



CONTRACTED SERVICES

REQUEST FOR PROPOSAL

RFP CPC-FY-25-NJS

NON-JUDICIAL SERVICES

Closing Date/Time: May 9, 2025, at 3:00 PM

Contact Person:
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135 Executive Circle
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TABLE OF CONTENTS

SECTION 1. INTRODUCTION

- 1.1 Statement of Need
- 1.2 Background
- 1.3 Statement of Purpose
- 1.4 Terms of Agreement

SECTION 2. SOLICITATION PROCESS

- 2.1 Contact Person
- 2.2 Schedule of Events & Deadlines
- 2.3 Explanation of Important Events & Deadlines

SECTION 3. MINIMUM PROGRAM REQUIREMENTS

- 3.1 Major Program Goals
- 3.2 Clients Served
- 3.3 Service Elements, Delivery & Availability
- 3.4 Staffing Requirements

SECTION 4. INSTRUCTION TO RESPONDENTS TO THE SOLICITATION

- 4.1 General Requirements
- 4.2 Respondent Disqualification

SECTION 5. SELECTION METHODOLOGY

- 5.1 Evaluation Criteria
- 5.2 Proposal Format (Appendix A)
- 5.3 Vendor Application Packet (Mandatory)
- 5.4 Application Instructions

- APPENDIX A: PROPOSAL FORMAT
- APPENDIX B: EVALUATION CRITERIA
- APPENDIX C: AGENCY AUTHORIZATION
- APPENDIX D: CIVIL RIGHTS CERTIFICATE
- APPENDIX E: NOTICE OF INTENT

- ATTACHMENT II: VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES LIST
- ATTACHMENT III: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
- ATTACHMENT IV: CERTIFICATION REGARDING LOBBYING
- ATTACHMENT V: CONFLICT OF INTEREST DECLARATION

NON-JUDICIAL SERVICES

SECTION 1: INTRODUCTION

1.1 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 non-judicial services to children and families in our service area.

CPC is interested in providers that are qualified, competent and have the capacity to provide in-home non-judicial services to help prevent the removal and out-of-home placement of children deemed unsafe in Volusia, Flagler, and Putnam Counties.

Effective July 1, 2025, Community Partnership for Children intends to award one contract as result of this solicitation. The provider shall have full responsibility for all non-judicial 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.

1.2 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 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.

1.3 Statement of Purpose

Community Partnership for Children believes that prevention and early intervention services provided to children and families are vital to averting the removal of the child from the home or disruption to the family. Non-judicial services promote a child's need for physical, mental, and emotional health and a safe stable, living environment while strengthening the family life.

Community Partnership for Children encourages Woman, Veteran, and Minority-owned smaller businesses and organizations and minority business enterprises certified by the State of Florida to participate in the RFP process. Community Partnership for Children shall not discriminate against

a potential provider or proposal for service based on race, creed, sex, religious orientation, or affiliation. All providers shall be accorded fair and equal treatment.

1.4 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 the initial term of this agreement is July 1, 2025. 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.

Unless this contract is renewed or extended, the initial agreement will end no later than June 30, 2026, 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 2: THE SOLICITATION PROCESS

2.1 Contact Person

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

2.2 Timeline: Schedule of Events and Deadlines

Activity	Due Date	Time	Address
Release of RFP	03/7/25	3:00 PM (EST)	www.communitypartnershipforchildren.org
Submission of written inquiries	03/25/25	By 4:00 pm	Community Partnership for Children Becky Symons, Contract & Compliance Manager Becky.Symons@cbcvf.org
CPC Responses to all inquiries provided	03/28/25	By 4:00 pm	www.communitypartnershipforchildren.org
Notice of Intent to Submit a Proposal (Appendix E)	04/02/25	By 4:00 PM	Community Partnership for Children Becky Symons, Contract & Compliance Manager Becky.Symons@cbcvf.org

Proposals due to CPC	05/09/25	By 3:00 pm	Community Partnership for Children Becky Symons Contract and Compliance Manager Becky.Symons@cbcvf.org
Post Intent Award Notice	05/23/25	By 4:00 pm	www.communitypartnershipforchildren.org
Protest Deadline	05/28/25	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	0701/2025	N/A	N/A

CPC reserves the right, at its sole discretion, to adjust the RFP Schedule of Events as it deems necessary. Any adjustment to the Schedule of Events shall constitute an RFP amendment, and CPC will communicate such to prospective Respondents from whom CPC has received a Notice of Intent to Submit a Proposal.

