is committed to creating and maintaining an environment free from harassment and other forms of misconduct that fundamentally compromise the working environment of the County. All contractors performing work/services at a County facility shall take all necessary steps to assure that none of its employees engage in harassment or intimidation relating to personal beliefs or characteristics of anyone on the County's premises, including but not limited to, race, religion, age, color, sex, national origin or disability. Such harassment is unacceptable and will not be condoned in any form at the County of Moore. If such conduct occurs, the contractor will take all necessary steps to stop it and prevent its future occurrence. This policy shall be strictly enforced.
9. For all the work being performed under this Contract, the County of Moore has the right to inspect, examine, and make copies of any and all books, accounts, records and other writing relating to the performance of the work. Audits shall take place at times and locations mutually agreed upon by both parties, although the vendor/contractor must make the materials to be audited available within one (1) week of the request for them.
10. The County of Moore reserves the right to reject any and all proposals. It further reserves the right to waive informalities insofar as it is authorized so to do where it deems it advisable in protection of the best interests of the County.
11. The JCPC Allocation Committee will make a recommendation to the JCPC Council for approval. The recommendation will then go before the County of Moore Board of Commissioners for their approval.
12. Any and all exceptions to the Specifications must be stated in writing, giving complete details of what is to be furnished in lieu of requested Specifications.
13. The County of Moore reserves the right to cancel and terminate any resulting contract, in whole or in part, without penalty, upon forty-five (45) days' notice to the Vendor(s). Any contract cancellation shall not relieve the Vendor(s) of the obligation to deliver any outstanding services issued prior to the effective date of the cancellation.
14. Moore County will not be responsible for any expenses incurred by a vendor in the development of a response to this Request for Proposal or any other activities associated with this procurement including but not limited to onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided.

# Background and Scope of Work

## Moore County Juvenile Crime Prevention Council Request for Proposals

**\$181,745**

Anticipated County Allocation

**30%**

Required Local Match Rate

**February 8, 2019**

Date Advertised

The Juvenile Crime Prevention Council (JCPC) has studied the risk factors and needs of Juvenile Court involved youth in this county and hereby publishes this Request for Proposals. The JCPC anticipates funds from the NC Department of Public Safety, Division of Adult Corrections and Juvenile Justice, Juvenile Community Programs section in the amount stated above to fund the program types specified below. Such programs will serve delinquent and at-risk youth for the state fiscal year 2019-2020 beginning on, or after, July 1, 2019. The use of these funds in this county requires a local match in the amount specified above.

### **The JCPC will consider proposals for the following needed programs:**

- |                                  |                                 |   |
|----------------------------------|---------------------------------|---|
| * Cognitive Behavioral Treatment | * Restitution/Community Service | * Family Counseling                                       |
| * Temporary Shelter Services     | * Life Skills                   | * Vocational Skills Development                           |
| * Mentoring                      | * Independent Living Skills     | * Academic Enhancement/Tutoring with educational advocacy |
| * Juvenile Structured Day        |                                 |   |
| * Therapeutic Foster Care        | * Teen Court                    |   |

### **Proposed program services should target the following risk factors for delinquency or repeat delinquency:**

Youth who have moderate and serious school behavior problems, lack pro-social peers or sometimes associate with delinquent peers/criminal activity, who have been adjudicated for prior crimes, have a history of runaway behavior and have some substance use or abuse.

### **Programs should address the following concerns as reported in the Needs Assessments for adjudicated youth:**

- |                    |   |
|--------------------|---|
| Peer Domain:       | Youth who lack pro-social peers, sometimes or regularly associate with delinquent peers or associate with or are gang members.  |
| Individual Domain: | Substance use or abuse, have a history of abuse or neglect with a history of victimization, sometimes or regularly associate with delinquent peers, associate with or are gang members, and have mental health needs. |
| Family Domain:     | Youth whose parents have marginal parenting skills and have family members who have current or past involvement in the criminal justice system.   |
| School Domain:     | Youth who have moderate to serious school behavior issues.  |

### **Applicants are being sought that are able to address items below:**

1. Program services compatible with research that are shown to be effective with juvenile offenders.
2. Program services are outcome-based.
3. The program has an evaluation component.
4. Program services detect gang participation and divert individual, if applicable.

