



ChildNet, Inc.

Request for Applications

Placement Options for Adolescents and Siblings

Broward County

RFA #CN2019-01

RFA Official Posting: <https://www.childnet.us/request-proposals>

Date: Friday, April 17, 2020, at 3:00 PM

RFA Response Due Date: Thursday, May 14, 2020 at 3:00 PM

Contact Person:

Denesee Rankine-Palmer, MBA, CPCM

Procurement Manager

ChildNet, Inc.

1100 W. McNab Road,

Fort Lauderdale, Florida 33309

(954) 414-6000

Table of Contents

| | |
|--|-------------|
| Section I. Instructions to Applicants | Page |
| A. Statement of Purpose | 3 |
| B. Statement of Need | 3 |
| C. Application Process and Minimum Requirements | 4 |
| D. Evaluation of Applications and Notification of Awards | 5 |
| Section II. Specifications of Applications | |
| A. Overview | 7 |
| B. Narrative | 8 |
| C. Cost Pricing and Method of Payment | 10 |
| Section III. General Information | |
| A. Contact | 10 |
| B. Convicted Vendors | 10 |
| C. Discriminatory Vendors | 10 |
| Section IV. Subcontract Criteria | |
| A. Contract Formation | 11 |
| B. Length of Contract | 11 |
| C. Subcontract Criteria | 11 |
| D. Conflict of Interest | 11 |
| E. Taxes | 11 |
| Section V. Attachments | |
| Attachment 1 – Unit Description and Cost Summary | 11 |
| Attachment 2 – Signature Page | 11 |
| Attachment 3 - Network Provider Application Form | 11 |
| Attachment 4 – Budget and Budget Narrative | 11 |
| Attachment 5 – Sample Standard Contract | 11 |

Request for Applications Placement Options for Adolescents and Siblings

I. INSTRUCTIONS TO APPLICANTS

A. STATEMENT OF PURPOSE

ChildNet, Inc. has been chosen by the Florida Department of Children and Families to serve as the Community Based Care (CBC) lead agency in both Broward and Palm Beach Counties. As such, it is the single private non-profit entity responsible for administration of the local child welfare systems in each county. It fulfills this responsibility by managing comprehensive networks of child welfare services providers. The agency's mission is to protect abused, abandoned and neglected children in the communities it serves. Fulfillment of this mission requires input and support from community stakeholders and services providers.

ChildNet's service network is designed to provide a comprehensive array of services that facilitate the safe and timely reunification of children with their families or other alternate permanency outcomes. During their stay in the dependency system, it is ChildNet's goal to place children in the least restrictive setting that will meet each child's specific needs. In order to accomplish this goal, ChildNet subcontracts with multiple Child Caring and Child Placing Agencies to provide a continuum of residential settings that may include residential group homes, traditional, enhanced, professional and therapeutic foster care services. Although ChildNet is among the leaders within the State of Florida in the total number of foster homes recruited and licensed each year, there are still shortages in the amount of families willing to care for teenagers where they can thrive successfully to their fullest potential.

Thus far this fiscal year, the average number of children placed in out-of-home care is 1,383, of which 693 (49.98%) are placed with relatives/non-relatives, 76 (5.54%) are placed in other settings, 472 (34.23%) are placed in foster homes, and 141 (10.26%) are placed in residential group homes. The majority of children currently residing in residential group homes are adolescent youth and sibling groups. As ChildNet is steadfast in its dedication to protecting children and successfully increasing the outcomes related to adolescent placement stability and fostering sibling connections, it is imperative to develop and increase family-like placement options for adolescents and siblings that will keep children in Broward County and provide specific services that will meet each child's individualized needs.

Through this Request for Applications (RFA), ChildNet is seeking unique and specifically developed family-like placement options to meet the needs of adolescent males and females between the ages of 13 and 17, sibling groups with a significant range between their ages or instances where one sibling has greater needs than the other which may prevent placement together in the same home. **The deadline for responses to this Request for Applications is 3:00 p.m., on Thursday, May 14, 2020.**

B. STATEMENT OF NEED

ChildNet is seeking applications from for-profit and non-profit organizations in response to this Request for Applications. While the least restrictive and most preferred level of care is foster homes that are developed and specifically trained to care for adolescent males and females and

sibling groups, ChildNet is open to the submission of applications for other family-like residential settings as well that will successfully serve the identified target population. The Respondent must demonstrate that the proposed setting and programming will be successful for the selected target population.

