

### **PURCHASE OF SERVICE AGREEMENT**

THIS PURCHASE OF SERVICE AGREEMENT (hereinafter "Agreement"), made and entered into on the 17<sup>th</sup> day of August, 2022, by and between the **LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT**, an urban county government of the Commonwealth of Kentucky created pursuant to KRS chapter 67A (hereinafter "Government"), 200 East Main Street, Lexington, Kentucky 40507, on behalf of its Department of Social Services (hereinafter "Sponsor"), and, the **LEXINGTON HEARING & SPEECH CENTER, INC., DBA THE HEARING & SPEECH CENTER** with offices located 350 Henry Clay Blvd., Lexington, KY 40502, (hereinafter "Organization").

### **WITNESSETH**

That for and in consideration of the mutual promises and covenants herein expressed, the Government and the Organization agree as follows:

1. This Agreement shall include the following additional documents, which are attached hereto as exhibits and incorporated herein by reference as if fully stated:
  - A. Exhibit A – RFP # -2022
  - B. Exhibit B – Organization's Response to RFP # -2022
2. Government hereby retains Organization for the period beginning on **July 1, 2022**, and continuing for a period of two (2) years from that date unless within that period Government gives the Organization thirty (30) days written notice of termination of this Agreement in which case this Agreement shall terminate thirty (30) days from the date notice is given to the Organization.
3. Government shall pay Organization the sum of **Forty Thousand and 00/100 Dollars (\$40,000)** for Fiscal Year 2023 and **Forty Thousand and 00/100 Dollars (\$40,000)** for Fiscal Year 2024 for the services required by this Agreement, said services being more

particularly described in Exhibits A and B, one-fourth (1/4<sup>th</sup>) of which shall be payable in September 2022 or shortly thereafter upon receipt of an **invoice** (for July through December 2022), with one-eighth (1/8<sup>th</sup>) payable each quarter thereafter upon submission of a quarterly invoice and a detailed quarterly program report. **Quarterly invoices and detailed program reports shall be submitted by January 20<sup>th</sup>, 2023, April 21<sup>st</sup>, 2023, July 24<sup>th</sup>, 2023, October 20<sup>th</sup>, 2023, January 26<sup>th</sup>, 2024, and April 19<sup>th</sup>, 2024. A two-year-end program report shall be submitted by July 19<sup>th</sup>, 2024.** Reports shall reflect the services and programs directly related to the funding provided by Lexington Fayette Urban County Government with emphasis on measurable outcomes, and specifically outlined in the funding application. Forms for both the quarterly financial and program reports will be provided.

4. In the event of termination of this Agreement by Government as provided for in paragraph 1 above, Organization shall be entitled to that portion of total compensation due under this Agreement as the service rendered bears to the service required herein.

5. Organization shall perform all duties and services included in Exhibits attached hereto faithfully and satisfactorily at the time, place and for the duration prescribed herein. Compensation paid pursuant to this Agreement shall be used exclusively for the services set forth in Exhibits A and B and for no other purpose. Any alteration in the nature of such services and duties constitutes an amendment to this Agreement and must be in writing signed by both parties. Organization shall keep itself fully informed of all federal and state laws and all municipal ordinances and regulations in any manner affecting the work or performance of this Agreement, and shall at all times observe and comply with such laws, ordinances and regulations, whether or not such laws, ordinances or regulations are mentioned herein, and

6. Organization shall indemnify, defend and hold harmless Government, its elected and appointed officials, employees, agents, volunteers, and successors in interest, from and against any and all liability, damages, and losses, including but not limited to:

demands, claims, liens, suits, notices of violation from governmental agencies, obligations, causes of action, judgments, penalties, fines, liens, costs, expenses, interest, defense costs and reasonable attorney's fees that are in any way incidental to or connected with, or that arise or are alleged to have arisen, directly or indirectly, from or by Organization's performance of or breach of this Agreement and/or the provision of goods or services, provided that (a) it is attributable to personal injury, bodily injury, sickness, or death, or to injury to or destruction of property (including the loss of use resulting therefrom), or to or from the negligent acts, errors or omissions or willful misconduct of the Organization; and (b) not caused solely by willful misconduct of the Government. The Parties understand and agree that the Organization's obligation to defend the Government includes the obligation to investigate, handle, respond to, resist, provide a defense for, and defend claims, at Organization's expense, using attorneys approved in writing by the Government, which approval shall not be unreasonably withheld. The Parties also understand and agree that the Organization's obligation to indemnify includes, but is not limited to: attorney fees and expenses, costs of litigation, court and administrative costs, expert witness fees and expenses, judgments, fines, penalties, interest, all environmental cleanups and remediation costs of whatever kind, and any liability arising from death, injury, or damage of any kind, to any person, including employees and agents of Organization and Government, and damage to, or destruction of, any property, including the property of Government. This provision shall in no way be limited by any financial responsibility or insurance requirements, and shall survive the termination of this Agreement. Organization understands that Government is a political subdivision of the Commonwealth of Kentucky and acknowledges and agrees that the Government is unable to provide indemnity or otherwise save, hold harmless, or defend the Organization in any manner.

7. Organization represents that it has filed all federal, state and local income tax returns required by law in the legally prescribed time and manner. This Agreement shall not become effective unless and until copies of all of the executed originals of the aforementioned tax returns filed for the Organization have been registered for the current tax year by the Organization in the office of the Sponsor, and the Organization shall not be compensated unless and until such registration has taken place.

8. The Organization shall, on such forms as the Sponsor shall provide, submit to Sponsor an annual report and financial statement which summarize the previous year's activities regarding the services enumerated in Exhibits A and B attached hereto.

9. Books of accounts shall be kept by the Organization and entries shall be made therein of all money, goods, effects, debts, sales, purchases, receipts, payments and any other transactions of the Organization. The books of accounts, together with all bonds, notes, bills, letters and other writings belonging to the Organization, shall be maintained at the principal place of business of the Organization as set forth in this Agreement. Government shall have free and complete access to the books, papers and affairs of the Organization, that relate to the performance of this Agreement, at all reasonable times, and if it desires, it may have the books and papers of the Organization, that relate to the performance of this Agreement, audited and examined by auditors, accountants or attorneys. Any examination shall be at the expense of the Government.

10. Government may designate such persons as may be necessary to monitor and evaluate the services rendered by the Organization. The Government, its agents and employees, shall, at all times, have unrestricted access to all places where or in which the services required hereunder are being carried on and conducted. Inspection and monitoring of the work by these authorities shall in no manner be presumed to relieve in any degree the

responsibility or obligations of Organization, nor to constitute the Organization as an agent of the Government.

11. Organization shall provide equal opportunity in employment for all qualified persons, shall prohibit discrimination in employment because of race, color, creed, national origin, sex or age, and shall cause each of its subcontracting agencies to do so. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

12. Organization shall adopt a written sexual harassment policy, which shall, at a minimum, contain a statement of current law; a list of prohibited behaviors; a complaint process; and a procedure which provides for a confidential investigation of all complaints. The policy shall be given to all employees and clients and shall be posted at all locations where Organization conducts business. The policy shall be submitted to Sponsor for review within thirty (30) days of the execution of this Agreement.

13. This instrument, and additional documents attached hereto, contains the entire agreement between the parties, and no statement, promises or inducements made by either party or agent of either party that is not contained in this written Agreement shall be valid and binding; and this Agreement may not be enlarged, modified or altered except in writing signed by the parties and endorsed hereon.

14. Organization agrees that it shall apply all funds received by it from the Urban County Government in accordance with the following investment policy guidelines:

- A. Objectives: Capital preservation with surety of income. Reasonable competitive income consistent with high investment quality and purpose of funds. All investments shall conform with state and local law and regulations and these policies.
- B. Investment Funds Management: The governing board may elect to either:

(1) Manage its investment through its executive director where the size or complexity of funds to be managed is deemed by the board to be within the training, expertise and/or available time capacity of the executive director and the operating staff; or

(2) Utilize the professional investment management facilities of a local bank trust department acting in a fiduciary capacity within the same approved investment policies and federal, state, local and trust laws and regulation. The trust department may utilize its regular short-term one hundred percent (100%) US Treasury Fund for daily funds investment.

The election of option 1 or 2 should be made consistent with the relative cost incurred and in the case of option 2 the cost shall be competitive among local trust departments.

C. Investment Policies - - Safety and Prudence.

(1) Short-term liquidity funds shall be invested in "riskless" investment, i.e., deposits in Kentucky commercial banks or savings and loan associations that are fully federally insured or deposits collateralized by U.S. Treasury securities with a current market value of at least one hundred percent (100%), or in direct obligations of U.S. Treasury securities.

Investments shall be diversified according to maturity in order to meet projected cash flow needs.