2.3 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

A Notice of Intent to Submit a Proposal creates no obligation for submitting a response, however, it is necessary to ensure receipt of any RFP amendments or other notices and communications relating to this RFP.

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

CPC prefers proposals to be sent by electronic means (email). This electronic submission must comply with the following requirements:

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 and proposal in response to this solicitation (including all required documents referenced in PDF format as an attachment to an email sent to the Procurement Manager's email address. The software used to produce the electronic file must be Adobe portable document format (PDF) version 6.0 or higher. If 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 "Non-Judicial Services- RFP CPC-FY-25-NJS" and delivered to Becky Symons at Becky.Symons@cbcvf.org.

CPC must receive replies no later than 3:00 PM on May 9, 2025.

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 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 function 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 3: MINIMUM PROGRAM REQUIREMENTS

3.1 Major Program Goals include:

- (1) Reducing the number of children removed from their homes due to abuse or neglect and that can live free from maltreatment.
- (2) Mitigating present and impending danger.
- (3) Providing parent(s)/legal guardian(s) with information that empowers them.
- (4) Seeking to build partnerships with the parent(s)/legal guardian(s) and their resource network to collect sufficient information to complete the family assessment and develop safety plans.
- (5) Engaging the families in developing the case plan, which includes goals for what must change, related to enhancing Caregiver Protective Capacities and the identification of treatment services.
- (6) Partnering with the family, the family's network, other professionals, and community partners to promote commitment and accountability of the family and all team members toward common goals for the family.
- (7) Collecting and documenting the effectiveness of intervention services and tracking the completion and success rate of the various services to which clients are referred. This information may then be used to direct future service and program development.
- (8) Promoting resilience in families by promoting emotional, psychological, and social well-being of children and their families.

3.2 Clients to be Served:

a. General Description

CPC is seeking a qualified provider to provide services to prevent the removal and out-of-home placement of children deemed unsafe by providing immediate, intensive intervention services to children and families in crisis. A safety plan must be established in response to present and impending danger that addresses the parent's behavior, emotion or condition that results in the child being unsafe. Families must be intensely engaged in timely services and take an active role in the identification of their needs and the enhancement of caregiver protective capacities. Respect and trust must be built and exemplified toward all family members. The case plan to preserve the family must be built around the families' strengths. Services shall be safety-focused, family centered, trauma informed and designed to stabilize the crisis, enhance protective capacities, and manage danger threats to keep the child and family safe.

b. Client Eligibility

Families who are referred by the Department of Children and Families and are determined to be unsafe and in need of in-home, non-judicial intervention to avoid the reoccurrence of child abuse, neglect, or abandonment.

Each child receiving services must be under the age of eighteen (18). Each individual must be a U.S. citizen or a qualified non-citizen, as defined in 414.095(3), F.S. Each individual served must be a Florida resident or have an open child welfare case in Florida Safe Families Network (FSFN).

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.

3.3 Service Elements, Delivery and Availability

a. Service Elements

- (1) Receive and review new referrals from the department or CPC within twenty-four (24) hours during business hours.
- (2) Engage the family in the Case Transfer Conference to introduce the case manager and build rapport and trust with the family.
- (3) Conduct the initial contact with the family within two (2) business days of the Case Transfer Conference.
- (4) Provide crisis management to control the family's perceived threatening situation or event by de-escalating and halting the crisis, mobilizing problem solving, reinforcing caregiver participation in the safety plan, reinforcing safety management, and avoiding disruption of the safety plan.

