

COMMUNITY PARTNERSHIP FOR CHILDREN

Request for Proposals RFP CPC-FY-24-ILS

INDEPENDENT LIVING SERVICES

Closing Date/Time: January 10, 2024 at 3:00 PM

**Contact Person:
Becky Symons, Contract & Compliance Manager
135 Executive Circle
Daytona Beach, Florida 32114
(386) 547-0851**

Becky.Symons@cbcvf.org

INDEPENDENT LIVING SERVICES

SECTION A: INTRODUCTION

1. Statement of Need

Community Partnership for Children (CPC), issues this Request for Proposal (RFP) seeking qualified responders that are not-for-profit 501(c)(3) organizations, registered with the State of Florida, interested in providing innovative Independent Living Services to children in out of home care to become independent.

CPC is interested in providers that are qualified, competent and have the capacity to meet the requirements of the proposed Independent Living Services that provide comprehensive core services, which increase self-sufficiency as youth transition to adult life from out of home care by focusing on individualized objectives of their Transitional Living Plan.

Effective July 1, 2024, Community Partnership for Children intends to award one contract as result of this solicitation. The provider shall have full responsibility for all assigned independent living services for the targeted population.

This contract is contingent upon availability of funds, agency performance, as well as Community Partnership for Children's continued contracting with the Department of Children and Families.

By soliciting proposals for a service need, CPC will ensure that the most effective and cost-efficient services are procured for the children and families in Volusia, Flagler, and Putnam Counties.

2. Background

Community Partnership for Children (formerly Community Based Care of Volusia and Flagler Counties) is a not-for-profit, 501(c) (3) organization that was founded in 2001 in order to meet the need for a community response to the initiative by Florida's Legislature and the Department of Children and Families to privatize child welfare services. Community Partnership for Children works collectively with the expertise and resources of local organizations to provide the best care available for the dependent children and families in Volusia, Flagler, and Putnam Counties. Community Partnership for Children believes in utilizing strength-based assessments and fostering family empowerment. Helping families identify their strengths and maintain a sense of dignity and self-worth guides Community Partnership for Children's process and ensures the provision of services with equality by maintaining sensitivity to individual culture, experiences, and circumstances.

3. Statement of Purpose

Community Partnership for Children intends to award one contract as result of this solicitation and the provider shall have full responsibility for Independent Living Services for the targeted population. The goal of the provider is to provide independent living, practical, and general life skill services to youth ages 13 to 23 years in out of home care.

Community Partnership for Children encourages smaller businesses and organizations and minority business enterprises certified by the State of Florida. Community Partnership for

Children shall not discriminate against a potential provider or proposal for service based on race, creed, sex, religious orientation, or affiliation.

4. Terms of Agreement

The contract for this project is a fixed rate for the availability of adequate administrative organizational structure and support sufficient to meet the proposed requirements. The target date for initial term of this agreement is July 1, 2024. Any payment for services to be paid by Community Partnership for Children shall be reduced by the amount for which the provider is eligible to receive payment from other sources.

The initial agreement will end no later than June 30, 2025, subject to availability of funds. Any such renewal or extension shall be contingent upon satisfactory performance evaluations of the Respondent by CPC and shall be subject to the availability of funds.

SECTION B: THE RFP PROCESS

The RFP is being issued by Community Partnership for Children Contract Management Department. The sole point of contact for this RFP is:

Becky Symons, Contract & Compliance Manager

Community Partnership for Children

135 Executive Circle

Daytona Beach, Florida 32114

Becky.Symons@cbcvf.org

1. Timeline: Schedule of Events and Deadlines

Activity	Due Date	Time	Address
Release of RFP	10/19/23	3:00 PM (EST)	www.communitypartnershipforchildren.org
Submission of written inquiries	10/25/23	By 4:00 pm	Community Partnership for Children Becky Symons, Contract & Compliance Manager Becky.Symons@cbcvf.org
Responses to all inquiries provided	11/06/23	By 4:00 pm	www.communitypartnershipforchildren.org
Notice of Intent to Submit a Proposal (Exhibit E)	11/10/23	By 4:00 PM	Community Partnership for Children Becky Symons, Contract & Compliance Manager Becky.Symons@cbcvf.org
Proposals due to CPC	01/10/24	By 3:00 pm	Community Partnership for Children Becky Symons Contract and Compliance Manager Becky.Symons@cbcvf.org
Post Intent Award Notice	02/13/24	By 4:00 pm	www.communitypartnershipforchildren.org
Protest Deadline	02/16/24	4:00 pm or 72 hours from posting of award	Certified mail or email: Community Partnership for Children c/o Becky Symons, Contract & Compliance Manager Becky.Symons@cbcvf.org 135 Executive Circle Daytona Beach, Florida 32114
Anticipated Effective Date of Contract	07/01/24	N/A	N/A

2. Explanation of Important Events and Deadlines

Notice of Intent to Submit a Proposal (Appendix E)– the Notice of Intent to Submit a Proposal will be submitted by email to:

Becky Symons, Contract & Compliance Manager
Becky.Symons@cbcvf.org

Inquiries

Inquiries must be submitted in writing to CPC on or before the date specified in Section 1. Timeline: Schedule of Events and Deadlines. Response to all inquiries which involve clarification and/or changes to this RFP will be made available as through electronic posting at <http://www.communitypartnershipforchildren.org>. No questions related to this RFP will be accepted after the time specified in Section 1. Timeline: Schedule of Events and Deadlines. **Only written inquiries will be accepted, email is acceptable.**

Proposal Deadline

The Applicant may submit an electronic application in response to this RFP via electronic mail (email). The electronic application submission must comply with the following requirements:

The Applicant shall submit one (1) electronic version of the application in response to this RFP (including all required documents referenced in PDF format as an attachment to an email sent to the Procurement Manager's email address. In the event that the electronic file attachment is too large to be submitted in a single email, the Applicant may submit the application in multiple emails so long as all required documents of the application are delivered to the Procurement Manager by or before the date and time specified in this RFP. Responsibility for timely delivery rests with the Applicant.

The Applicant email response to this RFP should be addressed with the SUBJECT line as "Independent Living Services - RFP CPC-FY-24-ILS" and delivered to Becky Symons at Becky.Symons@cbcvf.org.

Replies must be received by CPC no later than 3:00 PM on 01/10/24.

Any reply submitted shall remain a valid offer for at least ninety (90) days after the proposal submission date. No changes, modifications, or additions to the proposals submitted after the deadline for proposal opening will be accepted or be binding on CPC. Proposals not received at either the specified place, or by the specified date and time, or both, may be rejected and returned unopened to the Respondent by CPC.

Withdrawal of Proposal

A written request for withdrawal, signed by the vendor, may be considered if received by Community Partnership for Children within 72 hours after the proposed submission deadline date indicated in Section B. 2. Explanation of Important Events and Deadlines. A request received in accordance with this provision may be granted by Community Partnership for Children upon proof of the impossibility to perform based upon an obvious error on the part of the Respondent. Withdrawal of Proposal Requests must be sent to the attention of Becky Symons at Community Partnership for Children, 135 Executive Circle, Daytona Beach, Florida

32114, Becky.Symons@cbcvf.org. Withdrawn proposals may be retrieved from CPC at the expense of the Respondent.

Right to Reject or to Waive Minor Irregularities Statement

CPC reserves the right to reject any and all replies or to waive minor irregularities when to do so would be in the best interest of CPC. Minor irregularity is defined as a variation from the RFP terms and conditions which does not impact the cost associated with any resultant subcontract or give the Respondent any advantage or benefit not enjoyed by other Respondents or does not adversely impact the interest of CPC. At its option, CPC may correct minor irregularities, but is under no obligation to do so.

Addition, Deletion or Modification of Proposal

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

Protests, Disputes or Appeals

Any person who is adversely affected by the terms, conditions and specifications contained herein, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract shall file a notice of protest in writing within 72 hours (excluding Saturdays, Sundays, and state holidays) after the posting of the pending award. Protests must be sent by certified mail to the attention of Becky Symons, Contract & Compliance Manager at Community Partnership for Children, 135 Executive Circle, Daytona Beach, Florida 32114.

The formal written protest shall reference the Name and Intent to Award 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 relief sought. The protesting party shall also name one person to act as the party's representative for resolution discussions with the CPC authorized representative.

Within five (5) working days of receipt of a protest or inquiry and identification of representatives for each part, the representatives will conduct a face-to-face meeting via ZOOM for the purpose of resolving the disagreement amicably at the time agreed to by both parties.

SECTION C: MINIMUM PROGRAM REQUIREMENTS

1. Major Program Goals:

- (1) Ensure Independent Living assessments are completed on dependent children 13 years of age and older in out of home care.
- (2) Ensure services for each child are individualized and integrated with the case plan.
- (3) Provide training and supportive services necessary for youth to live independently upon departure from out of home care.

- (4) Ensure that all youth ages 16 and 17 in out of home care have a “My Pathway to Success Plan” completed detailing the goals, choices, and decisions for obtaining or maintaining the services that becomes the youth’s individual Transition Plan.
- (5) Ensure that all youth and young adults aged 16 years and older have an Independent Living Skills plan that details the following:
 - a. Goals for acquiring the skills that were assessed as deficient in the assessment process.
 - b. Activities, steps, or demonstrated behaviors for achieving the goals.
 - c. Resources to assist in completing the activities.
- (6) Ensure that appropriate transitional plans are completed for children 16 years of age and older in out of home care.
- (7) Ensure youth are enrolled in the Keys to Independence program and assist youth with obtaining a driver’s license to pursue education, employment, and social opportunities.
- (8) Establish and maintain positive connections with the youth by participating in court hearings, permanency staffings, and appointments.
- (9) Provide in person monthly life skills training to youth in licensed foster care in our service area.
- (10) Assist with coordination and integration of independent living skills along with dependency case management for youth age 15 to 17 in out of home care to meet goals identified in life skills assessments and “My Pathway to Success Plan”.
- (11) Coordinate and integrate services for youth ages 18 to 22 as they transition into adulthood.
- (12) Provide dependency case management services for youth ages 18 to 22 that are in Extended Foster Care.
- (13) Provide Post-Secondary Education Support Services (PESS) to eligible young adults as required by 65C-42.002, F.A.C.
- (14) Provider Aftercare Services as required by 65C-42.003, F.A.C., that assists with stabilization. completing aftercare application, making referrals, reassessing every three (3) months to determine ongoing needs, and documenting all case activities in FSFN.