Collateral pledged to secure uninsured deposits shall be held at a federal reserve bank with the receipt providing absolute control by the agency.

(2) Retirement funds, endowment funds, long-term capital reserve funds and any other special funds may be held and invested by a local bank trust department under investment objectives and diversification in accordance with the individual nature of the funds and pursuant to the "prudent man" investment rule as well as general trust law.

(3) All investments shall be reviewed monthly by a finance or investment committee of the agency.

(4) Local brokerage firms may hold and invest funds provided that investments are located within Kentucky and are full insured.

D. Audit - - All investments shall be audited at least annually by independent certified public accountant who shall express an opinion as to whether or not investments during the year audited have conformed with state and local law and regulation and with the approved investment policies.

15. Notice – Any written notice required by the Agreement shall be delivered by certified mail, return receipt requested, to the following:

For Organization:

Lexington Hearing & Speech  
Center DBA The  
Hearing & Speech Center

Attn: Marcey Ansley

For Government:

Lexington-Fayette Urban County Gov.  
200 East Main Street  
Lexington, Kentucky 40507

Attn: Kacy Allen-Bryant, Commissioner  
Department of Social Services

IN WITNESS WHEREOF, the parties have executed this Agreement at Lexington, Kentucky, the day and year first above written.

LEXINGTON-FAYETTE URBAN  
COUNTY GOVERNMENT

LEXINGTON HEARING & SPEECH  
CENTER, INC., DBA THE HEARING &  
SPEECH CENTER

BY: Linda Gorton  
Linda Gorton, Mayor

BY: Marcey Ansley  
Title: Executive Director

ATTEST:

Mackenzie Stock  
Clerk of the Urban  
County Council

Revised budget FY23/24

MA

**PROGRAM BUDGET SUMMARY** Budget for Year One (FY2023) of Cycle; Budget for Year Two (FY2024) to be the sameAgency Name Lexington Hearing & Speech Center, Inc., dba The HearingProgram Name Early Learning Center Therapeutic Program**FY2023 (July 1, 2022-June 30, 2023) Total Program Budget**Only fill columns B & C;  
they will automatically sum in Column A

| Column A<br>Total Program<br>Budget [= B+C] | Column B ESR<br>Grant Funding<br>Request | Column C<br>Non-ESR Program<br>Funding [A-B] |
|---------------------------------------------|------------------------------------------|----------------------------------------------|
|---------------------------------------------|------------------------------------------|----------------------------------------------|

**1. Staff Salaries for Program**# of  
Employees:

Full-Time (FTE)

Part-Time

**Total Salaries**

|    |           |        |           |
|----|-----------|--------|-----------|
| 36 | 780,376   | 20,000 | 760,376   |
| 14 | 254,329   |        | 254,329   |
|    | 1,034,705 | 20,000 | 1,014,705 |

**3. Consultant Services**

\$

38,700

38,700

list details

HSC contracts our CFO function and IT services

**4. Space/Facilities**

\$

54,700

0

54,700

list details

portion of the utilities, telecommunications, janitorial supplies, copy machines

**5. Operating Expenses**

\$

160,000

20,000

140,000

list details

classroom supplies, therapy/assessment materials, audiology supplies, professional development, employee on-boarding requirements and orientation trainings, food and beverages, cafeteria/kitchen supplies, gross motor equipment, playground mulch, family education materials

**6. Scholarships / Stipends**

\$

125,000

125,000

list details -  
numbers &  
amounts

HSC secures grants to ensure tuition expense is not a barrier to accessing our Early Learning Center for children with hearing, speech and/or language disabilities or delays for approximately 30 children.

**7. Other**

\$

140,000

140,000

list details

employee fringe benefits, commercial liability insurance, workers compensation insurance, 401k management, licensing fees

**8. TOTAL FY22 PROGRAM BUDGET**

\$

1,563,105

40,000

1,513,105

**Brief detail on Cost per Participant:**Cost per Program Participant: \$ 10,245

This cost for 155 students does not reflect the clinical/ administrative staff that support the Early Learning Center, only direct expenses for the ELCC.

I understand that this document in its entirety is incorporated into my grant Agreement  
with the Lexington-Fayette Urban County Government.Authorized Representative (typed name): Marcey AnsleyTitle: Executive DirectorDate: 2/14/2022



## PROPOSAL SUBMITTAL FORM

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### Agency Information

Agency Name: Lexington Hearing & Speech Center, Inc., dba The Hearing & Speech Center

Mailing Address: 350 Henry Clay Blvd. Lexington, KY 40502

Street Address: 350 Henry Clay Blvd. Lexington, KY 40502

Phone: ( 859 ) 268 - 4545

Is your Agency registered with the IRS as a 501(c)3 organization?

☒ Yes ☐ No

*Note: Agencies **must** be registered with the IRS as a 501(c)3 organization to be eligible for ESR Program funding.*

Does your agency have a Gold Seal of Transparency or higher profile on GuideStar.org?

☒ Yes ☐ No

*Note: Agencies **must** have a Gold Seal of Transparency or higher profile with GuideStar.org to be eligible for ESR funding.*

Website Address: www.hscky.org

Agency Representative (typically the Executive Director - Name, Title, Phone, Email):

Marcey Ansley, Executive Director

Person Completing Application (Name, Title, Phone, Email):

Sharon Michael, Director of Development and Communications

### Program Information

Name of program for which funds are being requested: Early Learning Center Therapeutic Program

Total Funding Amount Requested: \$ 75,000

## RFP #2-2022 PROPOSAL SUBMITTAL FORM

- **Save this PDF formatted Proposal Submittal Form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.**
- **LIMIT RESPONSES IN TEXT BOXES TO 250 WORDS**
- **REMINDER: All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's submittal form once the evaluation process begins.**

## 5.1 Program Proposal & Design

### 5.1.1 Needs Statement—Purpose of the Program Proposal / Problem Statement

15 Points

Using local data, provide a description of the problem in Fayette County. Identify the specific population your program is targeting (i.e. age, geographical region, economic status, etc.) and explain why. Discuss whether this population is under-served or at-risk. Describe your understanding of the local system of services addressing this problem, obstacles and/or opportunities your clients face, and how your agency fits within this system of services.

Data from the Kentucky Department of Education shows that only 30% of children with disabilities that enrolled in Fayette County schools were “school ready”, and 60% had below average language skills. Many of these children’s delays are tied to hearing loss, autism spectrum disorder, and other diagnosed disabilities that cause speech and language delays which do not discriminate across socio-economic, race, gender, or ethnicity classes. Left untreated, communication delays can have a negative impact on a child’s speech and language development, communication, and learning resulting in a negative impact on social success and academic development. The impact for these children as adults are significant as studies show their psychological and overall health decline, as well as their earning power.

The mission of The Hearing & Speech Center’s (HSC) therapeutic Early Learning Center (ELC) program is to provide early interventions – early childhood education, speech-language therapy and audiology services – to support school-readiness, specifically at-risk children with identified communication delays and disabilities, for Kindergarten. HSC maintains a Level 4 Kentucky All Stars Program comprised of thirteen early education inclusive classrooms for children with all abilities that foster language-enriched age-appropriate daily activities. On-site clinical services provided include individual speech-language therapy, group speech therapy, reading intervention and audiology services. A multi-disciplinary approach is used where a collaborative team of teachers and clinicians work to ensure each child is reaching their educational and speech-language goals.

This triad of care for children 0-6 in one location is the only one of its kind in Lexington and the state of Kentucky.

### 5.1.2 Service Delivery Model

15 Points

What steps will you take or what activities will you provide to assist clients in achieving these goals? Describe each “unit of service” you will provide for clients and how often and how long this service will be provided (e.g. a one-time three-hour training; a weekly one-hour support group for 12 weeks; one 30-minute health exam twice a year; 1-3 hour advocacy services as needed; etc.) How will these services address the problem as identified in the Needs Statement above? Be specific.

Goals provided in 5.2.1

- Students 0-2 have access to 10 hours a day of language-enriched care in a naturalistic environment 51 weeks a year; students with hearing loss receive supplementary 30 minutes of listening and spoken language classroom therapy every two weeks.
- Ages and Stages Questionnaire (ASQ) screenings completed at minimum annually near the child's birth date to track developmental progress for students 0-2.
- Developmental activities for children under three are sent home post ASQ.
- Students 3-5 are enrolled in full day preschool sessions (hours between 7:30-5:30) 5 days a week for 38 weeks using the Foundations for Literacy curriculum, Second Step social/emotional curriculum and the Kentucky Early Childhood Standards as guiding principles.
- Reading program in our Kindergarten classroom, using an Orton Gillingham approach and small group intervention with a speech pathologist.
- Dedicated preschool teacher to support children with hearing loss, who is a certified teacher with a Masters in Deaf Oral Education and Speech Pathology.
- Audiology team supports hearing devices and assistive technology, daily.
- Hearing equipment repairs/supplies/care provided by HSC audiologists, as needed.
- Brigrance testing twice a year for students 3-6 to assess school readiness.
- Early Intervention Director supports all families with the transition to public or private school. Students with active IEP or 504 plans, if eligible, transition to kindergarten or first grade with the appropriate plan in place.

