



Brevard Family Partnership
REQUEST FOR PROPOSAL
For
TRANSITION CENTER

Closing Date: April 5, 2010/ Time: 4:00 p.m.

This Application outlines the process for selecting a Provider with experience working with adolescents, primarily males, ages 15-17 with delinquency, substance abuse, and mental health needs in order to provide short-term stabilization and 24-hour residential care, using the funds that are allocated by the State of Florida Department of Children and Families and administered by Community Based Care of Brevard dba Brevard Family Partnership.

Brevard Family Partnership REQUEST FOR PROPOSAL

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PART I – INTRODUCTION

PURPOSE

Community Based Care of Brevard, Inc., dba Brevard Family Partnership (BFP) is the private, non-profit organization selected by the Florida Department of Children and Families (DCF) as the lead agency responsible for the privatization of child welfare and related services in Brevard County as outlined in F.S. Section 409.1671. In order to insure the safety, security, and well being of every child, BFP oversees a Provider Network who provides a continuum of care for Brevard's children and families to address the prevention, intervention and treatment of child abuse and neglect.

Brevard Family Partnership (BFP) is seeking to procure the services of an Agency with experience working with adolescents, primarily males, ages 15-17 with delinquency, substance abuse, and mental health needs in order to provide short-term stabilization and 24-hour residential care. Applicants would need to become licensed as a Residential Group Care/Emergency Shelter by the Florida Department of Children and Families under Chapter 65C-14, Florida Administrative Code.

PART II—APPLICATION REQUIREMENTS

ORGANIZATIONS ELIGIBLE TO APPLY

Applicants that meet the following criteria are eligible to seek funding by responding to this Application are:

Providers that submit an Administrative Request for Qualifications (RFQ) to BFP with this RFP or already have an approved Administrative RFQ on file with BFP. The RFQ document can be found on BFP's website at:

<http://www.brevardfp.org/home/pages/ProcurementsandAwards.cfm>

Winning Applicant(s) would be required to become licensed as a Residential Group Care/Emergency Shelter by the Florida Department of Children and Families under Chapter 65C-14, Florida Administrative Code.

RESPONDENT DISQUALIFICATION

Failure to have performed any previous contractual obligations with BFP or the State of Florida in a manner satisfactory to BFP or DCF may be sufficient cause for disqualification. To be disqualified as a Respondent under this provision, the Respondent must have: 1) previously failed to satisfactorily perform in a contract with BFP or DCF, been notified by BFP or DCF of unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of BFP or DCF; or 2) had a contract terminated by BFP or DCF.

Per DCF requirements, BFP will not intentionally award contracts to any agency or its Providers and/or sub-providers that:

- Have been barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local Department or agency;

- Have within a 3-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- Are presently indicted or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated in the paragraph above; and
- Have within a 3-year period preceding this proposal, had one or more public transactions terminated for cause or default.

TERM OF AGREEMENT

This project is funded contingent upon availability of funds. The term of agreement is for a 1-year period with a contract renewal capability for up to 3 additional years. Any such contract execution, renewal or extension shall be contingent upon satisfactory performance evaluations of the provider by BFP and shall be subject to the availability of funds.

BFP reserves the right to reduce or increase the amount of funding available prior to awards, contingent upon funding availability, and expenditure deadlines.

PROCUREMENT OF SERVICES

Procurement of services will be in accordance with state and federal laws, and Department of Children and Families contract stipulations with BFP.

PROPOSAL APPLICATION DEADLINE

Applications for this proposal will be accepted by BFP, 760 North Drive, Suite E, Melbourne, FL 32934, **no later than April 5, 2010, at 4:00 p.m.** Proposals should be submitted to the attention of: Amy Moseley, Contract Manager.

No changes, modifications or additions to the submitted proposals will be allowed once submitted (no electronic submissions will be accepted). Applicants must submit one (1) unbound original and five (5) bound copies of the proposal; copies must be bound by a single large clip.

BFP reserves the right to reject any and all proposals or to waive minor irregularities when to do so would be in the best interest of BFP. A minor irregularity is defined as a variation from the request for proposal terms and a condition which does not affect the price of the proposal or give the prospective Applicant an advantage or benefit not enjoyed by other prospective Applicants or does not adversely impact the interest of the agency.

CONTRACTS

All eligible Applicants who are successfully awarded BFP funds will be **required** to contractually commit to the Florida Department of Children and Families, Community Based Care of Brevard, and local program guidelines, and to conform to all local, state, and federal rules and regulations pertaining to child welfare programs and services for the activity(ies) to be undertaken.

