



Brevard Family Partnership

Family of Agencies

The Brevard Family Partnership Family of Agencies

REQUEST FOR PROPOSAL for CHILD PLACING AGENCY SERVICES

Closing Date: MARCH 22, 2024/Time: 10:00 a.m.

This Application outlines the process for selecting a Provider for the provision of Child Placing Agency 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

Table of Contents

PART I – INTRODUCTION.....	2
PURPOSE	3
FAMILY OF AGENCIES ORGANIZATION AND STRUCTURE.....	3
PART II - APPLICATION REQUIREMENTS	6
PROCUREMENT OF SERVICES	6
PROPOSAL APPLICATION DEADLINE	6
AWARDS.....	6
OFFICIAL CONTACT PERSON	6
NOTICES	7
LIMITATIONS ON CONTACTING THE BFP FAMILY OF AGENCIES	7
INQUIRIES.....	7
TIMELINE: SCHEULE OF EVENTS AND DEADLINES	8
CONFLICT OF INTEREST	8
LOBBYING STATEMENT	9
ADDITION, DELETION OR MODIFICATION OF PROPOSAL.....	9
PART III - SPECIAL CONDITIONS	9
PART IV – TECHNICAL SPECIFICATIONS/PROJECT DESCRIPTION	11
1. PROJECT DESCRIPTION.....	11
3. SELECTION AND SCORING CRITERIA	11
4. APPEALS	13
PART V - CONSIDERATION FOR AWARD	15
PART VI - REQUIREMENTS OF THE PROPOSAL	15
SECTION I. PROJECT APPLICATION FORM.....	16
SECTION II. PROPOSAL SIGNATURE PAGE.....	17
SECTION III - DESCRIPTION OF THE PROJECT – PROGRAM NARRATIVE	18

PART I – INTRODUCTION

PURPOSE

Brevard Family Partnership (BFP) is soliciting information from organizations that have the capacity to provide Child Placing Agency (CPA) services in Brevard County. A CPA is responsible for the initial license, re-licensure activities and day-to-day management and support of foster homes. Family foster homes are licensed through the Florida Department of Children and Families (DCF), governed by Florida Administrative Code 65C-13 and 15.

FAMILY OF AGENCIES ORGANIZATION AND STRUCTURE

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, FL as outlined in FL Statute Section 409.986.

In addition to serving as the Lead Agency. BFP provides Case Management Agency services through Family Allies program, prevention services through Brevard C.A.R.E.S. and training and consultation through the National Center for Innovation and Excellence (NCFIE).

Brevard Family Partnership is the lead child welfare agency in Brevard County and is responsible for: Child Abuse Prevention services, Case Management Services, Foster Home Recruitment, Licensing and Management, Placement of Children into foster placements, Child Welfare Training, Regulatory Compliance, and Quality Assurance. All organizations listed below fall under BFP.

Brevard C.A.R.E.S provides child abuse prevention and family preservation programs designed to protect children and strengthen families. When resources and support services are provided to families early, many families can avoid reaching the crisis level that requires removal of children from their homes and family entry into the formal child welfare system. C.A.R.E.S. programs include: 24/7 Mobile Crisis Response Teams, , Safety Management Services Team, Family Support Services, Non-Judicial In-Home Case Management, Parents as Teachers, and the Brevard Behavioral Health Expansion.

Family Allies provides case management services to children and families who are involved in the Dependency System. Dependency Care Managers work with children, families and caregivers on a court-ordered case plan and ensure that all the needs of each child are met.

The National Center for Innovation and Excellence (NCFIE) – The National Center for Innovation and Excellence’s replicates the C.A.R.E.S. model, a family-centered, strength-based Evidenced Based Practice to agencies and organizations throughout the U.S. that want to reduce the number of children in their formal child welfare systems through an aggressive, front-end child abuse prevention model.

PROJECT DESCRIPTION

While the following list is not exhaustive of all the requirements, the following are key requirements of the CPA:

- 1.** Ongoing recruitment of new foster homes particularly in targeted areas of the County to ensure a sufficient number of beds to meet current capacity and utilization requirements.
- 2.** Provide The National Training Development Curriculum (NTDC) classes for newly recruited foster families.
- 3.** Focus efforts on the support of foster homes to ensure quality of care for the children being served and retaining quality foster parents.
- 4.** Provide extensive support and training to foster families to build and promote Trauma Informed parenting skills and avoid placement disruptions, including crisis response.
- 5.** Be available 24 hours a day 7 days a week to facilitate placement of children into their homes. Placements should be made to ensure compatibility with the child's cultural and religious orientation.
- 6.** Provide a minimum of monthly contact with foster parents for the purpose of providing advocacy, encouragement, and support.
- 7.** Continually assess each foster home to ensure compliance with licensing standards by Certified Child Welfare Professional staff trained in licensing standards, making unscheduled and scheduled visits to the foster home on at least a quarterly basis or as the need arises.
- 8.** Ensure each child 13 years old and older has the opportunity to attend and participate in independent living activities, skills training, and youth advisory board meetings and conferences by encouraging, supporting, transporting, and integrating independent living goals into the child's life.
- 9.** Promote and mentor foster parents to use prudent parenting skills and allow each child to participate in normal developmental and age-appropriate activities.
- 10.** Promote and require participation of foster parents at Multidisciplinary Team Meetings and Family Team Conferences and any other child specific staffing and/or meeting that involves service planning and permanency related issues. If the foster parent is not available, the CPA representative assigned to the home will attend.
- 11.** Provide a specific point of contact for review and follow-up on Foster Care Referrals received from the Florida Abuse Hotline Information System.