### 5.1.3 Client Eligibility and Requirements

5 Points

What eligibility requirements must clients meet to qualify for services? What are the expectations of clients while receiving services? (e.g. client must pay \$30 fee for each class; client must remain sober; client is responsible for chores; nothing other than participation in services; etc.)

The Early Learning Center Therapeutic program enrolls children ages 0-6 with identified communication delays or disabilities. Children who enroll with an identified delay or disability, or who are identified after enrollment, are expected to participate in speech-language and/or audiology services, as the HSC clinical team deems necessary.

Children are expected to regularly attend school and to not miss more than two speech sessions in a two-month span.

For HSC to reach our goals to prepare each student for Kindergarten, the families of our students must be involved in their child's educational and clinical goals. If receiving clinical services, families are encouraged to attend at least one speech-language therapy session a month and at least one audiology visit a year based on each child's needs. All families are expected to attend two parent-teacher conferences a year.

Families are expected to pay tuition, based on family income, for their educational services (HSC accepts CCAP and provides scholarships for low-income families). Families are responsible for their clinical services provided through private insurance (co-pays, co-insurance, etc.). HSC contracts with Medicaid and receives grant funding to help all low-income families receive these services for little to no cost. HSC actively fund raises to help offset the loss we experience in our clinical programs as a result of accepting Medicaid and private insurance. HSC also provides longer than a standard speech-language session of 45 minutes per session.

### 5.1.4 Evidence-Based/Best Practice

10 Points

Describe the evidence-based or promising practice model on which this service approach is based. Provide particular sources that indicate what you are doing is best-practice.

HSC's ELC Therapeutic program bases its educational approach on the evidence-based Division of Early Childhood (DEC) standards. The DEC Recommended Practices were developed to provide guidance to practitioners and families about the most effective ways to improve the learning outcomes and promote the development of young children, birth through five years of age, who have or are at-risk for developmental delays or disabilities. The DEC Recommended Practices are based on the best available empirical evidence as well as the wisdom and experience of the field. DEC standards provide guidance for the following areas: Assessment, Environment, Family, Instruction, Interaction, Teaming and Collaboration, and Transition.

The ELC provides services and support in a natural and inclusive environment during daily routines and activities to promote the child's access to, and participation in, learning experiences. Instruction is embedded within and across routines, activities, and environments. The ELC teachers and HSC clinicians, along with the family, work together as a team to systematically and regularly exchange expertise, knowledge, and information to meet the language and other educational goals of each child.

HSC sets goals for each child to be "school ready" as defined by the Kentucky Department of Education, meaning HSC strives to have each child ready to engage in and benefit from early learning experiences that best promote the child's success. To reach this goal, HSC bases its curriculum around the premise of having children ready for school in five areas: Academic/Cognitive, Language Development, Physical Development, Self-Help, and Social-Emotional Development.

## 5.2 Program Measures & Evaluation

### 5.2.1 Service Efficacy & Desired Outcomes

10 Points

What do you hope to help your clients achieve? What are some examples of goals you will set with clients? What is your service philosophy in terms of helping your clients achieve these goals? Describe how you define “successful” completion of services. (e.g. service is complete if: client remains for entire three-hour training; client continues services until judge orders otherwise; etc.) What percentage of clients meet that criteria for success?

i. Students enter school “Kindergarten Ready” as defined by Kentucky’s Common Kindergarten Entry Screener, the BRIGANCE

- 55% of graduating students capable of testing that received services while enrolled are “Kindergarten Ready”.
- 100% of Preschool students not graduating capable of testing; and graduating students capable of testing, who are not “Kindergarten Ready”, will increase their total score on the Brigance by the end of the school year.
- 100% of students ages 3-6 will transition to Kindergarten with an active IEP or 504 plan, as eligible.

ii. Students make gains toward age-appropriate speech-language skills.

- 50% of graduating students have age-appropriate speech-language skills.
- 50% of students meet their treatment goals by the end of the school year.
- 80% of students increase their Growth Scale Values – by producing fewer speech-language errors or increasing correct responses and making gains towards age-appropriate speech-language development.
- 100% of students using a hearing device and assistive technology receive daily equipment checks to ensure proper functioning and receive supplies/repairs as needed during the school day.

iii. Students have access to HSC’s Early Learning Center.

- 100% of students from low-income eligible families have access to the scholarship program and child care assistance program (CCAP).

iv. Families are prepared for their child to enter Kindergarten

### 5.2.2 Client Empowerment & Community Impact

10 Points

Describe what meaningful difference these services make in the lives of people served. What value is added to the community? Provide examples. (e.g. client demonstrates change in attitude; client has behavior change; etc.)

HSC’s goal is to provide the proper knowledge, tools, and services catered to each child’s specific communication delay, disability or impairment so they can be on par with their peers by Kindergarten with a proper foundation for future learning. Untreated hearing loss in children can cause educational hardships along with adverse effects on a child’s speech, language, academic, emotional, and psychological development.

When children are provided the skills to cope in their environment, such as children on the autism spectrum who are provided the skills to self-regulate, families are able to interact and enjoy their community with their child.

When children with identified delays and disabilities are provided quality early childhood education, hearing, and speech-language healthcare, the more likely they will succeed in school leading to a better educational journey and resulting in a higher quality workforce for the community. In addition, special education costs are saved by the school system when children with communication delays and disabilities receive early interventions. Specifically, studies show that with early identification and treatment of hearing loss many children will progress at age-appropriate rates and require few, if any, special education services resulting in cost savings of at least \$100,000 per child.

Iris, 5, and Ivy, 2, are sisters enrolled at HSC. Both sisters have moderate hearing loss in both ears and use hearing aids to access sound. Both have been enrolled in all programs since the age of 4 months. Today, both Iris and Ivy have speech-language skills on par with their hearing peers, some say they talk like teenagers. With proper early intervention, successes like these are possible.

### 5.2.3 Data Assessment & Quality Improvement

10 Points

While it doesn't have to be complicated, evaluation is more than saying "we provided this many 'units of service.'" How will you know if your services have been effective? How does this relate to the desired outcomes for your clients? How will the information gathered be used to improve your services in the future? Be specific (for example, data collection may be through focus groups, pre-and post-tests, client satisfaction surveys, etc.), and also **be specific regarding sampling size and frequency of evaluation.**

Fayette County schools use Kentucky's Common Kindergarten Entry Screener, the BRIGANCE Early Childhood Kindergarten Screen, which provides an assessment of a child's development in five areas: Academic/Cognitive, Language Development, Physical Development, Self-Help, and Social-Emotional Development. HSC conducts this testing at the beginning of the school year on all students ages 3-6 and once again at the end of the school year. This testing provides evidence as to each student's progress throughout the school year in the five assessment areas. This information gives HSC the tools we need to assess our programming for each student and the necessary steps that need to be taken to improve on our programming to ensure students are "Kindergarten Ready".

Data generated after each speech-language therapy session provides progress tracking toward each student's speech-language goals as compared to their baseline data. The Speech-Language Departments uses a variety of evaluation tools to assess progress toward language and speech goals. Depending on the severity of the student's language delay/disability, the following assessments will be used to measure receptive and expressive language and vocabulary: Goldman Fristoe, Peabody Picture Vocabulary Test, and the Expressive Vocabulary Test. For students who are unable to be assessed using these tests, due to their diagnosis, teachers/clinicians will use the MacArthur Bates Inventory and other five area criterion assessments based on their specific abilities.

## 5.3 Capacity & Sustainability

### 5.3.1 Staff Qualifications & Experience

5 Points

Provide information on the key/primary individuals that will be involved in the provision of services and demonstrate that they have the capacity to address the stated need. List each position by title and name of employee, if available. Describe the anticipated roles and responsibilities for each person as it relates to this project. Describe the experience, expertise, and capacity of each individual to address the proposed activities.

Kim Smart, Education Director, has a Bachelor's degree from Georgetown College in Sociology and Child Development. She has 33 years of pediatric care and development experience which includes over 19 years at HSC as the Early Learning Center Director. Smart oversees the day to day activities of the Early Learning Center.