Services provided to youth must be appropriate to develop age appropriate independent living skills; help youth attain educational goals, including graduation from high school with opportunities for higher education or vocational training; help the youth secure meaningful employment; ensure the youth has access to health care services; provide the youth with ongoing and consistent opportunities to develop permanent connections within the community; and provide services, such as but not be limited to, mentoring, educational tutoring, and behavioral and mental health services.

Services provided to siblings must incorporate and support reconnecting and strengthening the bond between siblings, maintaining contact with siblings who may have aged out of care or are placed with relatives, placement stability and intervention that will be provided to children and families caring for sibling groups, and if siblings must be separated while residing in the home, the respondent must identify how the sibling connection will be positively maintained when one child leaves the home.

This Request for Applications is to collect proposals to meet the needs of the below Target Populations.

Target Population One

Adolescent males and females ages 13 to 17 who have traditionally displayed difficulty remaining stable in foster homes and other residential settings. Minimally, these children may have experienced multiple placement failures and typically exhibit maladaptive behaviors that make placement difficult, such as running away, truancy, authority defiance, and sexually reactive behaviors. Youth are in need of appropriate independent living skills. Proposals to provide residential group homes for Target Population one must be for no more than four (4) youth.

Target Population Two

Sibling groups who cannot be easily accommodated in a foster home due the size of the sibling group, difficulty accommodating siblings of opposite gender or siblings with large age disparity, and the inability to meet the diverse and individualized needs of each child.

C. APPLICATION PROCESS AND MINIMUM REQUIREMENTS

1. Applications must be prepared in compliance with provisions of this RFA. Failure to comply with all provisions of this RFA may result in disqualification of the application.
2. All applications must be in writing to be considered and received by email or hand delivered no later than 3:00 p.m., local time on Thursday, May 14, 2020. The email address for submission is Proposals@ChildNet.us. Any application received after the date and time stipulated will not be considered.
3. Applications may be hand delivered to the following address:

ChildNet, Inc.
Attention: Procurement Manager
Denesee Rankine-Palmer, MBA, CPCM
1100 W. McNab Road,
Fort Lauderdale, FL 33309

4. Before submitting the application, Respondents will have the opportunity to ask questions. All questions must be in writing and directed only to Denesee Rankine-Palmer at drankine-palmer@childnet.us between April 20, 2020 and April 21, 2020. Questions must be sent via email with the subject line titled: RFA #CN2019-01. All questions and answers will be addressed via posting on the ChildNet website to be available to all Respondents. Questions and answers will be posted at <https://www.childnet.us/request-proposals> by 5:00pm on April 23, 2020. This is the only source of official information regarding this RFA.
5. Services which are not specifically requested in this RFA but are necessary to provide the functional capabilities proposed by the Respondent should be included in the application.
6. No allowance will be made after applications are received for oversight, omission, error or mistake by Respondent.
7. All applications and any accompanying documents become the property of ChildNet and will not be returned.
8. ChildNet will not be liable in any way for any costs incurred by Respondents in the preparation of their applications in response to this RFA.
9. ChildNet reserves the right to withdraw this RFA at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
10. Receipt of application materials by ChildNet or submission of an application to ChildNet offers no rights against ChildNet nor obligates ChildNet in any manner.
11. ChildNet reserves the right to accept or reject any and all applications, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if ChildNet determines that doing so will be in the best interests of ChildNet, the network and its clients. ChildNet may reject any response not submitted in the manner specified by the solicitation documents. Any such waiver shall not modify any remaining RFA requirements or excuse the Respondent from full compliance with the RFA specifications and other contract requirements if the Respondent is awarded the contract.
12. Application must be signed by an officer of the Respondent who is legally authorized to obligate the Respondent to a contract.

D. EVALUATION OF APPLICATION AND NOTIFICATION OF AWARD(S)

1. ChildNet avoids procuring unnecessary or duplicative items and where appropriate, an analysis is completed to determine the most economical approach.