- 12.** Provide a detailed quality assurance review process for reviewing initial and relicensing foster home packets - to include onsite assessment of homes.
- 13.** Participate in quality assurance, training and other activities and initiatives at the request of BFP or DCF.

Interested parties should respond to the following:

1. Does your agency have the capacity to provide therapeutic overlay services? (Psychiatry, nurse, therapy, education, etc.)
2. Does your agency have the capacity to bill third-party sources such as Medicaid, etc.?
3. Is your organization based in Brevard County? If not, how will you ensure oversight, communication, and threshold of authority over locally based employees?
4. Does your agency provide CPA services currently?
5. Does your agency currently hold a CPA license?
6. Does your organization currently use NTDC for foster parent training? If not, what curriculum do you use?
7. Have you provided CPA services in the past? If so, for which community?
8. Does your agency currently recruit and/or license foster homes? Elaborate on performance and strategies.
9. Please outline the current process and timeframes to license a home beginning with initial contact through orientation, training, home study, and license approval.

PART II - APPLICATION REQUIREMENTS

PROCUREMENT OF SERVICES

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

PROPOSAL APPLICATION DEADLINE

Applications for this proposal will be accepted by BFP, **no later than March 22, 2024, at 10:00 a.m.** Proposals should be submitted to the attention of: Christine Singletary, Compliance Specialist.

No changes, modifications, or additions to the submitted proposals will be allowed once submitted. **Respondents must submit one electronic file to Christine.Singletary@BrevardFP.org.**

BFP reserves the right to reject all proposals or to waive minor irregularities when to do so would be in the best interest of the 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.

AWARDS

As the best interest of BFP may require, the right is reserved to make award(s) to the most responsive Respondent, by individual items, group of items, all or none, or a combination thereof; to reject all proposals or waive any minor irregularly 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 a 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, 2024**. BFP will negotiate a contract with the successful Respondent.

OFFICIAL CONTACT PERSON

This RFP is issued by BFP. The sole point of contact for information concerning content or procedures for responding to this RFP is:

Christine Singletary, Compliance Specialist
Brevard Family Partnership
389 Commerce Parkway, Suite 120
Rockledge, FL 32955
321-752-4650 x 3060
christine.singletary@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/procurements-and-awards/

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 all updates posted.

LIMITATIONS ON CONTACTING THE BFP FAMILY OF AGENCIES

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 via email to the BFP contact person 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 via email are acceptable.**

TIMELINE: SCHEULE OF EVENTS AND DEADLINES

EVENT	DATE AND TIME*
Request for Proposal released and posted on the BFP website	February 9, 2024
Last Day to Submit Inquiries	March 8, 2024
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.
Proposals due to BFP	March 22, 2024, by 10:00 a.m.
Distribute qualified Respondents Proposals to Evaluators	March 22, 2024
Evaluators turn in Proposal Scores	March 29, 2024
Post Intent to Award Notice	April 1, 2024, BFP website
Protest Deadline – by formal written notice	April 5, 2024, by certified mail or delivered in person (or within 5 business days of award notice posting if posting made earlier)
Anticipated Negotiations	Week of April 15, 2024
Anticipated effective date of contract	July 1, 2024

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

CONFLICT OF INTEREST

The award hereunder is subject to the 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 or member of the board of directors. Further, all Respondents must disclose the name of any the BFP employee or member of the reviewing board 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 that the BFP family of agencies staff or reviewing board of directors shall not be contacted (except for 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 regarding proposals may be submitted to the official contact person. Failure to adhere to these requirements could result in the action to disqualify your agency from consideration of award.

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

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.

RFP Documents: Respondent shall examine the RFP carefully. Ignorance of the requirements will not relieve the Respondents of liability and obligations under the Contract.

Respondent's Costs: BFP shall not be liable for any costs incurred by Respondents in responding to this RFP.

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 to the 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.

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.

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 soliciting proposals from agencies that have an interest in providing Child Placing Agency services for BFP.

All proposals must be submitted according to the submission guidelines in **PART V** and **Part VI** below.