AWARDS AND MATCH REQUIREMENT

As the best interest of BFP may require, the right is reserved to reject any and all proposals or waive any minor irregularity or technicality in bids received. Applicant(s) are cautioned to make no assumptions unless their proposal has been evaluated as being responsive and qualified. All awards made as a result of this proposal shall conform to applicable laws of the State of Florida. BFP reserves the right to cancel an awarded proposal should full funding be unavailable, a contract be unable to be executed successfully within 30 days, or upon due cause, i. e. provider misrepresentation, negligence, non-performance, etc. via written notice of which electronic (email) is acceptable.

The anticipated yearly funding amount is between \$185,000 - \$200,000, to be paid in a fixed-price amount for the 4-bed capacity. For any youth placed by BFP which would exceed the 4-bed capacity, BFP would look to negotiate a daily rate to be paid, which would be in addition to the annualized fixed price amount for the 4 beds. This facility would be partially funded through Federal Promoting Safe and Stable Families (PSSF) dollars, which requires a minimum local match equal to 25% of the funds, for which the facility would have to provide. Match contributions may be in-kind and some examples are: office space, volunteer time, interns, buildings, donations, etc.

OFFICIAL CONTACT PERSON

This Request for Proposal (RFP) is issued by Brevard Family Partnership. The sole point of contact for information concerning procedures for responding to this RFP is:

Amy Moseley, Contract Manager
Brevard Family Partnership
760 North Drive, Suite E, Melbourne, FL 32934
321-752-4650 x 2063
amy.moseley@brevardfp.org

Material changes, if any, to the scope of services of bidding procedures will only be transmitted by written addenda and posted on the BFP website at <http://www.brevardfp.org/home/pages/ProcurementsandAwards.cfm>

NOTICES

All notices, decisions, intended decisions and responses to inquiries will be communicated through electronic posting at the following website:

<http://www.brevardfp.org/home/pages/ProcurementsandAwards.cfm>

It is the prospective Respondent's exclusive responsibility to access any and all updates posted.

LIMITATIONS ON CONTACTING BFP

Respondents are advised to limit their contact regarding this RFP to the sole contact person listed above. With reference to this RFP, no representations, other than those distributed by the contact person in writing, are binding on BFP and Respondents are cautioned that oral responses by BFP are not binding upon it.

INQUIRIES

Inquiries must be submitted in writing to BFP on or before the date specified in the Timeline. Responses to all inquiries which involve clarification and/or changes to this RFP will be made available to interested parties via electronic posting on the BFP website. No questions related to this RFP will be accepted after the time specified in the Timeline. **Only written inquiries will be accepted. Email submissions of questions are allowed.**

TIMELINE: SCHEULE OF EVENTS AND DEADLINES

EVENT	DATE AND TIME*
Request for Proposal released	March 5, 2010
Last Day to Submit Inquiries	March 15, 2010
Sealed Proposals due to CBCB	April 5, 2010 – 4:00p.m.
Anticipated Posting of Intended Award	April 30, 2010

*The dates and times listed are subject to change as deemed necessary by BFP.

CONFLICT OF INTEREST

The award hereunder is subject to provisions of Federal Regulations, State Statutes and County Ordinance. All Applicants must disclose with their proposal the name of any officer, director, or agent who is also an employee of BFP or member of the board of directors. Further, all Applicants must disclose the name of any BFP employee or member of the reviewing board of directors who owns, directly or indirectly, any interest in the Applicant's firm or any of it's branches.

LOBBYING STATEMENT

Firms and their agents are hereby placed on notice the BFP staff or reviewing board of directors shall not be contacted (with the exception of designated contact person) about this Proposal. Public meetings and public deliberations are the only acceptable forum for the discussion of merits of products/services requested by the Request for Proposal; and written correspondence in regard to proposals may be submitted to the BFP official contact person. Failure to adhere to these requirements could result in action to disqualify your firm from consideration of award.

FACSIMILE TRANSMISSION (FAX)

Proposals which are received by FAX are not acceptable and will be rejected.

ADDITION, DELETION OR MODIFICATION OF PROPOSAL

BFP reserves the right at its sole discretion to increase, decrease, or delete any portion of this proposal at any time without cause.