**Local public agencies, 501(c)(3) non-profit corporations and local housing authorities are invited to submit applications to provide services addressing the above elements.**

**In order to apply for FY 2019-2020 JCPC funding, you must complete and submit your application online by accessing NC ALLIES. Please read and follow all instructions at the following link:**

<https://www.ncdps.gov/juvenile-justice/community-programs/juvenile-crime-prevention-councils/program-agreement-information?a=000003%2C002476%2C002483%2C002482%2C002514>

**After submitting the application electronically, print and submit hard copies as indicated below. Private non-profits are also required to submit No Over Due Tax forms, Conflict of Interest Statements, and proof of 501(c)(3) status.**

**NOTE: Any inquiries, requests for interpretation, technical questions, clarifications, or additional information shall be directed to Terra Vuncannon via e-mail to [tvuncannon@moorecountync.gov](mailto:tvuncannon@moorecountync.gov). Questions and responses affecting the scope will be provided to all prospective responders by issuance of an addendum. All written questions shall be received no later than 10:00 am Wednesday, March 13, 2019. NO EXCEPTIONS.**

**Deadline for Application is: March 22, 2019 by 4:00 P.M.**

Informational Meeting;

An information meeting for applicants will be held at 2:00 pm Friday, February 22, 2019 in Room 2&3 at the Moore County Agriculture Center, 707 Pinehurst Ave, Carthage, NC 28327. Attendance is not mandatory but highly recommended.

Mail or deliver Sealed applications to:

FedEx, UPS or hand deliver to: Terra Vuncannon 206 South Ray Street, Carthage, NC 28327.  
Mailing address: Terra Vuncannon PO Box 905, Carthage, NC 28327

Number of original copies to submit: 6 Telephone: 910-947-7118

**RESPONSE MUST BE IN A SEALED PACKAGE.**

**Other Helpful Links for JCPC Applicants**

- JCPC Policy and Forms – <https://www.ncdps.gov/juvenile-justice/community-programs/juvenile-crime-prevention-councils/jcpc-policies-forms>
- Standardized Program Evaluation Protocol (SPEP) - <https://www.ncdps.gov/juvenile-justice/community-programs/juvenile-crime-prevention-councils/program-evaluation-spep>
- Program Agreement and NCID Information - <https://www.ncdps.gov/juvenile-justice/community-programs/juvenile-crime-prevention-councils/program-agreement-information>

## PROPOSAL FORM

Sealed Proposals will be received until 4:00 pm on Friday, March 22, 2019 in Financial Services, County of Moore, 206 S. Ray Street, Carthage, NC 28327. Opening will not be public.

Use this form only for submitting proposals. In submitting your proposal, keep in mind that any alterations, changes in proposal format, etc. will make it difficult to evaluate proposals. All items should be in the units, quantities, units of measurement, etc. specified. Do not submit alternates unless requested. The County of Moore shall reserve the right to reject any or all proposals.

On behalf of \_\_\_\_\_ (Proposer), I am submitting a proposal for JCPC Program Services for the County of Moore.

**Proposal MUST include the following to be eligible for award:**

REQUIRED DOCUMENTS	Check if Included in response
NC ALLIES online application <a href="https://www.ncdps.gov/juvenile-justice/community-programs/juvenile-crime-prevention-councils/program-agreement-information?a=000003%2C002476%2C002483%2C002482%2C002514">https://www.ncdps.gov/juvenile-justice/community-programs/juvenile-crime-prevention-councils/program-agreement-information?a=000003%2C002476%2C002483%2C002482%2C002514</a>	
No Over Due Tax Form <a href="https://www.ncdps.gov/document/jcpc-no-overdue-tax-form">https://www.ncdps.gov/document/jcpc-no-overdue-tax-form</a>	
Conflict of Interest Policy	
JCPC Conflict of Interest form <a href="https://www.ncdps.gov/document/djj-13-001-not-profit-dps-conflict-interest-policy-statement">https://www.ncdps.gov/document/djj-13-001-not-profit-dps-conflict-interest-policy-statement</a>	
Proof of 501(c)(3) status (if applicable)	
Notarized Non-Collusion Affidavit	
Notarized E-verify Affidavit	
W-9	

The County may award a contract for one or more vendors.

