



Brevard Family Partnership
REQUEST FOR PROPOSAL
For
FAMILY REUNIFICATION SERVICES

Closing Date: April 6, 2018/ Time: 10:00 a.m.

This Application outlines the process for selecting a Provider for the provision of Family Reunification Services in Brevard County, Florida, 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. Sections 409.986 and 409.987. 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.

BFP is soliciting interested agencies for the provision of Family Reunification Services to families under supervision of a primary Dependency Care Manager (DCM). Family Reunification Services include but are not limited to providing intensive home-based pre and post reunification services to children who have been removed from their home and families involved in the Dependency System as an ancillary support to Case Management Services provided by the Case Management Agency.

PROGRAM DESCRIPTION

The proposed Family Reunification Model will employ Family Reunification Specialists (FRS) and may employ additional para professional positions as appropriate that are responsible for providing pre and post reunification services to children and families. These positions will help children transition back into their home by assisting with and providing in-home support and linking families to services and natural supports in the community to ensure a successful transition. Additional priority activities include collaboration on Safety Plan development and monitoring. The Family Reunification Model is designed to avoid continued and unnecessary placement of children and youth in out of home care and prevent recidivism by building and maintaining a safe, nurturing home environment.

The provider of the Family Reunification Model will engage families by delivering services in their natural environment and deploying necessary support in reintegrating the children and youth into the home and community. Examples include helping the parent find childcare, enrolling the child in school, transportation assistance to appointments, refurbishing the child's bedroom, and helping the child connect with clubs, sports or other community groups. This may also include improving the physical condition of the home, improving supervision of children, modeling appropriate parenting skills, and helping families access needed community and natural supports. The provider will also participate in case management related staffings with the family as a support to the family.

The provider will educate parents and caregivers of young children on how to create safe, stable, nurturing relationships and environments that prevent child maltreatment; protect children and youth from long-term consequences of maltreatment, provide a supportive, nonjudgmental, interactive, and fun environment for learning and sharing to occur. These positions will nurture and promote the development of social support networks and educate parents and caregivers on how to act as supportive advocates and protectors of their children.

In the Brevard System of Care, FRS staff will be assigned as an ancillary support to Case Management staff. These positions will provide effective role modeling and mentoring as well as monitor parents and caregivers to ensure they are able to implement the new skills they have

learned, attend meetings with families to ensure they are on target when it comes to meeting the needs of the children, provide family advocacy and attend any required staffing and Dependency Court hearings as needed. FRS staff will complete a minimum of weekly home visits (up to 6 hours per week) for the first 60-90 days and provide immediate feedback to the DCM when a concern arises. Staff will provide a weekly written report in PSAM, BFP's network electronic utilization management system, and FSFN, DCF's electronic case management system, on family progress. Weekly reports should include but are not limited to adult functioning, parental protective capacities, parental behavior change, child development, child needs and Safety Plan compliance and outcomes. Information from the weekly reports will be incorporated into other reports filed with the court.

Assignment will be made to families that meet select criteria. Referral criteria for Family Reunification Services includes: children reunified by the court over case management objection, children unexpectedly reunified, families that have stepped down from supervised to unsupervised visitation, families with no transition plan, families that have met conditions for return, children reunified after being in care for one year or more, large sibling groups or children with special needs.

The provider of Family reunification Services shall assure adherence to Florida Statutes Chapter 39, Florida Administrative Code and BFP Operating Procedures.

Requirements of the Family Reunification Staff:

Minimum requirements of the Family Reunification Specialist include: a bachelor's degree in a human services related field with a minimum of 4 years post-bachelor's experience in human services, or a master's degree in a human services related field with one year experience in human services. A specialized certification, such as a Certified Addiction Professional (CAP) may substitute for one year of the required experience. It is preferred that this position hold a Child welfare certifications through the Florida Certification Board.

Minimum requirement for paraprofessionals include: High School Diploma, Associates Degree, and 1-2 years of experience in the child welfare system. Experience as a consumer, adoptive or foster parent is preferred.

Essential Components of the Family Reunification Specialist Position:

Receives referrals from BFP's: This position will receive referrals from and interface with the BFP Clinical Care Coordinators.