PART III - SPECIAL CONDITIONS

1. News Releases/Publicity: News releases, publicity releases, or advertisements relating to this contract or the tasks or projects associated with the project, when feasible, shall not be made without prior knowledge of BFP. Releases should identify the funding entity as well as the funding source.
2. RFP Documents: Applicant shall examine the RFP carefully. Ignorance of the requirements will not relieve the Applicants from liability and obligations under the Contract.
3. Applicant's Costs: BFP shall not be liable for any costs incurred by Applicants in responding to this RFP.
4. Insurance: The Applicant shall insure that either its insurance coverage or self-insurance program or its insurance of its contracted agents is adequate and sufficient to cover the activities performed under this Agreement, as the case may be as to the particular actions undertaken. The Applicants shall insure that the insurance requirements upon all contractors conform to and comply with all applicable local, state and/or federal requirements.
5. Contract Manager: BFP shall designate a Contract Manager whose duties shall be to:
 - o liaison with the Applicant
 - o coordination and approval of all work under the contract
 - o assure consistency of quality of the Applicant's performance
 - o review for approval payment for all reimbursement requests
 - o assure that the project is operating within federal, state and local regulations
6. Audits and Inspection of Records: At any time during normal business hours, the Community Based Care of Brevard staff, other County, State or Federal representatives, shall have access to all work sites and the Applicant's records directly related to the contract. The Applicant shall permit the Community Based Care of Brevard staff, other County, State or Federal representatives to audit and examine all invoices, contracts, and any other data relating to the expenditure of allocated funds. This time period minimally includes six (6) years after the project is closed and/or six (6) years after the end of the project's affordability period. The Applicant will ensure compliance with applicable established cost principles in OMB A-133 for Local Government or Non-Profit Agencies.
7. Other Laws, Rules and Regulations Which May Apply
 - A. Chapter 409 – *Social Welfare-Social and Economic Assistance*
 - B. Chapter 39 Florida Statutes – *Proceedings Relating to Children*
 - C. Florida Administrative Code, 65C-14- *Group Care*
 - D. BFP Fiscal Policies AP-430 and AP-465
 - E. Florida Public Records Act, Chapter 119 F.S.
 - F. Florida Statutes, Chapter 112 - which deals with conflict of interest OMB Circular A-133
 - G. Adoption and Safe Family Act (ASFA) performance standards
 - H. Chapter 427 F.S. Part 1 Transportation Services and Rule 41-2 Florida Administrative Code– transportation of children.
 - I. Federal requirements of TANF, Title IV-B and Title IV-E State plans, Children and Family Operating Procedures 175-71, 175-93, 175-29, and 175-59.

- J. U.S.C. (Section 1324a)(Section 274A(e) of the Immigration and Nationality Act – employment of unauthorized aliens)
 - K. 45 CFR Part 76 – Certification Regarding Debarment and Suspension
 - L. American Disabilities Act of 1990 PL 101-336
 - M. 24 CFR Part 1 – The regulations promulgated pursuant to Title VI of the 1984 Civil Rights Act.
 - N. Title VII of the 1964 Civil Rights Act as amended by the Equal Employment Opportunity Act of 1972 – prohibits discrimination in employment.
 - O. Age Discrimination Act of 1973.
 - P. Health Insurance Portability and Accountability Act (HIPAA)
 - Q. Rehabilitation Act of 1973 – no discrimination against qualified handicapped individuals.
 - R. Section 109 of Public Law 100-202 – which restricts the awarding of public works contracts to firms from foreign countries with unfair trade practices.
 - S. Davis-Bacon Requirements Labor Standards Requirements.
8. Additional Terms and Conditions BFP reserves the right to reject proposals containing any additional terms or conditions not specifically requested in the original conditions and specifications of this proposal.

PART IV – TECHNICAL SPECIFICATIONS/PROJECT DESCRIPTION

1. PROJECT DESCRIPTION

BFP is the lead child welfare agency in Brevard County. As such we are seeking to partner with an organization with the knowledge and experience to devise and sustain a behavior-based residential group care program. The residential program will be licensed as a Residential Group Care/Emergency Shelter under the provisions of Chapter 65C-14, F.A.C. The facility should have a minimum capacity of 4 beds and be licensed for no more than 6 beds. The facility will serve as a transition placement for youth stepping down from a higher level of care, the Department of Juvenile Justice (DJJ); youth who have undergone a placement disruption; or as short-term respite for caregivers to facilitate the reunification of the youth or find a safe alternate longer term placement.

The program should provide a behavior-based milieu designed to provide short-term stabilization and provide supervision, food and clothing to youth and be responsible for transportation to medical, dental, social, or educational appointments. The program should have site control and appropriate infrastructure for services as well as 24-hour capability for incoming children for any late night/early morning removals or emergency placement disruptions. The program will operate under an unconditional acceptance policy where BFP will determine the youth to be placed and the length of time the youth are to remain at the facility.