2. Clients to be Served:

a. General Description

CPC is seeking a qualified provider to provide Independent Living Services to all eligible youth and young adults residing in the jurisdiction of Seventh (7th) Judicial Circuit in Volusia, Flagler, and Putnam Counties and referred by Community Partnership for Children.

b. Client Eligibility

Any youth in out of home care, age 13 and older in the Community Partnership for Children System of Care adjudicated dependent and/or temporarily placed in the custody of the state or relative and require independent living services. Independent living services include: Pre-Independent Living, Life Skills Service, Extended Foster Care, Postsecondary Educational Services and Support (PESS), and Aftercare.

c. Client Determination

Community Partnership for Children shall determine eligibility in accordance with established eligibility criteria. In the event of any disputes regarding the eligibility of clients, the determination made by CPC is final and binding on all parties.

3. Service Elements, Delivery and Availability

a. Service Elements

- 1) Informal assessments conducted monthly during routine home visits to evaluate progress of the skills developed based on the youth or young adults participation in age-appropriate life activities as defined in Sections 39.4091 and 409.145, F.S. Informal assessments shall be documented on the Life Skills Progress Documentation Log (form CF-FSP 5444, available in DCF forms) for youth and young adults 13 years of age or older and shared with caregivers for independent living skills development.
- 2) Formal assessments are designed to take inventory of the child or young adult's strengths and needs regarding independent living skills competency. Case records and other life skill assessment tools may be used to conduct the assessment. At a minimum, a formal independent living needs assessment shall be administered annually beginning at age 16 years of age. The outcome of the assessment shall be the basis of an individualized life skills plan that details the activities needed for a youth and young adult's preparation to adulthood.
- 3) Allow youth 13 and older to practice independent living skills in a variety of settings and assess the ongoing progress and competency in acquiring essential life skills.
- 4) Provide youth and young adults with physical, intellectual, emotional, or psychiatric conditions with an equal opportunity to develop life skills, and if eligible, participate in the continuum of independent living services.
- 5) Ensure youth receive needed educational services, including homework assistance and provide training toward increasing responsibility of managing their own educational outcomes with appropriate supports.
- 6) Document a child and caregiver statement regarding progress in a social study report for judicial review.
- 7) Identify life skill deficiencies through informal and formal assessments that must be included in a case plan and when applicable a transition plan.
- 8) Upload formal and informal assessments into FSFN.
- 9) Complete an annual evaluation on a youth's consumer credit history from each main reporting agency beginning at age 14 for children in out of home care, provide a copy to the youth or young adult, assist with the child or young adult with interpreting the results of the credit report, help resolve any inaccuracies, and upload credit reports in FSFN.

- 10) Assist youth beginning at age 15, with obtaining a driver's license and/or learner's permit and maintain documentation of the efforts.
- 11) Assist youth age 16 to develop a transition plan utilizing the My Pathway to Success Plan (CF-FSP 5425) which shall be finalized and filed with the court at the 15- and 17-year-old judicial review hearing required by Section 39.701(3), F.S. that is finalized prior to the youth's 18th birthday.
- 12) Provide youth at age 17 with essential records and resources during the transition period that are documented on the Records and Resources Exchanged form pursuant to s. 39.701(3), F.S. and filed with the court to align with the special 17-year-old judicial review hearing which occurs within 90 days of the youth's 17 birthday.
- 13) Assist the youth with opening a bank account and provide financial literacy, such as budgeting and managing the bank account.
- 14) Provide independent living core and life skills services, that include the following:
 - a. Daily Living
 - b. Education Planning
 - c. Academic Support
 - d. Emergency and Safety Skills
 - e. Food Management
 - f. Needs Assessment
 - g. Career Preparation
 - h. Employment Programs or Vocational Training
 - i. Knowledge of Community Resources
 - j. Job Seeking and Job Maintenance skills
 - k. Self-Care and Personal Appearance
 - l. Budget and Financial Management
 - m. Housing Education and Home Management Training
 - n. Health Education including mental health and safety, and Risk Prevention
 - o. Social Skills
 - p. Family Support, Healthy Marriage Education, and Parenting Skills
 - q. Transportation
 - r. House Keeping
 - s. Credit Report counseling
 - t. Mentoring
 - u. Supervised Independent Living
 - v. Extended Foster Care
 - w. Post Secondary Educational Support
 - x. Aftercare Services
- 15) Provide opportunities for skill-building across life domains, and case management services and work collaboratively with CPC Case Management and other supportive adults that the youth or young adult selects, to obtain and develop a comprehensive assessment of the capacities, needs, and strengths of youth or young adults which help develop a written Transition to Independent Living plan.
- 16) Provide youth in out of care the opportunity to learn the value and use of money through allowance and opportunities for spending and saving.
- 17) Provide case management services for youth in the legal custody of the Department who choose to remain in Extended Foster Care, reviewing eligibility and participation expectations, and completing all required documents.