Facilitate Family Team Conferences (FTC's): The Family Reunification Specialist position will use family strengthening techniques and adherence to the 10 Principles of Wraparound to effectively bring a diverse team of professionals, family and community resources together in order to develop strategies, delegate tasks and identify ways to meet family needs. These positions will be required to attend competency based Wraparound Certification training with the National Center for Innovation and Excellence (NCFIE) within six months and fulfill the certification requirements within one year. Ability to use judgement and a solution focused style is required to address differing points of view to achieve consensus within the FTC process while reframing family deficits. It is essential that the family voice drives the process and decisions and actions have support of the Family Team.

Care Coordination: Coordinates with providers to ensure service delivery in timely manner and to ensure needs are being addressed as detailed in the individualized care plans with family

members and informal and natural supports. This position will be responsible for completing the Strength and Cultural Discovery in order to support the family case plan and develop any additional individualized planning outlining family needs, goals and services.

Family Preservation and Crisis Intervention: Provide family stabilization crisis intervention linkages, referrals through consultation to ensure family support and authorization of services. Conduct emergency FTC's when indicated and subsequent utilization reviews for continued authorization.

Family Engagement and Advocacy: Use a collaborative and collegial approach to engage and motivate families.

Concrete Services: Provide and/or help the family access concrete goods and services that are directly related to achieving the family's goals, while teaching them to meet these needs on their own.

Community Coordination and Interactions: Coordinate, collaborate, and advocate with state, local, public, and community services and systems affecting the family, while teaching clients to advocate and access support for themselves.

Services Provided in the Natural Environment: Provide services in the families' homes and community.

Safety Planning and Monitoring: Assist the primary Dependency Care Manager in the development and monitoring of the Safety Plan prior to and post reunification.

Caseload Size: Carry caseloads of 12 -15 families at a time on average.

BFP currently contracts with Justice Works FL, LLC for the provision of Family Reunification Services. In accordance with BFP policy, this competitive procurement is being issued for services beginning FY 2018-2019.

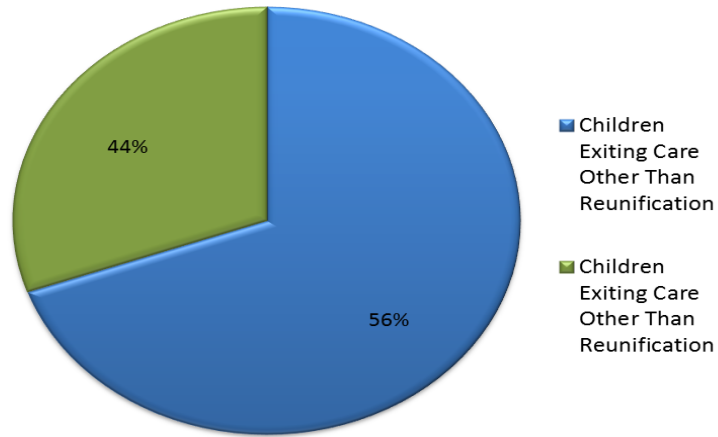
ANALYSIS OF NEEDED CAPACITY

PERMANENCY

THE FOLLOWING DATA PERTAINS TO CHILDREN WHO ACHIEVED PERMANENCY THROUGH REUNIFICATION FROM JULY 2016 THROUGH DECEMBER 2017.

- Average of almost 24 children reunified each month
- Total Number of Families Reunified: 236 (avg. of 1.82 children per family)
- Age at Reunification
 - 0-5: 218 Children (51%)
 - 6-11: 120 Children (28%)
 - 12-18: 45 Children (21%)
- Average Length of Stay: 11.6 Months

Children Who Achieved Permanency Through Reunification From July 2016 through December 2017