- (5) Use the DCF CPI FFA-Investigation assessment for further assessment of the underlying family conditions related to impending danger and caregiver protective capacities.
- (6) Collect additional information to complete a Family Functioning Assessment-Ongoing (FFA-O).
- (7) Gather information and update it as underlying issues, including trauma histories are identified and as the family situation changes.
- (8) Develop and implement the Non-Judicial Case Plan with the family using the family's strengths, supports, and areas of need. Continue to assess the sufficiency of information gathered.
- (9) Plan for family change. Identify appropriate interventions and supports necessary to achieve child safety, permanency, and well-being.
- (10) Help the child recover from the effects of maltreatment and trauma, and help restore typical development to the extent possible.
- (11) Form partnerships with family members and people who know and support the family.
- (12) Include parents and other caregivers in case decision-making. Lead and facilitate partnerships with all involved parties to achieve optimum communications, clear roles and responsibilities, and mutual accountability.
- (13) Supervise and monitor the caregiver's behavior while assessing the child's condition and implement specific activities in the safety plan.
- (14) Use the Ongoing Family Functioning Progress Update to monitor, adapt, and assess the progress of case plans.
- (15) Link family members to services and help them navigate formal systems.
- (16) Complete progress updates on case closures in Florida Safe Families Network (FSFN) and notify CPC within two (2) business days of case closure.
- (17) Document initiation of services, contacts, case activity, and services provided in the Florida Safe Families Network (FSFN) within two (2) business days after the actual contact or another event. Ensure records are scanned into FSFN, as appropriate and applicable.

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 main agency location.

c. Service Availability

Services shall be available twenty-four hours a day, seven days a week, for family emergencies and acceptance of referrals. In-home services shall be provided at times that are convenient for families served except for initial contact after receipt of referral.

3.4 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 continuity of service provision to the high-risk population served by ensuring that all direct service professional staff responsible for safety management work a minimum of a full-time schedule not inclusive of paid time off.

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

SECTION 4: INSTRUCTION TO RESPONDENTS TO THE RFP

4.1 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.

4.2 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 charged 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.

SECTION 5: SELECTION METHODOLOGY

5.1 Evaluation Criteria

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.

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.

Other factors which may be considered include:

- Expertise demonstrated by historical provision of the service being requested, or a closely related service.
- Longevity of service and previous experience in operation of a similar service.
- Reputation for performance and services.
- Financial proposal to include stability and condition.
- 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.

5.2 Proposal Format (Appendix A)

The required format proposal is attached as Appendix A.

5.3 Vendor Application Packet (Mandatory)

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

5.4 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 non-judicial services. This should include your mission statement, guiding principles, core values and history in the community.
- b. Please provide a description of your agency's history of collaborative service delivery to families that are involved in child protective services. This should include information on your service delivery to children and families involved with the Department of Children and Families. Describe the comprehensive and integrated type of programming delivered.
- c. Please provide some examples of previous or current collaborations applied to the delivery of non-judicial services as well as evidence that shows significant achievement of critical performance outcomes in the delivery of such services.

Section II: Service Delivery Tasks and Responsibilities

- a. Please provide a detailed explanation of the individual/organization's experience with the proposed services. Describe how the mission and service delivery experiences support non-judicial.
- b. Please describe your protocol for receipt of referral, intake/orientation, and service provision.
- c. Please describe your ability and plan to initiate service delivery immediately upon the contract start date.
- d. Please describe your agency's experience working with evidence-based and trauma informed care and how you will utilize the services in your program.
- e. Please provide a detailed explanation of how you will implement a non-judicial services program to include:
 - (1) Leadership strategies within the organization to support the expectations, skill development, and adequate working conditions for staff to succeed with engaging children and families in services, building rapport, ensuring timely and consistent information sharing with referral sources, and community partners/stakeholders.
 - (2) Supervisory strategies, methods, and tools to ensure timely service provision, review, and steps toward positive engagement.
 - (3) Strategies to support partnerships with other service providers for maximum service provision.

(4) Agency's experience with strength-based principles.