As part of the behavior-based structure, staff qualifications would be more stringent than those required for traditional Residential Group Care/Emergency Shelter and would require staff to have a minimum of 2 years experience in an intensive community supervision delinquency program, juvenile justice facility, OR experience with youth whom are transitioning from the juvenile justice system; have demonstrated ability to model and reinforce positive relationship skills; experience in verbal de-escalation of conflict and dispute mediation; and experience in implementation of behavior management plans. Additionally, staff will be required to undergo Youth and Child Care Worker certification and Essential Tools for Positive Behavioral Support training and Level II Background Requirements per Chapter 435 Florida Statutes. The

Executive Director/Facility Director should have appropriate experience in management of similar programs.

Expected Performance Measures

(1) 100% of youth placed in residential group care shall be provided a safe environment, free of incidents of abuse and/or neglect by the provider's staff, volunteers, other shelter children, or visiting family members, as reported to and accepted by the Florida Abuse Hotline and verified through a child protective investigation.

(2) 80% of youth served under this contract will be satisfied with the services provided while in placement. To determine satisfaction with services, all youth, who have resided in a placement for 30 days or more, will be provided a satisfaction survey by Provider on a Quarterly basis.

(3) 90% of youth will remain in the facility with no more than (2) incidents of running away per client for the duration of each client's stay.

(4) A minimum of **4** (four) recreational and cultural enrichment activities, that are appropriate for youth based on age and developmental ability, will occur away from the facility in a calendar month.

(5) 100% of school-age youth served under this contract who are placed in residential group care or emergency shelter will be enrolled in school within seventy-two (72) hours of the date of admission unless the child(ren) cannot be enrolled in school due to mitigating circumstances.

(6) 100% of school-age youth who are enrolled in school will attend school daily except when the child has an excused absence.

(7) 90% of youth served under this contract who are placed in a residential group care and are in need of a Child Health Check Up/EPSTDT examination will have the examination completed within seventy-two (72) hours from the date of admission.

(8) 100% of youth placed will have all immunizations up-to-date. (This measure only includes children whose length of stay is longer than ninety (90) days).

(9) 100% of youth placed will have a dental appointment scheduled within thirty (30) days of admission. (This measure only includes children who have no documented dental appointment within the last six months upon admission).

(10) 100% of youth will have a Normalcy Plan in place within 30 days of admission. Any changes to the plan would need to be amended by all parties (in collaboration with the youth's care manager and Independent Living Specialist).

2. SELECTION AND SCORING CRITERIA

It is the intent of BFP to select Qualified Applicant(s) that can best achieve the identified needs to provide quality service provision. BFP will convene a review team to evaluate and rank all proposals that have been deemed eligible. Applicant(s) which do not provide a complete application package will be determined ineligible for further consideration.

The following RFP evaluation sheet will be used:

Rating Scale Summary		
Points		
0	Respondent has not responded to or has poorly responded to the criterion demonstrating a lack of understanding of the criterion addressed in the proposal.	No value
1	Respondent has demonstrated little or no direct capability or has not adequately addressed the criterion in the proposal.	Minimal
2	Respondent has demonstrated average capability and a good approach to the criterion in the proposal.	Average
3	Respondent has demonstrated above average capability and approach to the criterion in the proposal.	Above Average

Evaluator Rating Summary:	Sub-total Score:	Maximum Score:	Comments
Organizational Capacity: <ul style="list-style-type: none"> Respondent's organizational qualifications and experiences with juvenile diversion and/or working with youth with delinquency, substance abuse and mental health needs. 		3	
Organizational Capacity: <ul style="list-style-type: none"> Respondent's supervisory (if known) and key project staff qualifications and experience with working with youth with delinquency, substance abuse and/or mental health needs. 		3	
Program Design - Narrative: <ul style="list-style-type: none"> Respondent's plan in regards to location, and licensing of the facility. 		3	
Program Design – Narrative: <ul style="list-style-type: none"> Respondent's behavior management program model to be in use at the facility. 		3	
Program Design – Narrative: <ul style="list-style-type: none"> Respondent's plan to provide stabilization for youth transitioning into the placement. 		3	
Program Design – Narrative: <ul style="list-style-type: none"> Does Respondent propose a reasonable timeline for initiation of services? 		3	
Cost Proposal: <ul style="list-style-type: none"> Has the Respondent proposed an efficient line item budget outlining costs as defined in Section III.3.Cost Proposal, page 16-17? 		3	
Cost Proposal: <ul style="list-style-type: none"> Does Proposal address adequate matching funds? 		3	