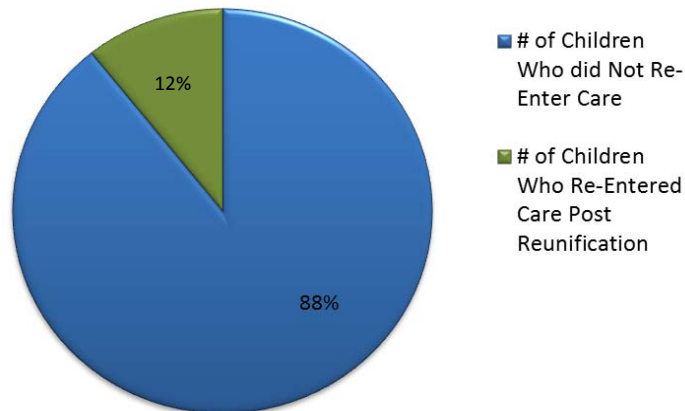


RE-ENTRY INTO OUT-OF-HOME CARE

THE FOLLOWING DATA PERTAINS TO CHILDREN WHO RE-ENTERED OUT-OF-HOME CARE FOLLOWING REUNIFICATION DURING JULY 2016 THROUGH DECEMBER 2017.

- 27 children re-entered out-of-home care following a reunification
- 13 families (avg. of 2.08 children per family)
- Average length of reunification: 3.5 Months (107.6 Days)
- Age at re-entry
 - 0-5: 12 Children (44%)
 - 6-11: 9 Children (33%)
 - 12-17:6 Children (22%)
- 74% of re-entered children happened within 120 days of reunification

Re-Entry Into Out-of-Home-Care Within Twelve Months of Moving into a Permanent Home Durin July 2016 Through December 2017



PART II—APPLICATION REQUIREMENTS

ORGANIZATIONS ELIGIBLE TO APPLY

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

Providers must 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 the BFP website www.BrevardFP.org under Procurements and Awards or requested through the BFP contact person listed within this RFP.

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 two (2) year period with a contract renewal capability for up to an additional two (2) one (1) year renewals. 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. Based on volume of referrals and other system of care factors and trends, terms of the agreement and payment methodology may be renegotiated after two years.

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

Responses to this proposal will be accepted by BFP, 2301 W. Eau Gallie Blvd., Ste. 104, Melbourne, FL 32935, **no later than April 6, 2018, at 10:00 a.m.** Proposals should be submitted to the attention of: Christopher Goncalo, Contract & Compliance Manager.

No changes, modifications or additions to the submitted proposals will be allowed once submitted (no electronic submissions will be accepted). Respondents must submit one (1) unbound original and seven (7) bound copies of the proposal; each copy 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 Respondent an advantage or benefit not enjoyed by other prospective Respondents or does not adversely impact the interest of the agency.

CONTRACTS

All eligible Respondents who are successfully awarded BFP funds will be **required** to contractually commit to the Florida Department of Children and Families, and BFP program guidelines, and to conform to all local, state, and federal rules and regulations pertaining to child welfare programs and services for the activities to be undertaken.

AWARDS

As the best interest of BFP may require, the right is reserved to make award(s) to the most responsible Respondent, by individual items, group of items, all or none, or a combination thereof; on a geographical basis and/or on a countywide basis with one or more providers; to reject any and all proposals or waive any minor irregularity or technicality in bids received. Respondent(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 successfully negotiated, or upon due cause, i. e. provider misrepresentation, negligence, non-performance, etc. via written notice of which electronic (email) is acceptable.

The anticipated start date for this contract is **July 1, 2018**. BFP will negotiate a contract with the successful Respondent. There will be no start-up funding associated with this procurement.

The resulting contract award payment methodology will be a fixed price to be negotiated with awardee. The annualized maximum budget amount for this contract is \$175,000.00 reimbursed at a monthly fixed price payment. Funding for contract award shall be based on Respondent's proposal and available funding. BFP reserves the right, based on responses, to consolidate positions/tasks and to reopen solicitation of bids.

MATCH REQUIREMENT

For the purposes of this proposal, matching funds will be required. To receive any Federal Promoting Safe and Stable Families (PSSF) grant dollars, BFP and our Providers are responsible for a minimum local match equal to twenty-five percent (25%) of the funds expended for the program. Match contributions may be in-kind or cash and cannot be currently included as a cost (either direct or matching) of any state or federal contract or grant, and the expenditure or use of such match must directly support the program through the delivery of services. Some examples are: office space, volunteer time, interns, buildings, etc. The extent of community support, leveraged funding and partnership will be considered in the evaluation of the proposal.