- 18) Conduct face to face, planned and unplanned, contact with young adults in EFC every 30 days in the young adults' approved living arrangement to observe the home environment and discuss the transition plan and shared living plan.
- 19) Provide Post-Secondary Educational Services and Support (PESS) to eligible young adults as required 65C-42.002, F.A.C.
- 20) Help young adults complete the Aftercare application, develop an Aftercare plan, make referrals for needed services, and reassess the aftercare plan every three (3) months to determine ongoing needs.
- 21) Ensure all assessments, independent living plans, staffings, applications, and case activity is documented in FSFN within 48 hours of the occurrence.
- 22) Inform young adults age 23 and under, who have aged out of care, about the Office of Continuing Care, the purpose of the office, the type of support the office provides, and how to contact the office, pursuant to Section 414.56, F.S. and the aftercare services.
- 23) During annual contact, determine if the young adult is potentially eligible for Extended Foster Care or Postsecondary Educational Services and Support. Inform the young adult of the options for entering the programs.
- 24) Comply with the National Youth in Transition Database mandatory data collection requirements and assist in the coordination of youth and young adult survey completion.

b. Service Delivery

The Respondent shall administer, coordinate, and ensure availability and location of delivery of services specified in this proposal.

The provider shall notify Community Partnership for Children for approval at least ninety calendar days prior to changing the location of its facility.

c. Service Availability

Services shall be available at times and days that are convenient for the youth, young adults and families served and may include some weekend and evening hours.

4. Staffing Requirements

The Provider shall comply with the staffing qualifications and requirements (including background screening) in Section 435, Section 409, Florida Statutes, Chapter 65C-14.023, 14.055, 14,056, Florida Administrative Code, and any applicable law, statute, rule, or regulation.

The provider shall maintain an adequate administrative organizational structure and support staff sufficient to meet the proposed requirements.

SECTION D: INSTRUCTION TO RESPONDENTS TO THE RFP

1. General Requirements

Community Partnership for Children is not liable for any costs incurred by responses to this RFP. CPC requires the proposal to be submitted on time and clearly marked the name of the agency, and the name of RFP with the Respondent's address in accordance with instructions contained herein. All submissions shall become the property of CPC.

2. Respondent Disqualification

Failure to have performed any contractual obligations with Community Partnership for Children in a manner satisfactory will be sufficient cause for disqualification. To be disqualified as a vendor under this provision, the vendor must have:

- a. Previously failed to satisfactorily perform in a contract with Community Partnership for Children, been notified by Community Partnership for Children of unsatisfactory performance and failed to correct the unsatisfactory performance to the satisfaction of Community Partnership for Children.
- b. Had a contract terminated by Community Partnership for Children for cause.
- c. Failed to submit a Proposal within the required timeframe.
- d. Have been barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal, State, or local department or agency.
- e. 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.
- f. Are presently indicted or otherwise criminally or civilly charge by a government entity with commission of any of the offenses enumerated in the paragraph above.
- g. Have within a 3-year period preceding this proposal, had one or more public transactions terminated for cause of default.

3. Selection Methodology

CPC intends to award the contract to a responsive vendor that the evaluation team determines to be the best value, based on the evaluation criteria. The evaluation team will forward their recommendation to the CEO, or his or her designee. The CEO, or his or her designee, shall decide which Respondent represents the best value, based on the scoring criteria and to whom the contract shall be awarded under this RFP. In doing so, the CEO, or his or her designee, is not required to score the Respondents, and will base his or her decision on the determination of best value. CPC may consider any information or evidence which comes to its attention, and which reflects upon a vendor's capability to fully perform the contract requirements and/or the vendor's demonstration of the level of integrity and reliability which CPC determines to be required to assure performance of the contract.

4. Evaluation Criteria

The service provider will be selected based on, but not limited to, the criteria set forth in **Appendix B. Evaluation Criteria**. Each response will be scored, and a total value calculated for each proposal.

The Proposal at a minimum shall:

- Describe expertise demonstrated by historical provision of the service being requested, or a closely related service.
- Describe longevity of service and previous experience in operation of a similar service.
- Describe the organization's experience, capacity, infrastructure, and staffing plan in delivering independent living services.
- Describe program model and structure to be utilized.
- Include a financial proposal to include stability and condition.
- Provide accreditation from a nationally recognized accrediting body.