3. 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. Responses 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:	Point Rating:	Weight	Maximum Score	Comments
Organizational Capacity: <ul style="list-style-type: none"> Respondent shows qualifications and experience providing CPA services? 		2	6	
Organizational Capacity: <ul style="list-style-type: none"> Respondent demonstrates a competent and experienced staff. 		1	3	

Evaluator Rating Summary:	Point Rating:	Weight	Maximum Score	Comments
Organizational Capacity: <ul style="list-style-type: none"> Respondent demonstrates linkages with community-based resources. 		1	3	
Program Design: <ul style="list-style-type: none"> Respondent's description of unique activities they will provide to new and current foster families to help them provide safe and nurturing homes to children. 		1	3	
Program Design: <ul style="list-style-type: none"> Comprehensiveness of unique activities Respondent will employ to meet all the requirements of "PROGRAM DESIGN" referenced in this RFP. 		2	6	
Program Design: <ul style="list-style-type: none"> Respondent's description of how they propose to recruit, train, support and retain foster parents. 		2	6	
Program Design: <ul style="list-style-type: none"> Respondent's description of staffing pattern to be employed. 		1	3	
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 good fiscal management, fiscal reporting, and oversight. 		2	6	
Cost Proposal: <ul style="list-style-type: none"> <u>Financial Capability</u> – response demonstrates that the Respondent's 		1	3	

Evaluator Rating Summary:	Point Rating:	Weight	Maximum Score	Comments
indirect costs are reasonable, allowable and do not exceed 10%.				
Cost Proposal: <ul style="list-style-type: none"> The budget line items and accompanying budget narrative are clearly described and reasonable, allowable, and realistic within the context of the services provided. 		2	6	
Total:			45	

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 organization, 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 agencies' needs?

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 serves the BFP family of agencies, based on the above criteria and consideration of the Review/Selection 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.

4. 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, must file a formal written protest with Christine Singletary, Compliance Specialist at Christine.Singletary@Brevardfp.org 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 Director of Contracts and Compliance or designee will convene an Appeals Committee consisting of a minimum of three BFP Executive staff members 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 Chief Legal Officer or designee may attend all appeal or protest-related meetings. The BFP Director of Contracts and Compliance or designee 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 Director of Contracts and 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. If the matter remains unresolved, BFP and the Respondent shall enter 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

CRITERIA CHECKLIST

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

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Proposal submitted on or before March 22, 2024, 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 Christine.singleary@brevardfp.org . The proposal shall be signed by a representative who is authorized to contractually bind the Respondent.

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 FAMILY OF AGENCIES

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 the Brevard Family Partnership family of agencies 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 10 pages, excluding related Exhibits.

Maximum points possible = 12

- a. Provide a copy of the mission statement.
- b. Provide a brief recent history of the agency.
- c. Describe qualifications and experience of your agency, executive staff and program staff who will both oversee start-up activities and run the CPA program.
- d. Describe current community-based linkages.
- e. Describe unique efforts to cultivate community-based resources.

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

Maximum points possible = 18

- a. Describe strategy and plan for ongoing recruitment of new foster homes particularly in targeted areas of the county to ensure there are a sufficient number of beds to meet current capacity and utilization requirements.
- b. Describe the plan to train staff and implement utilization of The National Training Development Curriculum (NTDC) for newly recruited foster families.
- c. Provide a foster home support plan to ensure quality of care to the children being served and retaining quality foster parents.
- d. Provide a plan for extensive support and training to foster families to build and promote Trauma Informed parenting skills and avoid placement disruptions, including crisis response.
- e. Provide a plan for staff to be available 24 hours a day 7 days a week to facilitate the placement of children into their homes. Placements should be made to ensure compatibility with the child's cultural and religious orientation.
- f. Describe a plan to ensure a minimum of monthly contact with foster parents for the purpose of providing advocacy, encouragement, and support.
- g. How will the agency continually assess each foster home to ensure compliance with licensing standards?
- h. Describe how each child 13 years old and older will be provided the opportunity to attend and participate in independent living activities, skills training, and youth advisory board meetings and conferences.
- i. How will the agency promote, and mentor foster parents to use prudent parenting skills and allow each child to participate in normal developmental and age-appropriate activities.
- j. Describe how the agency will promote and require participation of foster parents at Family Team Conferences and any other child specific staffing and/or meeting that involve service planning and permanency related issues.

- k. Who will be the specific point of contact for review and follow-up on Foster Care Referrals received from the Florida Abuse Hotline Information System.
- l. Provide a detailed quality assurance plan for reviewing initial and relicensing foster home packets - to include onsite assessment of homes.

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

Maximum points possible = 15

- a. Provide a comprehensive and detailed annual budget for a CPA program in Brevard County. Budget shall include a reasonable and allowable indirect rate not to exceed 10%.
- b. Provide a clear and detailed budget narrative.
- c. Describe the financial stability of Respondents agency.
- d. Describe how the agency will provide good fiscal management, oversight, and reporting of the CPA program.