Abby Wills Thompson, HSC Early Intervention Director, has a Bachelor's degree in Special Education, Deaf and Hard of Hearing; Over 15 years of early intervention experience working with children from birth to 5 years of age and their families. Thompson provides support to families and oversees all children with diagnosed delays and disabilities to ensure proper treatment.

Shelby Rutledge, M.A., CCC-SLP, LSLS Cert. AVT; HSC Speech/Language Program Director; has a Master's degree from Eastern Kentucky University in Communication Disorders. She has 35 years of pediatric experience which includes 32 years at HSC specializing working with children with hearing loss. Rutledge holds a Listening and Spoken Language Specialist (LSLS) Auditory-Verbal certification. Rutledge oversees the day to day activities of the Speech-Language Department.

Jeanette Miller, Au.D., CCC-A, Pediatric Audiologist and HSC Clinic Director and Cochlear Implant Specialist; has a Doctorate degree in Audiology from A.T. Still University's Arizona School of Health Sciences. She has over 25 years of audiology experience in working with children from birth to 21 years of age which includes over 15 years at HSC. Miller

### 5.3.2 Partnership & Resource Leverage

5 Points

How do your programs and services support our community's comprehensive response to the identified priority area of Community Wellness & Safety? Does your organization have any formal agreements or informal working relationship with other local service programs?

What role does your governing board members, volunteers, and / or donors play in facilitating viable service delivery and program administration? Does your program have any major civic benefactors or corporate sponsors? Describe other secured funding sources and committed operational resources your organization has allocated for the proposed program.

The ELC partners with several local agencies to ensure each child in Fayette County is receiving the services they need to excel. HSC partners with the Child Care Council of Kentucky for teacher training and other resources, Fayette County Public Schools for those students enrolled at HSC with IEPs and the seamless transition of those students into the public school system, First Steps, On the Move pediatrics, and local Autism Behavior Analysis practices for those students enrolled in HSC that receive O.T. and A.B.A services, and other local child cares for referrals. HSC also works with other local and state agencies, like First Five Lex, to promote early childhood education.

HSC is fortunate to have the support of the local community for many of our programs. The United Way of the Bluegrass, the Marksbury Family Foundation and the Commonwealth of Kentucky help fund the Early Learning Center.

HSC is fortunate to have an active board that provides a multitude of skills and abilities that assist in our efforts to provide quality programming. HSC volunteer/board member, Dr. Anne Olson, with the University of Kentucky College of Health Sciences, places graduate Communication Disorder Students each year to assist with assessments and HSC staff participate in her classes as guest speakers to promote the importance of the interdisciplinary approach. Many volunteers, which include retired teachers, support the ELC.

### 5.3.3 Outreach & Inclusion Strategy

15 Points

Demonstrate how the program will ensure services are available and accessible by all potential participants, especially related to language barriers for persons with limited English proficiency; persons with physical or other disabilities; and persons impacted by poverty and economic distress.

Has your organization enacted any policies (or employs any standard operating procedures) to ensure equitable service opportunity and / or benefit program to a diverse cross-section of the greater community? How does your proposal support or enhance the recommendations made by the Mayor's Commission on Racial Justice & Equality?

The Hearing & Speech Center's goal is to provide every child – regardless of income, disability, or family background - the quality early childhood education and clinical services they need to provide a proper foundation for learning. The ELC Therapeutic program specifically targets children with communication delays and disabilities, which do not discriminate against any class of children. Therefore, HSC enrolls and provides services to a wide range of children with varying disabilities (children with down syndrome, cerebral palsy, on the autism spectrum, etc.), family income levels, races, and ethnicities. HSC supports children from non-english speaking households, including, but not limited to, children from Spanish speaking households, American sign language households, and Japanese speaking households. HSC helps support these families with interpreters to provide optimal communication about their child's goals and progress.

To ensure diversity in our enrollment, HSC participates in a wide range of community awareness activities to ensure our programming and services are shared with children and families from across the community.

In addition to the ELC scholarship program offered to children from low-income families with a diagnosed communication delay or disability, HSC participates with the child care assistance program (CCAP) to help families pay for tuition. HSC provides, on average, \$125,000 in scholarships per school year to students with disabilities from low-income families.

## 6.0 Program Budget Summary Form Instructions

**Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. (Including total amount of ESR grant request for the first year of the cycle, Fiscal Year 2023.)**

For organizations requesting funding for more than one program in this RFP, combine into a single Program Budget narrative for the proposal.

Please note that the Program Budget will be part of the grantee agreement with LFUCG and regular tracking and expenditure reporting will be required.

To ensure readability and uniformity, please use the Program Budget form included. Provide brief line-item detail as specified in each section below and verify all calculations.

**This section provides a summary of the total proposed Program Budget for FY 2023. It requests the allocation of all projected funding amounts (City and non-City sources) for anticipated FY 2023 program expenditures. The allocation for FY 2024 shall be the same as FY 2023.**

### **Total Program Budget**

Column A should reflect projected expenditures for the entire program (not just the proposed LFUCG ESR grant funding request portion). When the chart is completed this column should equal ESR Grant Funding Request plus other/non-ESR program funding. (A=B+C)

### **ESR Grant Funding Request**

Column B is the grant amount being requested from this RFP to support this program's services to eligible Fayette County Participants.

### **Non-LFUCG Program Funding**

Column C is the non-LFUCG ESR funding that is allocated to the Total Program Budget (A-B = C).

**This form is for the budget for the PROGRAM applying for ESR funds, not the total agency budget.**

For each category identify the amount requested and the amount to be leveraged through other programs or organizations (if applicable).

**Staff Salaries** – Identify the number of Full-time position salaries allocated to the program, and part-time positions allocated to the program, and the amounts of each allocated to Columns A, B, & C.

**Consultant Services** – In the "List Details" box, **briefly** describe any expenses associated with providing expanded supportive services or other services for which the organization intends to contract with another entity. Any of these expenses to be provided by the proposing organization should be included in other line items.

**Space/Facilities** – In the "List Details" box, **briefly** list the basis of the allocation of rental costs, utilities, janitorial costs, and any other facility costs for the Program. Identify any office or program space in an LFUCG owned building, and any other costs (rent, monthly utilities, etc.) reimbursed to LFUCG.

**Scholarships/Stipends** – In the "List Details" box, **briefly** list the type of scholarships or stipends, and include the number of people or organizations to receive funds.

**Operating Expenses** – In the "List Details" box, **briefly** list the costs associated with expenses, supplies, utilities, and any other expense associated directly with the operation of the project.

**Other** – In the "List Details" box, **briefly** list any other costs for the Program not covered above.

**PROGRAM BUDGET SUMMARY** Budget for Year One (FY2023) of Cycle; Budget for Year Two (FY2024) to be the same

Agency Name **Lexington Hearing & Speech Center, Inc., dba The Hearin**  
Program Name **Early Learning Center Therapeutic Program**

**FY2023 (July 1, 2022-June 30, 2023) Total Program Budget**

Only fill columns B & C;  
they will automatically sum in Column A

| Column A<br>Total Program<br>Budget [= B+C] | Column B ESR<br>Grant Funding<br>Request | Column C<br>Non-ESR Program<br>Funding [A-B] |
|---------------------------------------------|------------------------------------------|----------------------------------------------|
|---------------------------------------------|------------------------------------------|----------------------------------------------|

**1. Staff Salaries for Program**

# of  
Employees:

Full-Time (FTE)

Part-Time

Total Salaries

|    |           |        |           |
|----|-----------|--------|-----------|
| 36 | 805,376   | 45,000 | 760,376   |
| 14 | 254,329   |        | 254,329   |
|    | 1,059,705 | 45,000 | 1,014,705 |

**3. Consultant Services**

\$

38,700

38,700

list details

HSC contracts our CFO function and IT services

**4. Space/Facilities**

\$

54,700

0

54,700

list details

portion of the utilities, telecommunications, janitorial supplies, copy machines

**5. Operating Expenses**

\$

170,000

30,000

140,000

list details

classroom supplies, therapy/assessment materials, audiology supplies, professional development, employee on-boarding requirements and orientation trainings, food and beverages, cafeteria/kitchen supplies, gross motor equipment, playground mulch, family education materials

**6. Scholarships / Stipends**

\$

125,000

125,000

list details -  
numbers &  
amounts

HSC secures grants to ensure tuition expense is not a barrier to accessing our Early Learning Center for children with hearing, speech and/or language disabilities or delays for approximately 30 children.

**7. Other**

\$

140,000

140,000

list details

employee fringe benefits, commercial liability insurance, workers compensation insurance, 401k management, licensing fees

**8. TOTAL FY22 PROGRAM BUDGET**

\$

1,588,105

75,000

1,513,105

**Brief detail on Cost per Participant:**

Cost per Program Participant: **\$ 10,245**

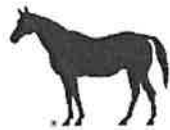
This cost for 155 students does not reflect the clinical/ administrative staff that support the Early Learning Center, only direct expenses for the ELC.