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:

Christopher Goncalo, Contract & Compliance Manager
Brevard Family Partnership
2301 W. Eau Gallie Blvd., Ste. 104, Melbourne, FL 32935
321-752-4650 x 3060
christopher.goncalo@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 www.brevardfp.org.

NOTICES

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

<http://brevardfp.org/procurements-and-awards/>

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 in the order in which they were received. No questions related to this RFP will be accepted after the time specified in the Timeline. **Only written inquiries will be accepted, email is acceptable.**

TIMELINE: SCHEULE OF EVENTS AND DEADLINES

EVENT	DATE AND TIME*
Request for Proposal released and posted on the BFP website	March 9, 2018
Last Day to Submit Inquiries	March 23, 2018
Posting of Q&A's Responses	Ongoing postings to the Q&A document on the Procurements section of the BFP website during the open period for inquiries.
Sealed Proposals due to BFP	April 6, 2018, by 10:00a.m.
Distribute qualified Respondents Proposals to Evaluators	April –9 - 11, 2018 – evaluators stop by BFP for instructions and distribution of qualified proposals.
Evaluators turn in Proposal Scores	April 18, 2018, 2 PM, BFP Administrative Office 2301 W. Eau Gallie Blvd., Ste. 104 Melbourne, FL 32935
Post Intent to Award Notice	April 20, 2018, BFP website
Protest Deadline – by formal written notice	April 27, 2018, by certified mail or delivered in person (or within 5 business days of award notice posting if posting made earlier)
Anticipated Negotiations	Week of May 7, 2018 BFP Administrative Office
Anticipated effective date of contract	July 1, 2018

*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 Respondents must disclose with their proposal the name of any officer, director, or agent who is also an employee of the BFP Family of Agencies (BFP, Brevard C.A.R.E.S., Family Allies, NCFIE) or member of its boards of directors. Further, all Respondents must

disclose the name of any BFP Family of Agencies employee or member of the reviewing boards of directors who owns, directly or indirectly, any interest in the Respondent's firm or any of its 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 agency from consideration of award.

FACSIMILE TRANSMISSION (FAX) and EMAIL

Proposals which are received by FAX or email 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: Respondent shall examine the RFP carefully. Ignorance of the requirements will not relieve the respondents from liability and obligations under the Contract.
3. Respondent's Costs: BFP shall not be liable for any costs incurred by respondents in responding to this RFP.
4. Insurance: The Respondent 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 Respondents 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 Respondent
 - o coordination and approval of all work under the contract
 - o assure consistency of quality of the Respondent'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 BFP staff, other County, State or Federal representatives, shall have access to all work sites and the Respondent's records directly related to the contract. The Respondent shall permit BFP 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 Respondent 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
 - 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 seeking proposals from qualified service providers to provide Family Reunification Services to families under supervision of a primary Dependency Care Manager. Family Reunification Services include but are not limited to providing intensive home-based pre and post reunification services to children who have been removed from their home and families involved in the dependency system as an ancillary support to case management services provided by the Case Management Agency.

Family Reunification Services are to be provided by full time employees. It is preferred that Family Reunification Specialists hold a Child Welfare certification through the Florida Certification Board. Staff will be required to meet the Level 2 Employment Screening requirements in accordance with Rule 65C-14.023, Florida Administrative Code, s.409.175, F.S., and Chapter 435, F.S. and pre-employment drug screening.

All Respondents must agree to give hiring preference to current Family Reunification staff that meet the Respondent's minimum qualifications and that accept employment by the Respondent.

The Family Reunification Service provider shall accept all referrals from BFP who meet the referral criteria for Family Reunification Services.

a. Major Program Goals

The primary purpose of the Family Reunification Services is to:

- (1) Expedite and promote timely reunification;
- (2) Enhance Caregiver Protective Capacities;
- (3) Promote family safety;
- (4) Prevent recidivism;
- (5) Reduce child abuse and neglect;
- (6) Reduce family conflict;
- (7) Reduce child behavior problems;
- (8) Promote family stabilization and preservation;
- (9) Maintain and strengthen the family unit; and
- (10) Promote natural supports and community connections.

b. Required Service Tasks - include but are not limited to:

- (1) Provide direct initial contact with the family within next business day of receipt of referral and document any exceptions in the case record.