Project Presentation: <ul style="list-style-type: none"> Is proposal complete, properly organized, and well presented? 		3	
Total:		27	

Scoring will not be used as a sole determination of awarding funds to project(s). BFP considers awards based on the following:

1. Information as presented in the application; and
2. Perceived value to the community, and/or competitiveness or duplication compared to other currently proposed projects; and
3. Expenditure goals and deadlines of individual funding sources; and
4. Which proposal(s), in the opinion of the Review Committee, will best serve the community need and address the community based care strategies.

The BFP Review Committee may require additional information and Applicants agree to furnish such information, up to and including Respondent presentations. BFP reserves the right to award the contract to that qualified applicant who will best serve the interests of the BFP. BFP reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals. BFP reserves the right to waive minor irregularities or variations, which are not mandated by DCF to the specifications and bidding process. BFP will fund the organization(s) which, in its opinion, best serve the community, based on the above criteria and consideration of the BFP Review Committee recommendation.

BFP reserves the right to initiate contract negotiations with the most qualified applicant(s), with more than one applicant at a time and need not negotiate with all qualified applicants. If a contract cannot be negotiated with any of the ranked applicants who responded to this Request for Proposal, BFP shall have the right to issue a new Request for Proposal or to otherwise seek additional qualified applicants.

3. APPEALS

Any Applicant who is allegedly aggrieved in connection with the solicitation, pending award, or denial must file a formal written protest with Community Based Care of Brevard (BFP) within 5 business days of the posting of the award. The formal written protest shall reference the Name of the Solicitation, and Closing Date of the RFP, and shall state with particularity the facts and laws upon which the protest is based, including full details of adverse affects and the relief sought.

Upon receipt of an appeal, the BFP Chief Compliance & Utilization Officer will convene an Appeals Committee to consist of a minimum of three BFP staff including the Chief Compliance & Utilization Officer. The Appeals Committee will review appeals within 10 business days of the appeal. The BFP Attorney or designee may be requested to attend. The BFP Chief Compliance & Utilization Officer records the meeting and provides any information as the committee may request. The purpose of an appeals hearing is to provide an opportunity to: (1) review the basis of the protest, (2) evaluate the facts and merits of the protest, and (3) if possible, to reach a resolution of the protest that is acceptable to the affected parties. The decision of the Appeals Committee will be delivered to the Applicant via certified mail, return receipt.

In the event the matter is not resolved with the Applicant's acceptance of the BFP Appeals Committee decision, the BFP Chief Compliance & Utilization Officer will present the

recommended award including the details of the protest and the BFP Appeals Committee recommendation to the BFP CEO and Board Chair or their designee, as a final means of administrative remedy within 15 work days of the BFP Appeals Committee decision.

PART V - CONSIDERATION FOR AWARD

CRITERIA CHECKLIST

All of the items listed below must be included (per category) or the submitted proposal package is incomplete. No incomplete proposal will be considered for funding.

Proposal submitted on or before April 5, 2010 , 4:00 p.m. deadline

Proposal Section I - IV, completed and signed

Annual Budget

PART VI - REQUIREMENTS OF THE PROPOSAL

All proposals must be submitted as specified with the proposal pages required.

To be considered, the proposal must respond to all parts of the RFP and information not clearly defined as a response to application requirements or in the proper order or section may not be scored.

All proposals shall become the property of Brevard Family Partnership. All proposals must be submitted to BFP, 760 North Drive, Suite E, Melbourne, FL 32934. The proposal shall be signed by a representative who is authorized to contractually bind the Applicant.

One (1) unbound original and (5) five copies of the proposals must be submitted prior to the required deadline. Each copy must be bound by a single large clip. **No other binding will be accepted.**

Applications must be printed on "8 ½ x 11" paper only, using no less than 11 pitch font In Arial or Times New Roman with one inch page margins.

All proposals should be submitted in the following order:

- Section I - Project Application Form
- Section II - Proposal Signature Page
- Section III - Description of Project
- Section IV - Attachments

BREVARD FAMILY PARTNERSHIP

SECTION I. PROJECT APPLICATION FORM

The name provided here must be identical to that in the Articles of Incorporation or in the official document identifying the applicant as a unit of state or local government. Address, city, state, and zip code must be provided. A contact person's name, title, and telephone number also must be furnished.