I understand that this document in its entirety is incorporated into my grant Agreement  
with the Lexington-Fayette Urban County Government.

Authorized Representative (typed name): **Marcey Ansley**

Title: **Executive Director**

Date: **2/14/2022**



# LEXINGTON

## RFP-2-2022

### Lexington Hearing & Speech Center Supplier Response

#### Event Information

Number: RFP-2-2022  
Title: ESR Childhood & Youth Development  
Type: Request For Proposal  
Issue Date: 1/28/2022  
Deadline: 3/7/2022 02:00 PM (ET)

#### Contact Information

Contact: Todd Slatin  
Address: Central Purchasing  
Government Center Building  
Room 338  
200 East Main Street  
Lexington, KY 40507  
Phone: (859) 2583320  
Fax: (859) 2583322  
Email: [tslatin@lexingtonky.gov](mailto:tslatin@lexingtonky.gov)

## Lexington Hearing & Speech Center Information

Contact: Sharon Michael  
Address: 350 Henry Clay Blvd.  
Lexington, KY 40502  
Phone: (859) 268-4545  
Fax: (859) 269-1857  
Email: sharon.michael@hscky.org  
Web Address: www.lhscky.org

ONLY ONLINE BIDS WILL BE ACCEPTED! By submitting your response, you certify that you are authorized to represent and bind your company and that you agree to all bid terms and conditions as stated in the attached bid/RFP/RFQ/Quote/Auction documents.

Sharon Michael

*Signature*

*Submitted at 2/15/2022 7:36:43 AM*

sharon.michael@hscky.org

*Email*

## Response Attachments

**RFP #2-2022 - Childhood & Youth Development - ESR Grant Program.docx HSC Signed.pdf**

Hearing & Speech Center

**RFP #2-2022 CYD Proposal Submittal Form Fillable HSC.pdf**

Hearing & Speech Center



# Lexington-Fayette Urban County Government

## Request for Proposal

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The Lexington-Fayette Urban County Government hereby requests proposals for **RFP #2-2022 Childhood & Youth Development – Extended Social Resources (ESR) Grant Program** to be provided in accordance with terms, conditions and specifications established herein.

Proposals will be received **online only** at <https://lexingtonky.ionwave.net> until **2:00 PM**, prevailing local time, on **March 7, 2022**.

Proposals received after the date and time set for opening proposals will not be considered for award of a contract/grant. It is the sole responsibility of the Proposer to assure that his/her proposal is submitted online before the date and time set for opening proposals.

Additional copies of this Request For Proposals are available from the Division of Central Purchasing, Room 338 Government Center, 200 East Main Street, Lexington, KY 40507, (859)-258-3320, at no charge.

Proposals, once submitted, may not be withdrawn for a period of sixty (60) calendar days.

The Lexington-Fayette Urban County Government reserves the right to reject any or all proposals, and to waive technicalities and informalities when such waiver is determined by the Lexington-Fayette Urban County Government to be in its best interest.

Electronic signature online at <https://lexingtonky.ionwave.net> constitutes acceptance by the Proposer of terms, conditions and requirements set forth herein.

Pre-Proposal Meeting will be held on **February 7<sup>th</sup>, 2021 at 11:00AM EST** via Zoom (see section 3.1 in Scope of Work document for meeting link).

Minor exceptions may not eliminate the proposal. Any exceptions to the specifications established herein shall be listed in detail on a separate sheet and attached hereto. The Lexington-Fayette Urban County Government shall determine whether any exception is minor.

***Please do not contact any LFUCG staff member or any other person involved in the selection process other than the designated contact person(s) regarding the project contemplated under this RFP while this RFP is open and a selection has not been finalized. Any attempt to do so may result in disqualification of the firm's submittal for consideration.***

### **Laws and Regulations**

All applicable state laws, municipal ordinances and regulations of all authorities having jurisdiction over the project shall apply to the contract, and shall be deemed to be incorporated herein by reference.

### **Equal Employment Opportunity**

The Entity (regardless of whether construction contractor, non-construction contractor or supplier) agrees to provide equal opportunity in employment for all qualified persons, to prohibit discrimination in employment because of race, color, creed, national origin, sex or age, and to promote equal employment through a positive, continuing program from itself and each of its subcontracting agents. This program of equal employment opportunity shall apply to every aspect of its employment policies and practices.

### **Kentucky Equal Employment Opportunity Act**

The Kentucky Equal Employment Opportunity Act of 1978 (KRS 45.560-45.640) requires that any "county, city, town, school district, water district, hospital district, or other political subdivision of the state shall include in directly or indirectly publicly funded contracts for supplies, materials, services, or equipment hereinafter entered into the following provisions:

"During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, or national origin;
- (2) The contractor will state in all solicitations or advertisements for employees placed by or on behalf of the contractors that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, or national origin;

(3) The contractor will post notices in conspicuous places, available to employees and applicants for employment, setting forth the provision of the nondiscrimination clauses required by this section; and

(4) The contractor will send a notice to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding advising the labor union or workers' representative of the contractor's commitments under the nondiscrimination clauses."

The Act further provides:

"KRS 45.610. Hiring minorities -- Information required

(1) For the length of the contract, each contractor shall hire minorities from other sources within the drawing area, should the union with which he has collective bargaining agreements be unwilling to supply sufficient minorities to satisfy the agreed upon goals and timetables.

(2) Each contractor shall, for the length of the contract, furnish such information as required by KRS 45.560 to KRS 45.640 and by such rules, regulations and orders issued pursuant thereto and will permit access to all books and records pertaining to his employment practices and work sites by the contracting agency and the department for purposes of investigation to ascertain compliance with KRS 45.560 to 45.640 and such rules, regulations and orders issued pursuant thereto.

KRS 45.620. Action against contractor -- Hiring of minority contractor or subcontractor

(1) If any contractor is found by the department to have engaged in an unlawful practice under this chapter during the course of performing under a contract or subcontract covered under KRS 45.560 to 45.640, the department shall so certify to the contracting agency and such certification shall be binding upon the contracting agency unless it is reversed in the course of judicial review.

(2) If the contractor is found to have committed an unlawful practice under KRS 45.560 to 45.640, the contracting agency may cancel or terminate the contract, conditioned upon a program for future compliance approved by the contracting agency and the department. The contracting agency may declare such a contractor ineligible to bid on further contracts with that agency until such time as the

contractor complies in full with the requirements of KRS 45.560 to 45.640.

(3) The equal employment provisions of KRS 45.560 to 45.640 may be met in part by a contractor by subcontracting to a minority contractor or subcontractor. For the provisions of KRS 45.560 to 45.640, a minority contractor or subcontractor shall mean a business that is owned and controlled by one or more persons disadvantaged by racial or ethnic circumstances.

KRS 45.630 Termination of existing employee not required, when

Any provision of KRS 45.560 to 45.640 notwithstanding, no contractor shall be required to terminate an existing employee upon proof that employee was employed prior to the date of the contract.

KRS 45.640 Minimum skills

Nothing in KRS 45.560 to 45.640 shall require a contractor to hire anyone who fails to demonstrate the minimum skills required to perform a particular job."

It is recommended that all of the provisions above quoted be included as special conditions in each contract. In the case of a contract exceeding \$250,000, the contractor is required to furnish evidence that his workforce in Kentucky is representative of the available workforce in the area from which he draws employees, or to supply an Affirmative Action plan which will achieve such representation during the life of the contract.

### **LFUCG Non-Appropriation Clause**

Contractor acknowledges that the LFUCG is a governmental entity, and the contract validity is based upon the availability of public funding under the authority of its statutory mandate.

In the event that public funds are unavailable and not appropriated for the performance of the LFUCG's obligations under this contract, then this contract shall automatically expire without penalty to the LFUCG thirty (30) days after written notice to Contractor of the unavailability and non-appropriation of public funds. It is expressly agreed that the LFUCG shall not activate this non-appropriation provision for its convenience or to circumvent the requirements of this contract, but only as an emergency fiscal measure during a substantial fiscal crisis, which affects generally its governmental operations.

In the event of a change in the LFUCG's statutory authority, mandate and mandated functions, by state and federal legislative or regulatory action, which adversely affects the LFUCG's authority to continue its obligations under this contract, then this contract shall automatically terminate without penalty to the LFUCG upon written notice to Contractor of such limitation or change in the LFUCG's legal authority.