I certify that to the best of my knowledge all requirements have been complied with.

Date \_\_\_\_\_ Authorized Signature \_\_\_\_\_

Receipt of the following addendum is acknowledged:

Addendum No. \_\_\_\_\_ Date: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date: \_\_\_\_\_

**COUNTY OF MOORE**

**NON-COLLUSION AFFIDAVIT**

State of North Carolina  
County of Moore

I \_\_\_\_\_, being first duly sworn, deposes and says that:

He/She is the \_\_\_\_\_ of \_\_\_\_\_, the Bidder that has submitted the attached bid;

He/She is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such bid;

Neither the said Bidder nor any of its officers, partners, owners’ agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder or to fix overhead, profit or cost element of the bid price of any other Bidder or to secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the County of Moore or any person interested in the proposed contract; and,

The price or prices quoted in the attached bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

\_\_\_\_\_  
Title

State of North Carolina  
County of \_\_\_\_\_  
Subscribed and sworn before me,  
This \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_



**Moore County E-Verify Affidavit**

STATE OF NORTH CAROLINA

AFFIDAVIT

COUNTY OF MOORE

I, \_\_\_\_\_ (the individual attesting below), being duly authorized by and on behalf of \_\_\_\_\_ (the entity bidding on project hereinafter "Employer") after first being duly sworn hereby swears or affirms as follows:

1. Employer understands that E-Verify is the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law in accordance with NCGS §64-25(5).
2. Employer understands that Employers Must Use E-Verify. Each employer, after hiring an employee to work in the United States, shall verify the work authorization of the employee through E-Verify in accordance with NCGS§64-26(a).
3. Employer is a person, business entity, or other organization that transacts business in this State and that employs 25 or more employees in this State. (mark Yes or No)
  - a. YES \_\_\_\_\_, or
  - b. NO \_\_\_\_\_
4. Employer's subcontractors comply with E-Verify, and if Employer is the winning bidder on this project Employer will ensure compliance with E-Verify by any subcontractors subsequently hired by Employer.

Executed, this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Signature of Affiant  
Print or Type Name: \_\_\_\_\_

State of North Carolina  
County of \_\_\_\_\_

Signed and sworn to (or affirmed) before me, this the \_\_\_\_  
day of \_\_\_\_\_, 2019.

My Commission Expires:

\_\_\_\_\_  
Notary Public

(Affix Official/Notarial Seal)



# Vendor Application

## County of Moore

Financial Services – Purchasing Division  
PO Box 905  
Carthage, NC 28327  
Phone: (910) 947 - 6310  
Fax: (910) 947 - 6311

Please Type or Print Legibly

Federal ID # \_\_\_\_\_ SS # \_\_\_\_\_ Vendor # \_\_\_\_\_

Vendor Name
-------------

Date
------

ORDER ADDRESS		PAY ADDRESS	
Street		Street	
Street		Post Office Box	
City		City	
State	Zip Code	State	Zip Code

CONTACT PERSON	TELEPHONE NUMBER	FAX NUMBER
----------------	------------------	------------

YEAR ESTABLISHED	TERMS	DISCOUNT
------------------	-------	----------

CONTRACTOR'S LICENSE # (if applicable)	SIGNATURE
	EMAIL ADDRESS:

This firm certifies that it is a: (if applicable)

- Disabled
  Minority Business Enterprise
  Women Business Enterprise

To qualify for MWBE status, 51% of the company must be owned and controlled by minority groups or women. For the purpose of this definition, minority group members are Black Americans, Hispanic Americans, American Indians and/or American Women. To qualify for Disabled status, 51% of the company must be owned and controlled by disabled persons.

### Product(s) and/or Service(s)

Please list the type product(s) and/or Service(s) that your company can provide.

\_\_\_\_\_

\_\_\_\_\_

### References

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC      <input type="checkbox"/> C Corporation      <input type="checkbox"/> S Corporation      <input type="checkbox"/> Partnership      <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <p><b>6</b> City, state, and ZIP code</p> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>				
<b>OR</b>				
<b>Employer identification number</b>				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> </tr> </table>				

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*