CPC reserves the right to negotiate 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 highest scoring Respondents, CPC shall have the right to issue a new RFP or to otherwise seek additional qualified respondents.

5. Proposal Format (Appendix A)

The required format proposal is attached as Appendix A.

6. Vendor Application Packet (Mandatory)

Mandatory criteria are to be attached to the Respondent's proposal.

Application Instructions:

Please complete the application in its entirety and submit the following documents along with any additional supporting documentation your agency feels would be beneficial in Community Partnership for Children's review. Incomplete applications will not be considered.

- ☐ Proposal (**Appendix A** – format)
- ☐ Evaluation Criteria (**Appendix B**)
- ☐ Designation of Contracting Authority (**APPENDIX C**)
- ☐ Civil Rights Certificate (**Appendix D**)
- ☐ Notice of Intent to Submit a Proposal (**Appendix E**)
- ☐ Certification Regarding Scrutinized Companies List and Business Operations (**Attachment II**)
- ☐ Certification Regarding Disbarment, Suspension, Ineligibility and Voluntary Exclusion (**Attachment III**)
- ☐ Certification Regarding Lobbying (**Attachment IV**)
- ☐ Conflict of Interest Certification (**Attachment V**)

APPENDIX A

PROPOSAL FORMAT

The Proposal should be submitted in the following format and should address each individual item listed.

Section I: History of Service Provision

- a. Provide a brief description of your agency's approach and philosophy to providing independent living services. This should include your mission statement, guiding principles, core values and history in the community.
- b. Please provide some examples of previous or current collaborations applied to the delivery of such services as well as evidence that shows significant achievement of critical performance outcomes in the delivery of such services.
- c. Provide a brief description of your agency's experience, capacity, organizational infrastructure, and staffing plan in delivering independent living services.
- d. Provide a program model and structure for independent living services.
- e. Provide some examples of engaging local communities and resources to meet the specific needs of youth, young adult, and/or family.
- f. Describe how your agency will continue to provide services through unforeseen circumstances, i.e., natural disaster or pandemic.

Section II: Service Delivery Tasks and Responsibilities

- a. Please describe in detail the agencies approach and methodology for providing the following services:
 - (1) Address major issues facing youth in out of home care.
 - (2) Supervisory review of cases and case consultation.
 - (3) Timely and quality FSFN documentation.
 - (4) Monthly contact with PESS, Aftercare and under age 18 youth.
 - (5) Timely home visits with extended foster care youth.
 - (6) Case planning activities.
 - (7) Submission of court reports and court attendance.
 - (8) Transition planning practices.
 - (9) Life Skills training implementation.
 - (10) Using resource families and natural supports in the process.
- b. Please describe outreach strategies and engagement for youth and young adults for orientation, education on program services, and service engagement. Describe methods to help engage more challenging youth and young adults.
- c. Describe community outreach efforts to include special population and youth placed from other counties. Describe what you consider a successful outreach strategy.

- d. Please describe your ability and plan to initiate service delivery immediately upon contract start date.
- e. Please provide a detailed explanation of how you will implement an independent living services to include:
- (1) Your agency will address the major issues facing foster youth and young adults today.
 - (2) Leadership strategies within the organization to support the expectations, skill development, and adequate working conditions for staff to succeed with engaging youth and families in independent living services.
 - (3) Supervisory strategies, innovations, methods, tools, and services utilized to ensure the needs and strengths of our current youth and young adults are met and support independence.
 - (4) Strategies for incorporating technology into services and partnerships used to ensure youth have necessary equipment and know how to use it.
 - (5) Agency's experience with strength-based principles.
 - (6) Scope, approach, and methods specific to youth and young adults in transition to include staff competency and development of supportive housing.
- f. Please describe your plan to provide independent living services and how your agency assesses progress toward goals that include:
- (1) Youth performing at grade level or above.
 - (2) Youth with improved grades and test scores.
 - (3) Youth graduating from high school or obtaining an equivalent.
 - (4) Youth completing an apprenticeship, internship, or technical certification program.
 - (5) Youth completing a two-year post-secondary education or vocational training program.
 - (6) Youth completing a four-year post-secondary education.
 - (7) Youth with full time or part time employment.
 - (8) Youth unable to work who are connected to benefits.
 - (10) Youth that have health insurance.
 - (11) Youth that report they have housing that is safe, stable, and affordable and located near public transportation, work, or school.
 - (12) Youth completing a financial literacy course.
 - (13) Youth completing life skills training.
 - (14) Youth that report there is at least one adult in the community that they could go to for support.
 - (15) Youth who obtain their driver's license.
 - (16) Youth who have reliable transportation to school and/or work.
- g. Please describe how data is collected for reporting purposes and how data integrity is assured. Describe procedures in place to ensure oversight and supervision of written documentation that includes:

- (1) Ensure data collected is accurate to include not limited to: intakes, assessments, staffings, life skill services, age-appropriate accomplishments, service provision, supervision, extended foster care, postsecondary educational services and support, aftercare, and discharges.
- (2) Monitoring of staff interactions with youth and caregivers and data documentation.
- (3) Supervision and guidance given to staff regarding youth interaction and written documentation.
- (4) Communication with staff and coordination between case managers and independent living staff.