### AFFIDAVIT

Comes the Affiant, Marcey Ansley, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is Marcey Ansley and he/she is the individual submitting the proposal or is the authorized representative of Lexington Hearing & Speech Center aka The Hearing the entity submitting the proposal (hereinafter referred to as "Proposer"). Speech Center
2. Proposer will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.
3. Proposer will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.
4. Proposer has authorized the Division of Central Purchasing to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.
5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.
6. Proposer has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

**Continued on next page**

7. Proposer acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

Marcelly Ansley

STATE OF Kentucky

COUNTY OF Fayette

The foregoing instrument was subscribed, sworn to and acknowledged before me by MARCELY Ansley on this the 13 day of FEBRUARY, 2022.

My Commission expires: APRIL 5, 2022

Shel Wither Woolrich  
NOTARY PUBLIC, STATE AT LARGE  
# 598672

## EQUAL OPPORTUNITY AGREEMENT

### The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:

*The Contractor will not discriminate against any employee or applicant for employment because of physical or mental disability.*

- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:

*The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.*

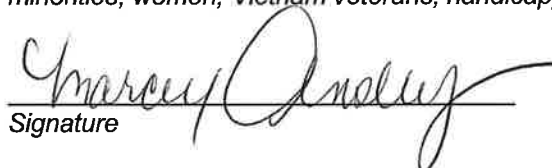
\*\*\*\*\*

The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

### Bidders

*I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.*

  
Signature

  
Name of Business

# WORKFORCE ANALYSIS FORM

Name of Organization: Lexington Hearing & Speech Center, DBA The Hearing & Speech Center

| Categories          | Total     | White<br>(Not Hispanic or Latino) |           | Hispanic or Latino |          | Black or African-American<br>(Not Hispanic or Latino) |          | Native Hawaiian and Other Pacific Islander<br>(Not Hispanic or Latino) |   | Asian<br>(Not Hispanic or Latino) |   | American Indian or Alaskan Native<br>(not Hispanic or Latino) |   | Two or more races<br>(Not Hispanic or Latino) |   | Total |           |
|---------------------|-----------|-----------------------------------|-----------|--------------------|----------|-------------------------------------------------------|----------|------------------------------------------------------------------------|---|-----------------------------------|---|---------------------------------------------------------------|---|-----------------------------------------------|---|-------|-----------|
|                     |           | M                                 | F         | M                  | F        | M                                                     | F        | M                                                                      | F | M                                 | F | M                                                             | F | M                                             | F | M     | F         |
| Administrators      | 2         |                                   | 2         |                    |          |                                                       |          |                                                                        |   |                                   |   |                                                               |   |                                               |   |       | 2         |
| Professionals       | 24        |                                   | 23        |                    |          |                                                       |          |                                                                        |   | 1                                 |   |                                                               |   |                                               |   |       | 24        |
| Superintendents     | 0         |                                   |           |                    |          |                                                       |          |                                                                        |   |                                   |   |                                                               |   |                                               |   |       |           |
| Supervisors         | 0         |                                   |           |                    |          |                                                       |          |                                                                        |   |                                   |   |                                                               |   |                                               |   |       |           |
| Foremen             | 0         |                                   |           |                    |          |                                                       |          |                                                                        |   |                                   |   |                                                               |   |                                               |   |       |           |
| Technicians         | 0         |                                   |           |                    |          |                                                       |          |                                                                        |   |                                   |   |                                                               |   |                                               |   |       |           |
| Protective Service  | 0         |                                   |           |                    |          |                                                       |          |                                                                        |   |                                   |   |                                                               |   |                                               |   |       |           |
| Para-Professionals  | 32        |                                   | 28        |                    | 1        |                                                       | 3        |                                                                        |   | 1                                 |   |                                                               |   |                                               |   |       | 32        |
| Office/Clerical     | 8         |                                   | 8         |                    |          |                                                       |          |                                                                        |   |                                   |   |                                                               |   |                                               |   |       | 8         |
| Skilled Craft       | 0         |                                   |           |                    |          |                                                       |          |                                                                        |   |                                   |   |                                                               |   |                                               |   |       |           |
| Service/Maintenance | 1         |                                   |           |                    |          | 1                                                     |          |                                                                        |   |                                   |   |                                                               |   |                                               |   |       | 1         |
| <b>Total:</b>       | <b>67</b> |                                   | <b>61</b> |                    | <b>1</b> | <b>1</b>                                              | <b>3</b> |                                                                        |   | <b>2</b>                          |   |                                                               |   |                                               |   |       | <b>67</b> |

Prepared by: Marcey Ansley, Executive Director Date: 2/14/22  
 (Name and Title) Revised 2015-Dec-15

## **GENERAL PROVISIONS**

1. Each Respondent shall comply with all Federal, State & Local regulations concerning this type of service or good.

The Respondent agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, 29 U.S.C. 650 *et. seq.*, as amended, and KRS Chapter 338. The Respondent also agrees to notify the LFUCG in writing immediately upon detection of any unsafe and/or unhealthful working conditions at the job site. The Respondent agrees to indemnify, defend and hold the LFUCG harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.

2. Failure to submit ALL forms and information required in this RFP may be grounds for disqualification.
3. Addenda: All addenda, if any, shall be considered in making the proposal, and such addenda shall be made a part of this RFP. Before submitting a proposal, it is incumbent upon each proposer to be informed as to whether any addenda have been issued, and the failure to cover in the bid any such addenda may result in disqualification of that proposal.
4. Proposal Reservations: LFUCG reserves the right to reject any or all proposals, to award in whole or part, and to waive minor immaterial defects in proposals. LFUCG may consider any alternative proposal that meets its basic needs.
5. Liability: LFUCG is not responsible for any cost incurred by a Respondent in the preparation of proposals.
6. Changes/Alterations: Respondent may change or withdraw a proposal at any time prior to the opening; however, no oral modifications will be allowed. Only letters, or other formal written requests for modifications or corrections of a previously submitted proposal which is addressed in the same manner as the proposal, and received by LFUCG prior to the scheduled closing time for receipt of proposals, will be accepted. The proposal, when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked "modifications of proposal".
7. Clarification of Submittal: LFUCG reserves the right to obtain clarification of any point in a bid or to obtain additional information from a Respondent.
8. Bribery Clause: By his/her signature on the bid, Respondent certifies that no employee of his/hers, any affiliate or Subcontractor, has bribed or attempted

to bribe an officer or employee of the LFUCG.

9. Additional Information: While not necessary, the Respondent may include any product brochures, software documentation, sample reports, or other documentation that may assist LFUCG in better understanding and evaluating the Respondent's response. Additional documentation shall not serve as a substitute for other documentation which is required by this RFP to be submitted with the proposal,
10. Ambiguity, Conflict or other Errors in RFP: If a Respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, it shall immediately notify LFUCG of such error in writing and request modification or clarification of the document if allowable by the LFUCG.
11. Agreement to RFP Terms: In submitting this proposal, the Respondent agrees that it has carefully examined the specifications and all provisions relating to the work to be done attached hereto and made part of this proposal. By acceptance of a Contract/Grant under this RFP, proposer states that it understands the meaning, intent and requirements of the RFP and agrees to the same. The successful Respondent shall warrant that it is familiar with and understands all provisions herein and shall warrant that it can comply with them. No additional compensation to Respondent shall be authorized for services or expenses reasonably covered under these provisions that the proposer omits from its Proposal.
12. Cancellation: If the services to be performed hereunder by the Respondent are not performed in an acceptable manner to the LFUCG, the LFUCG may cancel this contract for cause by providing written notice to the proposer, giving at least thirty (30) days notice of the proposed cancellation and the reasons for same. During that time period, the proposer may seek to bring the performance of services hereunder to a level that is acceptable to the LFUCG, and the LFUCG may rescind the cancellation if such action is in its best interest.

#### A. Termination for Cause

- (1) LFUCG may terminate a contract because of the contractor's failure to perform its contractual duties
- (2) If a contractor is determined to be in default, LFUCG shall notify the contractor of the determination in writing, and may include a specified date by which the contractor shall cure the identified deficiencies. LFUCG may proceed with termination if the contractor fails to cure the deficiencies within the specified time.

- (3) A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to:
  - (a) Failure to perform the contract according to its terms, conditions and specifications;
  - (b) Failure to make delivery within the time specified or according to a delivery schedule fixed by the contract;
  - (c) Late payment or nonpayment of bills for labor, materials, supplies, or equipment furnished in connection with a contract for construction services as evidenced by mechanics' liens filed pursuant to the provisions of KRS Chapter 376, or letters of indebtedness received from creditors by the purchasing agency;
  - (d) Failure to diligently advance the work under a contract for construction services;
  - (e) The filing of a bankruptcy petition by or against the contractor; or
  - (f) Actions that endanger the health, safety or welfare of the LFUCG or its citizens.