2. ChildNet seeks to buy the best services at the most favorable, competitive prices and to give all qualified businesses, including those that are owned, by minorities, women, veteran, persons with a disability, and small business enterprises an opportunity to do business with ChildNet as a subcontractor. ChildNet, at its sole discretion, shall determine whether particular Respondents have the basic qualifications to conduct the desired service for ChildNet. In determining whether a Respondent possesses the basic qualifications to operate, ChildNet may consider the following:
 - a. Respondent's general reputation for performance and service;
 - b. Respondent's longevity of service (number of years) and previous experience in operation of requested services;
 - c. Respondent's financial condition; and
 - d. Respondent's status as a formal Network Provider. *(Network Provider Application form and instructions are included as Attachment #3 of this Request for Applications)*
3. Whenever possible, specially designed vendors demonstrating State or Federal qualifications in their applications as a Certified Minority Business Enterprise, Veteran, Small Business or ADA will be given greater consideration in the selection process.
4. All applications will be evaluated and scored according to a uniform set of criteria and by an evaluation team consisting of ChildNet staff. ChildNet reserves the right to also include other community personnel who ChildNet believes will add value to the rating process. ChildNet's evaluation team may take up to 14 days to review all applications received. The evaluation team may then elect to conduct interviews with one or more of the Respondents at a date, time, and place to be announced. Recommendations are made based upon the scores from the evaluation team and consideration of all other relevant factors outlined in the procurement document. Recommendations for contract awards shall be made by the Chief Financial Officer and presented to ChildNet's CEO.
5. ChildNet reserves the right to accept or reject in part or in whole any or all applications submitted.
6. Prior to contract award, ChildNet reserves the right to seek clarifications or request any information deemed necessary for proper evaluation of submissions from all respondents deemed eligible for contract award. Failure to provide requested information may result in rejection of the response. Clarifications or corrections shall not alter the Respondent's price contained in the cost proposed.
7. ChildNet reserves the right to negotiate further with the successful Respondent. The content of the RFA and the successful Respondent's application will become an integral part of the contract, but may be modified by the provisions of the contract.
8. By submission of applications pursuant to this RFA, Respondents acknowledge that they are amenable to the inclusion in a contract of any information provided either in response to this RFA or subsequently during the selection process.
9. Contract(s) will be awarded to the responsible and responsive Respondent(s) whose application is determined by ChildNet's CEO to be the most advantageous to ChildNet and its clients, taking into consideration the price and other criteria set forth in this RFA.

A valid and enforceable contract exists when an agreement is fully executed between ChildNet and the Respondent.

10. **Final announcement of award(s) will be posted on ChildNet's website no later than 5:00 pm on June 5, 2020.** Notice of Awards is posted for a minimum of 72 hours. **It is ChildNet's intent to enter into a contract with an organization(s) on or after July 1, 2020.**
11. All Respondents have the right to protest the award. Parties wishing to protest a contract award shall file a notice of protest in writing to ChildNet's Procurement Manager within 72 hours after the award is posted on ChildNet's website. The formal written protest shall be filed within 10 calendar days after the date the notice of protest is filed.
12. When protesting a decision, the protesting party must post a bond equal to one percent (1%) of the estimated contract amount. The estimated contract amount shall be based upon the contract price submitted by the protestor. If no contract price was submitted, ChildNet shall provide the estimated contract amount to the protestor within 48 hours of the receipt of the protest notice (excluding Saturdays, Sunday and agency recognized holidays). Failure to file the proper bond at the time of filing the formal written protest will result in a rejection of the protest. In lieu of a bond, ChildNet will accept a cashier's check, official bank check, or money order in the amount of the bond.
13. Upon receipt of the formal written protest and 1% bond, all negotiations with the selected Respondent(s) ceases until the protest is resolved.
14. The Procurement Manager will provide the protest information to ChildNet's CEO to be reviewed with ChildNet's Senior Management committee. This committee will investigate the complaint and issue a written finding and resolution to the protesting party. This protest procedure provides recourse to bidders who believe that their application did not receive proper consideration. Bidders entering a protest should be prepared to document specific factors, which put the aggrieved bidder at a competitive disadvantage, and/or document violations of specific sections of state or federal regulations and the procedures set forth in the respective competitive procurement solicitation document. ChildNet reserves the right to refuse to consider an appeal that does not identify specific procedural shortcomings.