Applicant _____

Project Name _____

Dollar Amount Requested _____

Parent Organization _____

Contact Person & Title _____

City, State, Zip Code _____

Email _____

Telephone/FAX Number _____

Name of Board of
Directors Chairperson _____

Tax ID # _____

SECTION II. PROPOSAL SIGNATURE PAGE

The undersigned hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications, addenda, legal advertisement, and conditions contained in the RFP. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal, I will accept a contract if approved by Brevard Family Partnership and such acceptance covers all terms, conditions, and specifications of this proposal.

Proposal submitted by: (please print)

NAME: _____ TITLE: _____

NAME OF AGENCY/ORGANIZATION _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Signature of Authorized Representative Date

Addenda Acknowledgment - APPLICANT acknowledges that the following addenda have been received and are included in this proposal:

ADDENDA NO.	DATE ISSUED

SECTION III - DESCRIPTION OF THE PROJECT – PROGRAM NARRATIVE

Provide no more than a fifteen (15) page summary of the proposed project which must include but is not limited to information pertaining to:

1. Organizational Capacity

- a. A synopsis of the offeror's organizational qualifications and experiences with juvenile diversion and/or working with youth with delinquency, substance abuse and mental health needs.
- b. A description of the experience of the offeror's supervisory (if known) and key direct care staff, including their qualifications and prior experience with working with youth with delinquency, substance abuse and/or mental health needs.

2. Program Design

Proposals must include a clear description of the plan to provide Transition Center services. Respondent should specifically address:

- a. The proposed facility and location;
- b. Proposed timeline to include licensing through Department of Children and Families (Respondent should have the ability to be licensed and able to accept placements no later than July 1, 2010);
- c. Description of the behavior management plan to be in place at the facility;
- d. Description of the plan to provide stabilization for youth transitioning into the placement.

3. Cost Proposal

The anticipated yearly funding amount is between \$185,000 - \$200,000, to be paid in a fixed-price amount for the 4-bed capacity. For any youth placed by BFP which would exceed the 4-bed capacity, BFP would look to negotiate a daily rate to be paid, which would be in addition to the annualized fixed price amount for the 4 beds. This facility would be partially funded through Federal Promoting Safe and Stable Families (PSSF) dollars, which requires a minimum local match equal to 25% of the funds, for which the facility would have to provide. Match contributions may be in-kind and some examples are: office space, volunteer time, interns, buildings, donations, etc. **Indirect costs are limited to a maximum of 10%.**

The cost proposal should include an annualized line item budget as well as a proposed daily rate for any clients placed over the 4-bed minimum capacity and must contain the following:

- a. Financial Capability - describe how the Respondent will provide fiscal management of program, fiscal reporting and oversight; and how Respondent will access funds (i.e. through cash reserves, line of credit, etc.) for operating costs in the event advances from BFP are unavailable.
- b. Project Budget Detail – The Respondent shall submit to BFP a detailed line item budget that describes allocation methodologies used by the provider to claim costs for this contract. This plan must also include the provider's indirect allocation and rate methodology.

c. Sample Budget Justification:

1. Salaries and Wages

Provide the following information for each position identified on the budget:

- a. Name
- b. Title
- c. Time Commitment
- d. Duties and responsibilities in relation to the program goals and objectives.

2. Fringe Benefits

Indicate how fringe benefits are calculated as a % of salary dollars and include: FICA, Medicare, workers compensation, retirement, etc. In addition, provide detail of how health insurance and other benefits are calculated.

3. Operating Costs

These costs must be directly attributable to the program operations, reasonable and consistent with similar organizations. Questions pertaining to budget categories may be addressed during negotiation.

4. Indirect Costs

These are costs that are normally incurred for common or joint objectives and therefore cannot readily be identified specifically with a particular program activity. Where costs can be identified as benefiting program objectives they should be charged as direct costs, to the corresponding line item. Details of items included in indirect charges must be available and provided upon request. Use of estimates is allowed as long as they are reconciled to actual charges once available.

Indirect costs must be kept at or below 10%.

- d. Match Requirement – The Respondent shall identify proposed match for the proposal. Certifications, letters of commitment, and/or schedule of proposed match must be included.

4. Required Attachments

- a. An Organizational Chart/Staffing Pattern
- b. Job Descriptions for key project staff

SECTION IV – Attachments

The Applicant will place MOUs, letters of commitment, community support documentation, certifications and other pertinent information regarding the project proposal. Attachments should be clearly referred to or identified as a response to specific application requirements