Section III: Performance Measures

Please describe the process by which accountability for performance and quality of services in meeting the performance measures as identified by this RFP will be met. Please describe your continuous process for review and improvement of performance indicators.

- a. 95% of eligible youth ages 13 to 14 years will have an annual staffing completed in accordance with ss. 409.1451, F.S.
- b. 95% of eligible youth age 15 and 15½ years will have an independent living staffing completed every six months in accordance with ss. 409.1451, F.S.
- c. 100% of eligible youth age 16 and 16 ½ years will have a My Pathways to Success Plan completed.
- d. 100% of eligible youth age 17 years and older in out of home care will have a written comprehensive transitional plan.
- e. 100% of Judicial Review Social Study Reports will be submitted twenty (20) days prior to the date of the hearing.
- f. 100% of all requests for aftercare and PESS services will be verified and documented in the youth's case file.
- g. 100% of all PESS recipients will have their eligibility reviewed and documented in their case file on a monthly basis.
- h. 80% of all youth age 13 years and older will receive independent living skills training verified and documented in FSFN on a monthly basis.
- i. 100% of monthly contacts with the young adults will be completed as required.
- j. 95% of face-to-face contacts every 30 days with EFC Clients.
- k. 90% of youth aging out of foster care shall have a high school diploma or equivalent.
- l. 80% of youth shall obtain a learner's permit or driver's license by age 17.

Section IV: Staffing Levels, Training and Supervision

Please describe your proposed minimum staffing levels sufficient to meet the service delivery requirements of this solicitation. Please describe minimum pre-service and in-service training received by staff. Please describe frequency and intensity of supervision to ensure quality of work in the field that includes:

- a.** Ensure an adequate number of qualified and trained staff to provide independent living services.
- b.** Ensure staff is appropriately trained and equipped with resources to the job.
- c.** Supervision and evaluation for quality-of-service delivery.
- d.** Experience, expertise, and professional qualifications/certification of staff.

SECTION V. Cost Proposal

- a.** Please describe a detailed cost proposal consisting of:
 - (1)** Description of financial capability to receive and manage funds.
 - (2)** Projected line-item budget detail. Please note that the maximum amount allowed for indirect costs is 10% of total costs.
 - (3)** A narrative justification of the itemized budget.

APPENDIX B

EVALUATION CRITERIA

Name of Respondent/Organization: _____

Name of Reviewer: _____

Scoring Requirements: To ensure the greatest degree of consistency possible, a scale of 0-3 will be used for each area evaluated. The total will be the evaluator's scores per section.

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

SECTION I: HISTORY OF SERVICE PROVISION

	Criterion	Evaluator Score	Evaluator Comments
1	Respondent describes the agency's approach and philosophy in providing independent living services that includes a mission statement, guiding principles, core values, and history in the community.		
2	Respondent provides examples of previous or current collaborations applied to the delivery of independent living services as well as evidence that shows significant achievement of critical performance outcomes in the delivery of such services.		
3	Respondent provides a brief description of the agency's experience, capacity, organizational infrastructure, and staffing plan in delivering independent living services.		
4	Respondent provides a program model and structure for independent living services.		
5	Respondent provides examples of engaging local communities and resources to meet the specific needs of youth, young adults, and/or family.		
6	Respondent describes how the agency continues to provide services through unforeseen circumstances, i.e., natural disaster or pandemic.		
Total Score for Section I			

SECTION II: SERVICE DELIVERY TASKS AND RESPONSIBILITIES

	Criterion	Evaluator Score	Evaluator Comments
1	Respondent describes in detail the agency's approach and methodology for providing the following services:		
a	Major issues facing youth in out of home care.		
b	Supervisory review of cases and case consultation.		
c	Timely and quality FSFN documentation.		
d	Monthly contact with PESS, Aftercare and under age 18 youth.		
e	Timely home visits with extended foster care youth.		
f	Case planning activities.		
g	Submission of court reports and court attendance.		
h	Transition planning practices.		
i	Life Skills training implementation.		
j	Using resource families and natural supports in the process.		
2	Respondent describes outreach strategies and engagement of youth and young adults for orientation, education on program services, and service engagement. Describe methods to help engage more challenging youth and young adults.		
3	Respondent describes community outreach efforts to include special population and youth placed from other counties. Describe what you consider a successful outreach strategy.		
4	Respondent describes the ability and plan to initiate service delivery immediately upon contract start date.		
5	Respondent provides a detailed explanation of how they will implement independent living program services to include:		
a	Addressing major issues facing foster youth and young adults today.		
b	Leadership strategies within the organization to support the expectations, skill development, and adequate working conditions for staff to succeed with engaging youth and families in independent living services.		
c	Supervisory strategies, innovations, methods, tools, and services utilized to ensure the needs and strengths of our current youth and young adults are met and support independence.		
d	Strategies for incorporating technology into services and partnerships used to ensure		