II. SPECIFICATIONS OF APPLICATIONS

A. OVERVIEW

Each application shall include the following five items:

1. Narrative Description of Proposed Services which includes information on the General Qualifications of the Applicant and Narrative Description of the proposed services. The narrative shall be limited to 10 pages, double spaced and in either Times New Roman 12-point or Arial 11-point type.
2. Unit Description and Cost Summary- **Attachment #1**
3. Signature Page – **Attachment #2**

4. Completed Network Provider Application Form- **Attachment #3**
5. Budget and Budget Narrative Form – **Attachment #4**

B. NARRATIVE

All applications shall include a detailed description of the services to be provided, how they will be delivered, and how they will meet the goals of the contract set forth in this procurement document. Applications should minimally include discussion of or consider the following:

1. General Qualifications

- a. Organizational Capacity: Describe the agency's years in business and experience providing the proposed services.
- b. Workforce Stability: Describe efforts that will be implemented to recruit and retain staff and reduce turnover among those who have direct contact with children. Provide a detailed response of how the agency maintains a stable workforce and the steps that are taken or will be developed to address staff turnover while ensuring consistent staff supervision is still provided even when temporary staff turnover occur.
- c. Financial Stability and Insurance Coverage: Provide a statement of the agency's current financial position and the ability to fiscally support the requirements for the proposed program. Respondents are required to submit the most current audited financial statement and management letter as applicable. Respondents should also describe the current insurance coverage and willingness to comply with the minimum required amounts as listed in **Attachment #5**.
- d. Collaborative Partners: Describe, if any, the agency's relationship with other organizations or professionals that are critical or necessary to the delivery of the proposed services. Please include signed Memorandums of Agreement that details how each organization or partner will collaborate to provide services that will strengthen families and eliminate barriers in accessing services.

2. Narrative Description of Services – Specific Scope of Work

ChildNet is seeking applications from for-profit and non-profit community-based organizations for proposals to provide residential services in family-like settings for adolescent youth and sibling groups. Respondents must demonstrate that the services being proposed are tailored to meet the needs of the identified population.

Applications submitted should include detailed description of the services to be provided, how they will be delivered, and how they will meet the objectives referenced in this RFA. ChildNet encourages Applicants to submit as comprehensive and explicit a response as reasonably possible. Broad generalizations and simple statements will not provide ChildNet with the information needed to properly evaluate the effectiveness and potential

success of the proposed approach and services. Additionally, the following guidelines and program components should be considered and discussed in the application:

- a. Target population: Provide a number of how many clients will be served. Include any evidence or best practice research that suggests that the proposed programming will be successful with the proposed target population.
- b. Program services: Describe in detail the services that will be provided.
 1. Define the target population to be served.
 2. Describe the specific service components, activities, resources and supports that will be provided.
 3. Consideration should be given to provide specialized training for the staff to meet the mental and behavioral health needs of the children being served.
 4. Describe the Behavior Management strategy that will be utilized throughout the program including the initial and ongoing competency-based training. Respondents must discuss why the selected Behavior Management strategy is the most appropriate for working with the identified target population in the selected setting.
 5. Provide evidence indicating or suggesting that these program services will be successful with the target population. In the absence of actual data or evidence, provide a logical explanation for your expectation that the proposed services will be effective in promoting, facilitating and supporting placement stability, improved behaviors, and successful discharge.
- c. Assessment: Describe any and all assessments that will be used to identify client eligibility, needs and strengths, to direct service planning and evaluate progress.
- d. Implementation Plan of Operation Readiness: Outline timelines and critical milestones associated with the implementation of the program by July 1, 2020.
- e. Staffing: Include a detailed description of proposed staffing pattern. Include each position's responsibilities, educational requirement, work experience, and all specialized training requirements that will be provided for each position. Provisions for competent and adequate supervision and administrative oversight must also be included.
- f. Equipment and Supplies: Equipment needed to perform services described in the application should be included in the budget and a description and justification for such expenses must be included in the budget narrative, **Attachment #4**.
- g. Outcome measurement: Develop proposed outcome measures related to (1) placement stability, (2) academic engagement and increased attendance, (3) reduction in runaway behavior, and (4) reduction in Baker Acts and arrests, that will be used to demonstrate the effectiveness of the proposed programming. Describe how the necessary data will be gathered to actually measure the outcomes. Include proposed timeframes for measuring and reporting outcome progress. If data gathering will require the efforts of other agencies or entities, present proof of their willingness to assist or describe the efforts that have been made to ensure their cooperation. Additional outcome measures and data

collection may be required and may be related to re-abuse, medical and dental well-being, and placement stability.