- f. Please describe how your program will provide services to prevent children from entering out of home care.
- g. Please describe your plan to provide quality assurance practices and continuous quality improvement initiatives.
- h. 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) Records accurately reflect actual performance.
 - (2) Maintains record confidentiality, as required.
 - (3) Reports participant, performance, and financial data, as required.
 - (4) Describe how your agency will monitor, by case and by staff, to ensure services are documented in FSFN, as applicable.

Section III: Performance Measures

Please describe the process by which accountability for performance and quality of services in meeting the performance measures as outlined below:

- 1. **95%** of children shall not experience verified maltreatment during service provision.
- 2. **95%** of children served shall not have an out of home care placement.
- 3. **100%** of all initial face to face contacts will occur within two (2) business days of Case Transfer Conference.
- 4. **95%** of initial Family Team Meetings will occur within five (5) business days after the initial contact with the family.
- 5. **100%** of initial On-Going Family Functional Assessments will be completed within thirty (30) calendar days after initial contact with the family.
- 6. **95%** of children served that completed the program shall not experience a verified maltreatment within six (6) months of case closure.
- 7. **100%** of cases closed will have a case closure progress update in FSFN and notification to CPC within two (2) business days of case closure.
- 8. **80%** of families who receive, and complete services will be satisfied overall with services received.

Please describe a continuous process for review and improvement of performance indicators.

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 the minimum pre-service and in-service received by staff. Please describe staffing patterns, access to procedures, data management processed and resources. 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 non-judicial services.
- b. Ensure staff are appropriately trained and equipped to do the job.
- c. Supervision and evaluation for quality-of-service delivery.
- d. Experience, expertise, and professional qualifications/certifications of staff.
- e. Plan to maximize employee retention and conduct an annual assessment on the effectiveness of such workforce retention efforts.

SECTION V. Cost Proposal

- a. Please describe a detailed cost proposal consisting of:
 - (1) Description of financial capability to receive and manage funds.
 - (2) Describe your agency's experience in securing additional funding sources/donations to enhance service delivery to families.
 - (3) Projected line-item budget detail. Please note that the maximum amount allowed for indirect costs is 10% of total costs unless a rate has been federally approved.
 - (4) 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 mission, philosophy, and purpose as it pertains to non-judicial services. This should include a mission statement, guiding principles, core values, and history in the community.		
2	Respondent describes their history of collaborative service delivery to families that are involved in child protective services. This should include information on service delivery to children and families involved with DCF. Respondent describes the comprehensive and integrated type of programming delivered.		
3	Respondent provided examples of previous or current collaborations applied to the delivery of non-judicial services as well as evidence that shows significant achievement of critical performance outcomes in the delivery of such services.		
Total Score for Section I			

APPENDIX B

SECTION II: SERVICE DELIVERY TASKS AND RESPONSIBILITIES

	Criterion	Evaluator Score	Evaluator Comments
1	Respondent describes the organization's experience with the proposed services. Respondent describes how the mission and service delivery experiences support non-judicial.		
2	Respondent describes their protocol for receipt of referral, intake, orientation, and service provision.		
3	Respondent describes their ability and plan to initiate service delivery immediately upon contract start date.		
4	Respondent describes their agency's experience working with evidence-based and trauma informed care and how you will utilize the services in their program.		
5	Respondent provided a detailed explanation of how they will implement a non-judicial services program to include:		
a	Supervisor strategies, methods, and tools to ensure timely service provision, review, and steps toward positive engagement.		
b	Strategies to support partnerships with other service providers for maximum service provision.		
c	Agency's experience with strength-based principles.		
6	Respondent describes how their program will provide services to prevent children from entering out of home care.		
7	Respondent describes their plan to provide quality assurance practices and continuous quality improvement initiatives.		
8	Respondent describes how data is collected for reporting purposes and how data integrity is assured. Respondent describes procedures in place to ensure oversight and supervision of written documentation that includes:		
a	Records accurately reflect actual performance.		
b	Maintains record confidentiality, as required.		
c	Reports participant, performance, and financial data, as required.		
d	Describes how the agency will monitor, by case and by staff, to ensure services are documented in FSFN, as applicable.		
Total Score for Section II			