- (2) All referred clients for ongoing services will have a face-to-face contact within 72 hours of receipt of referral or inform the referring DCM in writing if the client does not respond to requests to meet.
- (3) Services shall be provided in the home and community setting.
- (4) Provider shall require clients to sign and date a Verification of Visit form for each session, indicating the date and time of service provision.
- (5) Report to the DCM and BFP Clinical Coordinator within 5 calendar days of receipt of referral if the client does not respond to requests to meet or any further ongoing resistance and failure to make contact with the family by documentation on the weekly progress note.
- (6) Collaborate with the DCM on Safety Plan development and monitoring.
- (7) Attend staffings, court hearings and other relevant appointments with family as requested by family and or DCM pending availability.
- (3) Complete a minimum of weekly home visits or at a frequency needed by the family for the first 60-90 days (up to 6 hours per week) and provide immediate feedback to the DCM when a concern arises as well as provide a monthly written report on family progress to the DCM through PSAM and FSFN.
- (4) Minimally maintain weekly telephone or personal contact with the DCM. If two working days of attempts to contact the DCM are unsuccessful, the provider shall contact the DCM supervisor.
- (5) Provider to ensure the approach to services is facilitative, flexible, and customized to each family's unique needs.
- (6) Integrate within the current Wraparound community of practice which includes participating in Wraparound Certification training provided by NCFIE and participation in monthly Clinical Case Consultation/Supervision facilitated by BFP's Director of Wraparound Fidelity and Training.
- (6) Conduct a case staffing with the Case Management Agency at least seven calendar days prior to case closure.
- (7) Complete a Closure Summary, for any client that successfully completes the program. This summary shall be sent to the child's DCM within 30 days of program completion and will address the client's participation, strengths/weaknesses identified, and any recommendations.
- (8) Essential components of the Family Reunification Services program include:
 - (a) Receive referrals: receive referrals from BFP and interface with family's involved in the Dependency System and the assigned DCM.
 - (b) Facilitate Family Team Conferences (FTC's): will utilize family strengthening techniques and adherence to the 10 Principles of Wraparound to effectively bring a diverse team of professionals, family and community resources together in order to develop strategies, delegate tasks and identify ways to meet family

needs. Ability to use judgement and a solution focused style is required to address differing points of view to achieve consensus within the FTC process while reframing family deficits. It is essential that family voice drives the process and that the decisions and actions have the support of the Family Team.

(c) Care Coordination: Coordinate with providers to ensure service delivery in timely manner and to ensure needs are being addressed as detailed in the individualized care plans with family members and informal and natural supports. This position will be responsible for completing the Strength and Cultural Discovery in order to support the family case plan and develop any additional individualized planning outlining family needs, goals and services.

(d) Family Preservation and Crisis Intervention: Provide family stabilization crisis intervention linkages, including an on-call emergency response capability for after hours, and referrals through consultation to ensure family support and authorization of services. Conduct emergency FTC's when indicated and subsequent utilization reviews. Assist the Dependency Care Manager in the development and monitoring of the Safety Plan as needed.

(e) Family Engagement and Advocacy: Use a collaborative and collegial approach to engage and motivate families.

(f) Concrete Services: Provide and/or help the family access concrete goods and services that are directly related to achieving the family's goals, while teaching them to meet these needs on their own.

(g) Community Coordination and Interactions: Coordinate, collaborate, and advocate with state, local, public, and community services and systems affecting the family, while teaching clients to advocate and access support for themselves.

(h) Services Provided in Natural Environment: Provide services in the families' homes and community.

(i) Safety Planning: Assist in the development and management of the Safety Plan prior to and post reunification.

(j) Attend Staffings: Be available to attend all staffings including but not limited to: permanency staffings, multi-disciplinary staffings, and court hearings upon request, pending availability.