	youth have necessary equipment and know how to use it.		
e	Experience with strength-based principles.		
f	Scope, approach, and methods specific to youth and young adults in transition to include staff competency and development of support housing.		
6	Respondent describes their plan to provide independent living services to youth and how they assess progress toward goals that include the following:		
a	Performing at grade level or above.		
b	Improving grades and test scores.		
c	Graduating from high school or obtaining the equivalent.		
d	Completing an apprenticeship, internship, or technical certification program.		
e	Completing a two-year post-secondary education or vocational training program.		
f	Completing a four-year post-secondary education.		
g	Obtaining and maintaining full or part time employment.		
h	Connected to benefits if unable to work.		
i	Have health and dental insurance.		
j	Have safe, stable, and affordable housing located near public transportation, work, or school.		
k	Completed a financial literacy course.		
l	Completed life skills training.		
m	Have at least one adult in the community that they could go to for support.		
n	Obtained their driver's license.		
o	Have reliable transportation to school and/or work.		
7	Respondent describes how data is collected for reporting purposes and how data integrity is assured. Describe procedures in place to ensure oversight and supervision of written documentation that includes:		
a	Ensure data collected is accurate to include but not limited to: intakes, assessments, staffings, life skill services, age-appropriate accomplishments, service provision, supervision, extended foster care, postsecondary educational services and support, aftercare, and discharges.		
b	Monitoring of staff interactions with youth and caregivers and data documentation.		
c	Supervision and guidance given to staff regarding youth interaction and written documentation.		
d	Communication with staff and coordination between case managers and independent living staff.		
Total Score for Section II			

SECTION III: PERFORMANCE MEASURES

	Criterion	Evaluator Score	Evaluator Comments
1	Respondent describes the process by which accountability for performance and quality of services in meeting the performance measures as identified by this RFP will be met.		
2	Respondent describes their continuous process for review and improvement of performance indicators.		
Total Score for Section III			

SECTION IV: STAFFING LEVELS, TRAINING AND SUPERVISION

	Criterion	Evaluator Score	Evaluator Comments
1	Respondent describes their proposed minimum staffing levels sufficient to meet the service delivery requirements of this solicitation.		
2	Respondent describes minimum pre-service and in-service training received by staff.		
3	Respondent describes the frequency and intensity of supervision to ensure quality of work in the field that includes:		
a	Ensure an adequate number of qualified and trained staff to provide independent living services.		
b	Ensure staff is appropriately trained and equipped with resources to the job.		
c	Supervision and evaluation for quality-of-service delivery.		
d	Experience, expertise, and professional qualifications/certifications of staff.		
Total Score for Section IV			

SECTION V: COST PROPOSAL

	Criterion	Evaluator Score	Evaluator Comments
1	Respondent describes the financial capability to receive and manage funds.		
2	Respondent outlines a projected line-item budget detail.		
3	Respondent provides a narrative of the itemized budget.		
Total Score for Section V			

Section	Maximum Points	Score
Section I. History of Service Provision	18	
Section II. Service Delivery Tasks and Responsibilities	114	
Section III. Performance Measures	6	
Section IV. Staffing Levels, Training and Supervision	18	
Section V. Cost Proposal	9	
TOTAL POINTS FOR PROPOSAL	165	

By signing below, I attest that I have no known or perceived conflict of interest with this provider proposal.

PRINTED NAME

SIGNATURE

DATE

APPENDIX C

AGENCY AUTHORIZATION

1. Agency Information:

Agency Legal Name:	Mailing Address:
Phone Number:	Fax Number:
Federal Tax Identification Number:	UEI/DUNS Number:
Type of Entity: (Check all That Apply) <input type="checkbox"/> For Profit <input type="checkbox"/> Not for Profit <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor	Currently Licensed: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, date of licensure application

2. Proof of Signature Authority: Agency Official Authorized to Sign Contracts

Name:	
Title:	
Address:	
Phone Number:	
Fax Number:	
Email:	



CIVIL RIGHTS CERTIFICATE

ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE DISCRIMINATION ACT OF 1975, AND THE OMNIBUS BUDGET RECONCILIATION ACT OF 1981.

The applicant provides this assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other Federal financial assistance to programs or activities receiving or benefiting from Federal financial assistance.

The applicant assures that it will comply with:

1. Title VI of Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving or benefiting from Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving or benefiting from Federal financial assistance.
3. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving or benefiting from Federal financial assistance.
4. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving or benefiting from Federal financial assistance.
5. The Omnibus Budget Reconciliation Act of 1981, P.L. 97-35, which prohibits discrimination on the basis of sex and religion in programs and activities receiving or benefiting from Federal financial assistance.
6. All regulations, guidelines, and standards lawfully adopted under the above statutes.