#### B. At Will Termination

Notwithstanding the above provisions, the LFUCG may terminate this contract at will in accordance with the law upon providing thirty (30) days written notice of that intent, Payment for services or goods received prior to termination shall be made by the LFUCG provided these goods or services were provided in a manner acceptable to the LFUCG. Payment for those goods and services shall not be unreasonably withheld.

- 13. Assignment of Contract: The contractor shall not assign or subcontract any portion of the Contract without the express written consent of LFUCG. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that LFUCG shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of LFUCG.
- 14. No Waiver: No failure or delay by LFUCG in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by LFUCG in exercising any right, remedy, power or privilege under or in respect of this Contract shall affect the rights, remedies, powers or privileges of LFUCG hereunder or shall operate as a waiver thereof.
- 15. Authority to do Business: The Respondent must be a duly organized and

shall operate as a waiver thereof.

15. **Authority to do Business:** The Respondent must be a duly organized and authorized to do business under the laws of Kentucky. Respondent must be in good standing and have full legal capacity to provide the services specified under this Contract. The Respondent must have all necessary right and lawful authority to enter into this Contract for the full term hereof and that proper corporate or other action has been duly taken authorizing the Respondent to enter into this Contract. The Respondent will provide LFUCG with a copy of a corporate resolution authorizing this action and a letter from an attorney confirming that the proposer is authorized to do business in the State of Kentucky if requested. All proposals must be signed by a duly authorized officer, agent or employee of the Respondent.
16. **Governing Law:** This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. In the event of any proceedings regarding this Contract, the Parties agree that the venue shall be the Fayette County Circuit Court or the U.S. District Court for the Eastern District of Kentucky, Lexington Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Contract or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.
17. **Ability to Meet Obligations:** Respondent affirmatively states that there are no actions, suits or proceedings of any kind pending against Respondent or, to the knowledge of the Respondent, threatened against the Respondent before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of Respondent to perform its obligations under this Contract, or which question the legality, validity or enforceability hereof or thereof.
18. Contractor understands and agrees that its employees, agents, or subcontractors are not employees of LFUCG for any purpose whatsoever. Contractor is an independent contractor at all times during the performance of the services specified.
19. If any term or provision of this Contract shall be found to be illegal or unenforceable, the remainder of the contract shall remain in full force and such term or provision shall be deemed stricken.

  
Signature

2-14-2022  
Date



Lexington-Fayette Urban County Government  
Request for Proposals

**Extended Social Resources (ESR) Grant Program**  
**Priority Area: Childhood & Youth Development**

**Purpose**

Each fiscal year the Mayor and Urban County Council allocate funds for use by selected 501(c)(3) non-profit partner agencies through the Department of Social Services' Extended Social Resource (ESR) Program. The Lexington-Fayette Urban County Government (hereinafter referred to as "LFUCG") has historically partnered with non-profit agencies for the purpose of providing priority social services to supplement and support the work of the Urban County Government. These agencies are diverse in their missions and work plans, and provide services to the most vulnerable populations in our community.

**Eligibility**

- Eligible Responders shall be a non-profit 501(c)3 organization with a physical presence in Lexington-Fayette County
- Responders shall be registered and have a current, complete Gold Seal of Transparency or higher level agency portrait on [GuideStar.org](https://www.guidestar.org).
- ESR funds cannot be used to teach, advance, advocate or promote any religion
- Be located in and/or serve Fayette County residents with ESR funds in Fayette County
- Applying organization agrees to comply with all applicable local, state, and federal laws

**Instructions**

Please follow the attached instructions and submit all required forms no later than the deadline indicated below:

**Proposal Deadline – 2:00 PM EST March 7<sup>th</sup>, 2022.**

**Proposals received after this deadline or incomplete proposals will not be considered.**

## 1.0 **GENERAL INFORMATION & SCOPE**

### 1.1 **Background**

Each fiscal year the Mayor and Urban County Council allocate funds for use by selected 501(c)(3) non-profit partner agencies through the Department of Social Services' Extended Social Resource (ESR) Program.

This grant cycle shall cover Fiscal Years 2023 and 2024 (July 1, 2022 – June 30, 2024), and will award grants between the four Funding Priorities, which each have separate required Proposal Submittals and criteria, and awarded on an approximate scale, listed below.

### **Funding Priority Area: Childhood & Youth Development**

Projected funding is approximately \$650,000 of total ESR Grant Program Community Based Initiatives Award. This amount is subject to change upon Council ratification of the Fiscal Year 2023 Budget.

LFUCG seeks to strengthen and enhance **Childhood and Youth Development** by supporting programs and services for early childhood through teenage populations (birth through 18 years old). These programs would include, but not be limited to: **addressing student learning loss (specifically kindergarten through 12<sup>th</sup> grade), youth violence prevention, and mentorship**. LFUCG intends to award grants for priority-rated programs and services which originate with demonstrated client needs, establish clearly-defined outcomes, and are designed to best practices or evidence-based models.

## 2.0 **GENERAL PROVISIONS**

### 2.1 **Purpose**

The LFUCG is accepting applications from qualified non-governmental, non-profit agencies with current **501(c)3** tax exempt status and with a physical business or program site location in Fayette County (hereinafter, referred to as "Applicant") ESR funding for FY2023 & 2024 (July 1, 2022 – June 30, 2024). This funding is intended to support agency **programs** which respond to the **funding priorities** established herein. **THIS FUNDING IS NOT INTENDED TO SUPPORT GENERAL AGENCY OPERATIONS, other than overhead required to support the subject program.**

### 2.2 **Funding Period**

The funding period is from July 1, 2022 through June 30, 2024.

### 2.3 **ESR Grant Informational Workshop**

The Department of Social Services conducted a meeting on January 20<sup>th</sup>, 2022 that provided potential proposers with an overview of the proposal and review process, instructions on completing the RFP, and presentation of funding priorities.

### 2.4 **Proposal Submission**

All Submissions must be uploaded to the LFUCG procurement website at <https://lexingtonky.ionwave.net> by **March 7<sup>th</sup>, 2022 before 2:00 PM EST**. The Submission shall include an enclosed form that shall contain the required documents, and respond to one or more established funding priorities.

Proposal submissions containing significant omissions of required information will be considered non-responsive and removed from the RFP funding process on the application deadline date (March 7<sup>th</sup>, 2022). Significant missing responses to questions constitute an incomplete application. The final decision regarding application completeness and penalties will be determined by the LFUCG Division of

Central Purchasing in consultation with the Commissioner of Social Services. **All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's Proposal Submittal Form once the evaluation process begins.**

**Do not include additional documents or attachments with the Proposal Submittal Form, such as brochures or letters of support. These will be discarded.**

**If your agency is submitting a proposal for the funding of more than one program in a single priority area, please note that they must be included in a single Proposal Submittal completed and submitted for that priority area RFP. Only one Proposal Submittal per agency per priority area will be accepted.**

**Submitted Proposal shall be comprised of the attached PDF formatted Proposal Submittal form. This form must be submitted in the original PDF form, and NOT be a scanned version of the original form.**

## 2.5 **Acceptance/Rejection of Submissions**

The LFUCG reserves the right to reject any proposals which may be considered irregular, show serious omissions, contain unauthorized alteration of the Proposal Submittal form, or are incomplete.

The LFUCG reserves the right to accept or reject any or all applications in whole or in part, with or without cause, to waive technicalities, to implement scoring penalties, or to accept applications or portions thereof which, in the Urban County Government's judgment, best serve the interests of Urban County Government.

**All proposals must be written in a clear and concise manner, as there will be no follow-up or clarifications to proposer's Proposal Submittal Form once the evaluation process begins.**

## 2.6 **Inquiries/Questions**

After thoroughly reading this Request for Proposals, Applicants must direct any questions to:

Todd Slatin, Director

Division of Central Purchasing 200 E. Main Street, Lexington, KY 40507

E-mail: [tslatin@lexingtonky.gov](mailto:tslatin@lexingtonky.gov) Phone: (859) 258-3320

**Deadline for questions is February 21<sup>st</sup>, 2022 at 2:00 PM EST**

## 3.0 **FUNDING PROCESS**

### 3.1 **Timeline**

This Request for Proposals is being released on **January 28<sup>th</sup>, 2022**, and is made available to the public and all potentially eligible applicants. **An informational and question and answer meeting will be held on Zoom on February 7<sup>th</sup>, 2022 at 11 AM EST**

**[Click here to Join Technical Q&A Zoom Meeting](#)**

**Meeting ID: 847 7009 1340**

**Passcode: 394317**

This meeting will be open to the public and any potentially eligible applicants are invited to attend and ask questions or seek clarification regarding the RFP. Attendance is NOT required in order to submit a proposal and will not affect scoring during the evaluation process.