(k) Weekly Program Report: Provide a weekly report to BFP detailing the number of families and children being served, number of intakes and discharges, number of openings and number of service hours utilized per family.

(l) Quarterly Community Linkage Report: Provide a quarterly report outlining the community linkages made.

(m) Monthly Match Report: Provide a monthly Match report detailing Match Funding collected. (BFP format provided)

(n) Child and Family Services Monthly Report: Provide a monthly report detailing the families and children served under Family Reunification Services. (BFP

format provided)

(o) Quarterly Performance Measure Report: Report quarterly on performance measure. (BFP format provided)

c. Expected Performance Measures – Any change in performance measure data/requirements by DCF will be automatically incorporated as a part of the Family Reunification Services contract as appropriate.

(1) **100%** of all families will be contacted within 24 hours or the next business day after receipt of referral.

(2) **100%** of all clients that are referred will have a face-to-face contact with the client within 48 hours of the referral or inform in writing to the referring worker (through PSAM system) if the child/family does not respond to requests to meet.

(3) **95%** of all families referred will engage in services.

(4) The percentage of children exiting foster care to a permanent home within 12 months of entering care – target **40.5% and above**.

(5) The percentage of children served who do not re-enter foster care within six (6) months of permanency – target **95% and above**.

(6) The percentage of children who do not re-enter foster care within twelve (12) months of permanency – target **91.7% and above**.

(7) **95%** of the families served will show satisfaction with the provider's program.

(8) **100%** of the families served will receive Family Team Conferencing (FTC's).

2. SELECTION AND SCORING CRITERIA

It is the intent of BFP to select Qualified Respondent(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. Respondent(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:	Weight :	Maximum Score:	Comments
Organizational Capacity: <ul style="list-style-type: none"> Does Respondent show qualifications and experience providing Family Reunification Services to children and families? 	3	1	3	
Organizational Capacity: <ul style="list-style-type: none"> Respondent demonstrates a competent and experienced local management. 	3	1	3	
Organizational Capacity: <ul style="list-style-type: none"> Respondent demonstrates linkages with community based resources from other sectors (or within their own agency). 	3	2	6	
Program Design: <ul style="list-style-type: none"> Respondent's description of how they will provide support and assistance to families, Care Managers, and children in order to achieve permanency and complete the tasks under "Project Description" section of this proposal. 	3	2	6	
Program Design: <ul style="list-style-type: none"> Respondent's description of unique evidenced based activities they propose to promote successful reunifications. 	3	1	3	
Program Design: <ul style="list-style-type: none"> Respondent's description of how it will integrate into the local community to cultivate full community 	3	1	6	
Program Design: <ul style="list-style-type: none"> Respondent's description of measurable outcomes their program plans to achieve. 	3	2	6	
Cost Proposal: <ul style="list-style-type: none"> <u>Financial Capability</u> – response demonstrates that the Respondent is a financially stable organization and will provide fiscal management of program, fiscal reporting and oversight. 	3	1	3	
Cost Proposal: <ul style="list-style-type: none"> <u>Project Budget Detail</u> – response demonstrates that Respondent's indirect costs are reasonable, allowable, and do not exceed 10% 	3	1	3	

and budget line items and accompanying narrative are clearly described, reasonable, allowable and realistic within the context of the services proposed.				
Cost Proposal: <ul style="list-style-type: none"> • <u>Match Requirement</u> – response demonstrates the ability to collect matching funds to support the contract. 	3	1	3	
Total:			42	

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 Respondents agree to furnish such information, up to and including Respondent presentations. BFP reserves the right to award the contract to that qualified Respondent 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 Respondent(s), with more than one Respondent at a time and need not negotiate with all qualified Respondents. If a contract cannot be negotiated with any of the ranked Respondents 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 Respondents.

3. APPEALS

The Appeals Procedure for all procurements of commodities and/or services is documented in BFP OP-1143, “Appeals and Complaint Process for Network Services” and can be located on the BFP website or requested through the Contact Person listed in this RFP.