The applicant agrees that compliance with this assurance constitutes a condition of continued receipt of or benefit from Federal financial assistance, and that it is binding upon the applicant, its successors, transferees, and assignees for the period during which such assistance is provided. The applicant further assures that all contractors, subcontractors, subgrantees or others with whom it arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the applicant understands that the Grantor may, at its discretion, seek a court order requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.

The person(s) whose signature(s) appear(s) below is/are authorized to sign this application, and to commit the applicant to the above provisions.

Authorized Official(s)

Date

Applicant (Recipient)

Grantor (Program/District)

Applicant Address

City

State

Zip Code

APPENDIX E

NOTICE OF INTENT TO SUBMIT A PROPOSAL

_____ (Respondent Name) wishes to
inform Community Partnership for Children of its intent to respond to the Request for
Proposal

(RFP) entitled _____ RFP# _____.

PLEASE PRINT OR TYPE REQUESTED INFORMATION

Name of Authorized Official: _____

Title of Authorized Official: _____

Signature of Authorized Official: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Date: _____

VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES LISTS

Respondent Vendor Name: _____

Vendor FEIN: _____

Vendor's Authorized Representative Name and Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

Pursuant to section 287.135, Florida Statutes, a company that is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes is prohibited from submitting a proposal for, or entering into or renewing a contract with an agency or local governmental entity, for goods or services for any amount. A company may not bid on, submit a proposal for, or enter into or renew a contract for goods or services of \$1 million or more if the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies that Boycott Israel List, Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject such company to civil penalties, attorney's fees, and/or costs and termination of the contract at the option of the awarding governmental entity.

Certified By: _____,
Print Name *Print Title*

who is authorized to sign on behalf of the above referenced company.

Authorized Signature: _____.

Attachment III

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION CONTRACTS/SUBCONTRACTS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, signed February 18, 1986. The guidelines were published in the May 29, 1987, Federal Register (52 Fed. Reg., pages 20360 - 20369).

INSTRUCTIONS

1. Each provider whose contract/subcontract equals or exceeds \$25,000 in federal moneys must sign this certification prior to execution of each contract/subcontract. Additionally, providers who audit federal programs must also sign, regardless of the contract amount. The Department of Children and Families cannot contract with these types of providers if they are debarred or suspended by the federal government.
2. This certification is a material representation of fact upon which reliance is placed when this contract/subcontract is entered into. If it is later determined that the signer knowingly rendered an erroneous certification, the Federal Government may pursue available remedies, including suspension and/or debarment.
3. The provider shall provide immediate written notice to the contract manager at any time the provider learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "debarred", "suspended", "ineligible", "person", "principal", and "voluntarily excluded", as used in this certification, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the department's contract manager for assistance in obtaining a copy of those regulations.
5. The provider agrees by submitting this certification that, it shall not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this contract/subcontract unless authorized by the Federal Government.
6. The provider further agrees by submitting this certification that it will require each subcontractor of this contract/subcontract, whose payment will equal or exceed \$25,000 in federal moneys, to submit a signed copy of this certification.
7. The Department of Children and Families may rely upon a certification of a provider that it is not debarred, suspended, ineligible, or voluntarily excluded from contracting/subcontracting unless it knows that the certification is erroneous.
8. This signed certification must be kept in the contract manager's contract file. Subcontractor's certification must be kept at the provider's business location.

CERTIFICATION

- (1) The prospective provider certifies, by signing this certification, that neither he nor his principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract/subcontract by any federal department or agency.
- (2) Where the prospective provider is unable to certify to any of the statements in this certification, such prospective provider shall attach an explanation to this certification.

Signature

Date

Name (type or print)

Title

CF 1125

Effective July 2015

(CF-1125-1516)

ATTACHMENT IV

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature: _____

Date: _____

Application or Contract ID Number: _____

Name of Authorized Individual Application or Contractor: _____

Address of Organization: _____

CF 1123

Effective July 2015

(CF-1123-1516)

ATTACHMENT V

CONFLICT OF INTEREST DECLARATION

RFP#: _____

Question	Yes	No
Do you, your immediate family, or business partner have financial or other interests in Community Partnership for Children (CPC) or the recipient(s) of the proposed services?		
Have gratuities, favors, or anything of monetary value been offered to you, your immediate family or your business partner and any employee of Community Partnership for Children?		
Within the 24 months, have you been employed by, or do you plan to seek or accept future employment with, Community Partnership for Children or the recipient(s) of the proposed services?		
Are there any other conditions which may cause a conflict of interest?		
If you answered “yes” to any of the above questions provide a written explanation of your answer below. Please attach additional explanations as needed.		

I declare all of the above questions are answered truthfully and to the best of my knowledge.

Name

Date

Title

Company