Completed proposals must be submitted **no later than 2 PM on FRIDAY, March 7<sup>th</sup>, 2022**, and late or incomplete proposals will not be accepted or evaluated.

The LFUCG intends to conduct proposal evaluation in March and April 2022 immediately following the proposal due date, with the intention to make funding announcements approximately in late April, 2022. This timeline is subject to change without notice.

Successful applicants shall be contacted to negotiate a funding agreement with expectations that an award be in place for the funded programs to begin operations by July 1, 2022. No funds may be expended prior to the execution of a funding agreement and grantees will not be reimbursed for pre-award costs.

### 3.2 Evaluation

Proposals will be evaluated by a neutral panel including LFUCG staff and third-party reviewers who have expertise in the field of human services. The scoring criteria are outlined in Section 5.0 Criteria.

### 3.3 Reporting

The funded project will be required to submit regular progress reports demonstrating progress toward outcomes established in the proposal and associated funding agreement. Report formats will be determined by the Department of Social Services, as will due dates and submission process. Failure to submit complete reports on time will delay processing of grant payments and may affect the grantee's competitiveness for any future funding opportunities with LFUCG.

## 4.0 PROPOSAL FORMAT

Proposal Submittal Forms must be uploaded to <https://lexingtonky.ionwave.net> before the 2:00 PM EST March 7<sup>th</sup>, 2022 deadline. Late submissions will not be considered for funding.

## 5.0 SCORING CRITERIA/EVALUATION

Please see attached **Proposal Submittal form** to respond to the following; the **Proposal Submittal form** is the document that shall be completed with your responses and then uploaded as your RFP submittal. **You will need to save the PDF formatted Proposal Submittal form to your hard drive before beginning to enter responses in it to ensure your responses are saved to the form.**

### ESR Grant Program RFP Criteria

|                                              | <u>Points</u>      |
|----------------------------------------------|--------------------|
| <b>5.1 Program Proposal &amp; Design</b>     |                    |
| 5.1.1 Needs Statement                        | 15                 |
| 5.1.2 Service Delivery Model                 | 15                 |
| 5.1.3 Client Eligibility & Requirements      | 5                  |
| 5.1.4 Evidence-Based/Best Practice           | 10                 |
|                                              | <b>Subtotal 45</b> |
| <b>5.2 Program Measures &amp; Evaluation</b> |                    |
| 5.2.1 Service Efficacy & Desired Outcomes    | 10                 |
| 5.2.2 Client Empowerment & Community Impact  | 10                 |
| 5.2.3 Data Assessment & Quality Improvement  | 10                 |
|                                              | <b>Subtotal 30</b> |
| <b>5.3 Capacity &amp; Sustainability</b>     |                    |
| 5.3.1 Staff Qualifications & Experience      | 5                  |
| 5.3.2 Partnership & Resource Leverage        | 5                  |
| 5.3.3 Outreach & Inclusion Strategy          | 15                 |
|                                              | <b>Subtotal 25</b> |
| <b>TOTAL</b>                                 | <b>100</b>         |

## Funding Priority Area: Childhood and Youth Development

Projected funding is \$650,000 of ESR Grant Program – Community Based Initiatives

LFUCG seeks to strengthen and enhance **Childhood and Youth Development** by supporting programs and services for early childhood through teenage populations (birth through 18 years old). LFUCG intends to award grants for priority-rated programs and services which originate with demonstrated client needs, establish clearly-defined outcomes, and are designed to best practices or evidence-based models.

These programs shall consist of an intentional, pro-social approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances youths' strengths; and promotes positive outcomes for young people by providing opportunities, fostering healthy relationships and supporting positive leadership.

These programs may address one or more of the following areas, but shall not be limited to:

- Affordable access to early care & education for children under 5 years of age
- Development services focusing on life skills, social skills, employment mentoring, enrichment, language tutoring, & leadership skills
- Services focused on Kindergarten readiness
- Parental, caregiver, & kinship resources and support
- Improving reading & math proficiency
- Reducing poverty rates among children & youth
- Services for limited English language learners & for overcoming cultural barriers
- Transportation access for child & youth programming
- Addressing student learning loss (*specifically kindergarten through 12<sup>th</sup> grade*)
- Youth Violence Prevention
- Mentorship

The term “client” is used throughout this proposal; however we understand that within the context of your work “client” may not mean an individual. For some agencies it may be helpful to think of “client” as whole system (such as a school) or as a neighborhood, group, or community.

### 5.1 Program Proposal & Design

#### 5.1.1 Needs Statement—Purpose of the Program Proposal / Problem Statement

**15 Points**

Using local data, provide a description of the problem in Fayette County. Identify the specific population your program is targeting (i.e. age, geographical region, economic status, etc.) and explain why. Discuss whether this population is under-served or at-risk. Describe your understanding of the local system of services addressing this problem, obstacles and/or opportunities your clients face, and how your agency fits within this system of services.

#### 5.1.2 Service Delivery Model

**15 Points**

What steps will you take or what activities will you provide to assist clients in achieving these goals? Describe each “unit of service” you will provide for clients and how often and how long this service will be provided (e.g. a one-time three-hour training; a weekly one-hour support group for 12 weeks; one 30-minute health exam twice a year; 1-3 hour advocacy services as needed; etc.) How will these services address the problem as identified in the Needs Statement above? Be specific.

#### 5.1.3 Client Eligibility and Requirements

**5 Points**

What eligibility requirements must clients meet to qualify for services? What are the expectations of clients while receiving services? (e.g. client must pay \$30 fee for each class; client must remain sober; client is responsible for chores; nothing other than participation in services; etc.)

#### **5.1.4 Evidence-Based/Best Practice**

**10 Points**

Describe the evidence-based or promising practice model on which this service approach is based. Provide particular sources that indicate what you are proposing is best-practice.

## **5.2 Program Measures & Evaluation**

#### **5.2.1 Service Efficacy & Desired Outcomes**

**10 Points**

What do you hope to help your clients achieve? What are some examples of goals you will set with clients? What is your service philosophy in terms of helping your clients achieve these goals? Describe how you define “successful” completion of services. (e.g. service is complete if: client remains for entire three-hour training; client continues services until judge orders otherwise; etc.) What percentage of clients meet that criteria for success?

#### **5.2.2 Client Empowerment & Community Impact**

**10 Points**

Describe what meaningful difference these services make in the lives of people served. What value is added to the community? Provide examples. (e.g. client demonstrates change in attitude; client has behavior change; etc.)

#### **5.2.3 Data Assessment & Quality Improvement**

**10 Points**

While it doesn’t have to be complicated, evaluation is more than saying “we provided this many ‘units of service.’” How will you know if your services have been effective? How does this relate to the desired outcomes for your clients? How will the information gathered be used to improve your services in the future? Be specific (for example, data collection may be through focus groups, pre-and post-tests, client satisfaction surveys, etc.), and also **be specific regarding sampling size and frequency of evaluation.**

## **5.3 Capacity & Sustainability**

#### **5.3.1 Staff Qualifications & Experience**

**5 Points**

Provide information on the key/primary individuals that will be involved in the provision of services and demonstrate that they have the capacity to address the stated need. List each position by title and name of employee, if available. Describe the anticipated roles and responsibilities for each person as it relates to this project. Describe the experience, expertise, and capacity of each individual to address the proposed activities.

#### **5.3.2 Partnership & Resource Leverage**

**5 Points**

How do your programs and services support our community’s comprehensive response to the identified priority area of Community Wellness & Safety? Does your organization have any formal agreements or informal working relationship with other local service programs?

What role does your governing board members, volunteers, and / or donors play in facilitating viable service delivery and program administration? Does your program have any major civic benefactors or corporate sponsors? Describe other secured funding sources and committed operational resources your organization has allocated for the proposed program.

### 5.3.3 Outreach & Inclusion Strategy

15 Points

Demonstrate how the program will ensure services are available and accessible by all potential participants, especially related to language barriers for persons with limited English proficiency; persons with physical or other disabilities; and persons impacted by poverty and economic distress.

Has your organization enacted any policies (or employs any standard operating procedures) to ensure equitable service opportunity and / or benefit program to a diverse cross-section of the greater community? How does your proposal support or enhance the recommendations made by the Mayor's Commission on Racial Justice & Equality?

## 6.0 Program Budget Summary Form

**Proposal Submittal shall be considered incomplete and shall be rejected without completed Budget Summary Form. (Including total amount of FY23 ESR grant request.)**

**Budget Form will be for Fiscal Year 2023 ESR Request only. Funds awarded for Fiscal Year 2024 shall be the same amount as awarded for Fiscal Year 2023,** and contingent on Council approval of the Fiscal Year 2024 budget.