



Request for Quote for Special Projects Consultant

Children's Advocacy Centers of Texas (CACTX) is accepting responses to this request for quotes (RFQ) from established consultants for non-profit organizations with the purpose of providing consultation, resource development, and support for CACTX's FY25-26 statewide strategic plan. These projects will support the children's advocacy center (CAC) network in achieving its vision of reaching every child who is in need of CAC services, while providing them with every service needed at the highest quality of care. Examples of focus areas would be enhancing family advocacy services through the development of a comprehensive case management framework, evaluating forensic interview curriculum, exploring and providing guidance around the MDT response to commercially sexually exploited youth (CSEY), and progressing our work in the treatment of problematic sexual behaviors (PSB).

Background of CACTX

CACTX, a 501(c)(3) organization, serves as the membership association for 70 CACs in Texas. These centers provide crucial support to child victims of crime and their families, collaborating closely with local law enforcement, child protection, and prosecution agencies. CACTX offers training, technical assistance, pass-through funding, and grant management. It also ensures compliance with the Texas Standards for CACs and the Texas Family Code Chapter 264, Subchapter E.

Services to be Performed

CACTX will identify a consultant who will provide varying levels of support to FY25 strategic plan projects, with a CAC program services focus. Identified projects may include:

- Development of a comprehensive case management framework and supporting tools for aid in implementation at CACs in Texas.
- Conduct a landscape assessment of nationally recognized forensic interviewing curriculum offerings to assess for optimal content and support for forensic interviewing skills.
- Analyze national Commercial Sexual Exploitation of Youth (CSEY) standard and its alignment with Texas statute to develop a Texas CSEY standard.
- Conduct a landscape assessment of trends and approaches for providing services to CSEY, missing, runaway or truant youth, inclusive of developing guidance and considerations for Texas CACs.

- Development and execution of a project plan to help identify CAC MDTs committed to expanding their service population to adolescents with PSB, in service of readying the community for active referrals to CACs. Upon completion, identification of lessons learned, resources needed, and gaps that need to be filled within current CAC network guidance.
- Development and execution of a review and revision process for the organization's 2-year statewide service plan, inclusive of stakeholder feedback and outcome measure development.

Additional projects may be identified during the contract period.

Consulting Structure

- **Location of the consultant is flexible – consulting may be provided in-person or virtually depending on where the consultant resides.**
- Selected consultant should be qualified and open to consulting on all topics outlined.

Responder Requirements

- An established record of working with non-profit organizations. A familiarity with children's advocacy centers and topics outlined is preferred.
- Excellent written and oral communication skills, including the ability to distill complex information concisely.
- Ability to meet CACTX project deadlines and communicate in a timely manner, work independently, and keep CACTX informed of progress on projects meeting required deadlines.
- Reside in the United States and be able to provide consultation services virtually or on-site at CACTX (1501 W. Anderson Lane, Austin, TX).

Your Response to This Request for Quote

In responding to this request, we ask that your quote be a maximum of 2 pages that includes the following information:

- Outline and narrative of how you would approach two of the special projects outlined in the services to be performed section above.
- Two (2) references from non-profit organizations for whom you have provided consultant work in the last three (3) years.
- Details of cost and fee structure associated with virtual and, if traveling within the state of Texas, in-person consultation (inclusive of anticipated travel costs).

In addition to the quote, we request two (2) examples of written materials provided during previous consultation projects.

Respondents may reach out to kjackson@cactx.org with questions before 12/11/24.

Evaluation of Quotes

CACTX will evaluate proposals on a qualitative basis.

Proposed Schedule

RFQ Issue Date	11/25/24
Deadline for additional information requests	12/11/24
RFQ Submission Deadline	12/13/24
Selection Completed	12/20/24
Contracts Issued and Completed	1/10/25
Anticipated project period	1/13/25 - 8/31/26

Quote Submission

Please submit quotes (and supporting sample materials) by email in pdf format to:

Kasey Jackson – kjackson@cactx.org.

Cost of Preparation

Costs of preparation of a response to this request are solely those of the Respondent including but not limited to any expenses incurred for interviews, presentations, or negotiations. CACTX assumes no responsibility for any such costs incurred by the Respondent. The Respondent also agrees that CACTX assumes no responsibility for any costs associated with any administrative or judicial proceedings resulting from the solicitation process.

Confidentiality during Evaluation Process

All documents submitted as part of the Respondent's offering will be deemed confidential during the evaluation process.

Debarment and Suspension

Respondent certifies that it and its principals are not suspended or debarred from doing business with the state or federal government as listed on the State of Texas Debarred Vendor List maintained by the Texas Comptroller of Public Accounts and the System for Award Management (SAM) maintained by the General Services Administration. The contractor must comply with 2 C.F.R. Part 180, subpart C, and 2 C.F.R. Part 3000, subpart C, and must include a requirement to comply with these regulations in any lower-tier transaction it enters into.

Rejection of Responses

CACTX reserves the right to accept or reject any or all quotes, with or without cause, to waive technicalities, or to accept the quotes whom, in its sole judgment, best serve the interest of the organization, or to award contracts to the next most qualified Respondent if a successful Respondent does not execute a contract within 15 business days after the contract is issued.