Any Respondent who is allegedly aggrieved in connection with the solicitation, pending award, or denial of participation in the BFP Provider Network must file a formal written protest with BFP within 5 business days of the posting of the award or notification of the decision. 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 effects and the relief sought.

Upon receipt of an appeal, the BFP Senior Executive of Compliance will convene an Appeals Committee consisting of a minimum of three BFP Executive staff members, including the Senior Executive of Compliance and a minimum of two community representatives. The Appeals Committee will review appeals within 10 business days of receipt of the written protest or appeal. The BFP Attorney or designee may attend all appeal or protest-related meetings. The BFP Senior Executive of Compliance records the meeting and provides any information the committee requests. The purpose of an appeals review 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 Respondent via certified mail, return receipt requested.

If the matter is not resolved with the Respondent's acceptance of the BFP Appeals Committee decision, the Respondent will have the opportunity to meet with the Appeals Committee for the purpose of arguing the facts included and law implicated in the formal written protest; and to request the relief sought therein. The Appeals Committee will not entertain any argument or consider any information or request for relief which was not included in the initial written protest. The Appeals Committee will announce its decision in writing within three business days of the meeting. BFP Senior Executive of Compliance will present the recommended award including the details of the protest and the BFP Appeals Committee recommendation to an Appeals Subcommittee of the Board as a final means of administrative remedy, within 15 business days of the BFP Appeals Committee decision. In the event that the matter remains unresolved, BFP and the Respondent shall enter into mediation with a mutually agreed upon mediator, the costs of which will be shared by BFP and the Respondent, prior to either party initiating litigation.

PART V - CONSIDERATION FOR AWARD

For New Respondents: An Administrative RFQ must be submitted with the Respondent's proposal to be considered eligible for an award. An RFQ is available on the BFP website under the "Procurements" section: www.BrevardFP.org

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 6, 2018 , 10:00 a.m. deadline

Proposal Section I - IV, completed and signed

Cost Proposal

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, 2301 W. Eau Gallie Blvd, Ste. 104, Melbourne, FL 32935. The proposal shall be signed by a representative who is authorized to contractually bind the Respondent.

One (1) unbound original and (7) seven 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 Respondent 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.

Respondent _____

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 - RESPONDENT 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

The order of information provided in the response must correspond to the outline that follows and shall be labeled accordingly:

1. Organizational Capacity – limited to 5 pages, excluding related Exhibits

Maximum points possible = 12

- a. A synopsis of the Respondent's organizational qualifications and experience with Family Reunification Services within the child dependency system.
- b. Describe the experience of the Respondent's supervisory (if known) and key project staff, including their qualifications and prior experience with Family Reunification programs within the child dependency system.
- c. Describe the linkages that your agency has with community based resources from other sectors (or within your agency) and what community collaboration and resources your agency will utilize.

2. Program Design – limited to 10 pages, excluding related Exhibits

Maximum points possible = 21

- a. Describe the plan to provide support and assistance to referred families, primary care managers, and children in order to achieve and support permanency through reunification and complete the tasks under "Project Description" section of this proposal.
- b. Describe what unique activities Respondent proposes to identify resources and supports for children and families.
- c. Describe the staffing pattern to be employed.
- d. Describe what measurable outcomes your program hopes to achieve.

3. Cost Proposal – limited to 10 pages, excluding related Exhibits

Maximum points possible = 9

The resulting contract award payment methodology will be fixed price. The annualized maximum budget amount for this contract is \$175,000.00. Funding for contract award shall be based on Respondent's proposal and available funding. Indirect costs are limited to a maximum of 10%. This contract also shall require generation of local match, discussed below.

The cost proposal should include an annualized line item budget 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 and a description of costs allocated to indirect.

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.
- e. Salary

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 – this contract is partially funded by federal Promoting Safe and Stable Families (PSSF) dollars. The Provider shall be responsible for a minimum local match equal to 25% of the allocated match funding expended for this program. Allowable match can be in-kind or cash but the expenditure or use of such match must directly support the family reunification through the delivery of services. Some examples are: indirect costs above the allowed 10%, donations, office space, volunteer time, interns, buildings, etc. Provider shall detail the projected match amount and source of the match to be provided.

SECTION IV – Attachments

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