C. COST PRICING AND METHOD OF PAYMENT FOR PROPOSED SERVICES

Respondents must define all units of service for their application and identify the cost of providing each unit. Pricing for individual unit costs must be documented on **Attachment #1**. Respondents are encouraged to demonstrate their ability to access services that ChildNet does not typically pay for but will support the enhanced quality of services necessary for the program to be successful. Actual payment for services is contingent upon an annual appropriation by the Legislature and subject to the availability of funds.

Respondents must submit a proposed line item budget that supports the services and substantiates the proposed unit cost (occupied bed day). Cost and budgets must be submitted on the forms provided and the budget must include a detailed justification for each expense. ChildNet will not provide funding to supplant any other source of funds.

III. GENERAL INFORMATION

A. CONTACT

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer concerning any aspect of this solicitation, except in writing to the Procurement Manager or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

B. CONVICTED VENDORS

A person or affiliate placed on the convicted vendor list following a conviction for a public entity crime is prohibited from doing any of the following for a period of 36 months from the date of being placed on the convicted vendor list:

- a. submitting a bid on a contract to provide any goods or services to a public entity;
- b. submitting a bid on a contract with a public entity for the construction or repair of a public building or public work;
- c. submitting bids on leases of real property to a public entity;
- d. being awarded or performing work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and
- e. transacting business with any public entity in excess of \$3,500.

C. DISCRIMINATORY VENDORS

An entity or affiliate placed on the discriminatory vendor list pursuant to §287.134, F. S. may not:

- a. submit a bid on a contract to provide any goods or services to a public entity;
- b. submit a bid on a contract with a public entity for the construction or repair of a public building or public work;

- c. submit bids on leases of real property to a public entity;
- d. be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity; or
- e. transact business with any public entity.

IV. SUBCONTRACT CRITERIA

A. CONTRACT FORMATION

This is a Request for Proposals only. Proposals will be treated as offers to enter into a contract with ChildNet. The written acceptance of the Respondent's Proposal by ChildNet shall constitute a contract, pending execution of a formal written contract satisfactory to both ChildNet and the respondent.

B. LENGTH OF CONTRACT

ChildNet intends to enter into a multi-year contract with the selected respondent on or after July 1, 2020 and with the option of two additional 12-month renewal periods that will ultimately expire on June 30, 2023. Each renewal shall be made by mutual agreement of the Parties and contingent upon satisfactory performance evaluations as determined by ChildNet and be subject to the availability of funds.

C. SUBCONTRACT CRITERIA

If awarded a contract, Respondent(s) must be able to comply with all sections of ChildNet's standard core contract utilized with Network Providers. Specific criteria pertaining to insurance requirements, indemnification, employee background screening, applicable federal and state laws, regulations, agency rules and procedures, ChildNet's policies and procedures, and other legal and regulatory details are contained within the core contract. The standard core contract is **Attachment #5** of this Request for Proposal.

D. CONFLICT OF INTEREST

The Respondent shall disclose and describe on **Attachment #2** any business, financial, pecuniary or familial relationship existing between the Respondent (or any officer, agent, or employee of the Respondent) and any officer, employee, agent or board member of ChildNet.

E. TAXES

ChildNet shall not be responsible for any taxes that are imposed on the Respondent. Furthermore, the Respondent understands that it cannot claim exemption from taxes by virtue of any exemption that is provided to ChildNet.

IV. ATTACHMENTS

| | |
|---------------|-----------------------------------|
| Attachment #1 | Unit Description and Cost Summary |
| Attachment #2 | Signature Page |
| Attachment #3 | Network Provider Application Form |
| Attachment #4 | Budget and Budget Narrative Form |
| Attachment #5 | Sample Standard Contract |