APPENDIX B

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 following performance measures:		
a	95% of children shall not experience verified maltreatment during service provision.		
b	95% of children served shall have not out of home care placement.		
c	100% of all initial face to face contacts will occur within two (2) business days of the Case Transfer Conference.		
d	95% of initial Family Team Meetings will occur within five (5) business days after the initial contact with the family.		
e	100% of initial On-Going Family Functional Assessments will be completed within thirty (30) calendar days after initial contact with the family.		
f	95% of children served that completed the program shall not experience a verified maltreatment within six (6) months of case closure.		
g	100% of cases closed will have a case closure progress update in FSFN and notification to CPC within two (2) business days of case closure.		
h	80% of families who receive, and complete services will be satisfied overall with services received.		
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 the minimum pre-service and in-service training received by staff.		
3	Respondent describes staffing patterns, access to procedures, data management processed and resources.		
4	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 non-judicial services.		
b	Ensure staff appropriately trained and equipped to the job.		
c	Supervision and evaluation for quality-of-service delivery.		

APPENDIX B

d	Experience, expertise, and professional qualifications/certifications of staff.		
e	Plan to maximize employee retention and conduct an annual assessment on the effectiveness of such workforce retention efforts.		
Total Score for Section IV			

SECTION V: COST PROPOSAL

	Criterion	Evaluator Score	Evaluator Comments
1	Respondent describes financial capability to receive and manage funds.		
2	Respondent describes the agency’s experience in securing additional funding sources/donations to enhance service delivery to families.		
3	Respondent describes a detailed line-item budget proposal with a narrative justification for the itemized budget.		
Total Score for Section V			

SECTION VI: FINAL SCORE TABULATION

Section	Maximum Points	Score
Section I. History of Service Provision	9	
Section II. Service Delivery Tasks and Responsibilities	39	
Section III. Performance Measures	27	
Section IV. Staffing Levels, Training and Supervision	24	
Section V. Cost Proposal	9	
TOTAL POINTS FOR PROPOSAL	108	

By signing below, I attest that I have no known or perceived conflict of interest with this provider’s 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 for 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)

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)

Conflict of Interest Questionnaire

(Title of Solicitation/Contract Number)

- | | YES | NO |
|---|--------------------------|--------------------------|
| 1. Do you, your immediate family, or business partner have financial or other interests in any potential vendor? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have gratuities, favors, or anything of monetary value been offered to you or accepted by you from any potential vendor? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you been employed by any potential vendor within the last 24 months?..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you plan to obtain a financial interest, e.g., stock, in any potential vendor? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you have any affiliations with Non-Profit Organizations or other local organizations that could be affected by this solicitation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Do you plan to seek or accept future employment with any potential vendor? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Do you have any other conditions which may cause a conflict of interest? | <input type="checkbox"/> | <input type="checkbox"/> |

If you answered "yes" to any of the above questions, please provide a written explanation of your answer below.

CERTIFICATION (Check the appropriate choice: A or B, and sign)

- A.** I am not aware of potential impairment to my independence or objectivity, nor of any circumstances that could be perceived as impairment.
- B.** I am aware of potential impairment to my independence or objectivity and/or circumstances that could be perceived as impairment. I disclose this fully on the attached page(s).

I acknowledge my ongoing obligation to disclose any emerging or newly discovered potential or perceived impairment promptly to my supervisor.

Signature: _____ Date: _____

MANAGEMENT REVIEW:

- If A above:** no management signature required. File form in work papers.
If B above: review attachment and indicate decision below. Sign and date form.

- The employee may participate in the [procurement/evaluation/negotiation/contract management] without limitation.
- The employee may not participate in the [procurement/evaluation/negotiation/contract management] at all.
- The employee may participate in the [procurement/evaluation/negotiation/contract management], but participation will be limited as follows:

Signature: _____ Date: _____

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

Name (type or print)

Signature

Date