



**ChildNet, Inc.**

**Request for Proposals**

**Specialized Residential Homes for Teens**

**RFP #CN2019-02**

**Broward County**

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

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

RFP Response Due Date: Friday, May 29, 2020 at 3:00 PM

**Contact Person:**  
**Denesee Rankine-Palmer, MBA, CPCM**  
**Procurement Manager**  
**ChildNet, Inc.**  
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**Fort Lauderdale, Florida 33309**  
**(954) 414-6000**

## Table of Contents

<b>Section I. Instructions to Respondents</b>	<b>Page</b>
A. Statement of Purpose	3
B. Statement of Need	4
C. Proposal Process and Minimum Requirements	5
D. Evaluation of Proposals and Notification of Awards	6
<b>Section II. Specifications of Proposal</b>	
A. Overview	8
B. Narrative	8
C. Cost Pricing and Method of Payment for Proposed Services	11
<b>Section III. General Information</b>	
A. Contact	11
B. Convicted Vendors	12
C. Discriminatory Vendors	12
<b>Section IV. Subcontract Criteria</b>	
A. Contract Formation	12
B. Length of Contract	13
C. Subcontract Criteria	13
D. Conflict of Interest	13
E. Taxes	13
<b>Section V. Attachments</b>	
Attachment 1 - Unit Description and Cost Summary	13
Attachment 2 - Signature Page	13
Attachment 3 - Network Provider Application	13
Attachment 4 - Budget and Budget Narrative	13
Attachment 5 – Sample Standard Core Contract	13

# Request for Proposals

## Specialized Residential Homes for Teens

### I. INSTRUCTIONS TO RESPONDENTS

#### A. STATEMENT OF PURPOSE

ChildNet, Inc. has been chosen by the Florida Department of Children and Families (DCF) 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.

While many foster children thrive despite childhood trauma, many teens in foster care throughout Florida have multiple placement failures, extensive delinquency histories and exhibit multiple maladaptive behaviors such as running away, truancy and academic deficiencies, defiance, sexually reactive behaviors and substance abuse issues. While no evidence-based program has successfully served the most challenging of these youth, ChildNet has had substantial initial success with a local pilot project located in Palm Beach County. The current **Oak Project: Preventing Male Teen Delinquency Program** has been successfully serving the four most challenging dually dependent and delinquent males in the Palm Beach foster care system since the spring of 2018. Since enrollment in the program, youth arrests have decreased by 75%, school attendance has increased by 42% and academic performance has increased by 44%.

This project serves youth within their community while coordinating services and working closely with various systems such as the Department of Juvenile Justice, Guardian Ad Litem Program, Legal Aid Society, a local Charter School, and the 15<sup>th</sup> Circuit Unified Family Court. Collaborating with the aforementioned entities that have been supporting and monitoring the program since its inception has been instrumental in maintaining placement stability, access to services and limiting juvenile justice commitments.

At the core of the project is the unique partnership with the local charter school that is dedicated to serving this population. With this model, all youth enrolled in the project attends this charter school where one dedicated group home staff member transports the youth and remains on school grounds throughout the entire school day to reinforce and transfer academic and behavioral interventions and gains at the home.

Another very important aspect of the model is the ability to have one Dependency Case Manager, one Targeted Case Manager, and one Juvenile Probation Officer assigned to all four youth. This approach has been instrumental with coordination of services through regular monthly meetings. The youth's team maintains consistent communication when case planning and discussing all aspects of the youth's life. One of the great features of this model is that it reinforces the

importance of serving youth within their community in a well-coordinated system of care that builds upon partnerships in order reduce barriers and deliver quality services to the youth.

## **B. STATEMENT OF NEED**

Modeled on the Oak Street pilot project, ChildNet is seeking proposals from for profit and non-profit community-based accredited organizations that can deliver a similar four (4) bed residential group home program model designed to meet the targeted goals and the needs of teen girls or teen boys. While ChildNet recognizes that the ability to replicate the education component as it is currently operating in the Oak Project may not be feasible, Respondents are expected to develop a program model that considers unique approaches to youth engagement, placement stability, clinical and crisis intervention, and an innovative educational component that will yield success and progress in the youth's education. Respondents are encouraged to be creative and demonstrate relationship(s) through signed Memorandums of Agreements to provide these key components of the program. The selected Respondent will replicate the Oak Street model. Respondent will bring its own valuable perspective and continue to develop this approach to keeping children safe and stable within their local community. Other important components of the program that should be considered are:

1. A family-like residential structure where each youth will have their own separate bedroom.
2. Employing experienced and highly qualified direct-care staff in the home and offering enhanced staff to client ratios 24 hours a day, seven days a week.
3. Program therapist to facilitate therapeutic engagement and crisis stabilization.
4. Coordination with a local education program, where all four youth will attend school.
5. Coordination with local companies and vocational programs, to link youth to part-time employment, internships and/or work-study opportunities.
6. If applicable, a designated staff member to transport and remain with youth while on school grounds to reinforce academic and behavioral interventions and gains at the home.
7. Teaching the youth daily life skills to teach the youth to live independently.
8. Teaching the youth how to develop positive connections with supportive individuals.
9. Community activities for the youth to get involved and give back to the communities where they live.

The purpose of this Request for Proposals (RFP) is to define ChildNet's minimum requirements, solicit proposals, gain adequate information by which ChildNet may evaluate the services proposed by Respondents, and as a result, enter into a contract with the successful Respondent who can meet the goals of the Specialized Residential Homes for Teens described below:

1. Provision of a stable, supportive, therapeutic placement that facilitates reduced Baker Acts and runaways.
2. Reduction of delinquent behavior demonstrated by significant reduction in arrests.
3. Improved academic engagement demonstrated by significant increase in attendance and GPA.
4. Successful preparation for independent adulthood demonstrated by completion of independent living skills training and successful applications for and performance in out-of-school employment and internships.

Responses to this Request for Proposals must address all services that will be provided in the proposed Specialized Residential Homes for Teens including leveraging Medicaid and other funding sources to pay for program services and supplies that cannot be funded by ChildNet. **The deadline for submitting responses to this Request for Proposals is 3:00 p.m., on Friday, May 29, 2020.**

### **C. PROPOSAL PROCESS AND MINIMUM REQUIREMENTS**

1. Proposals must be prepared in compliance with provisions of this RFP. Failure to comply with all provisions of this RFP may result in disqualification of the proposal.
2. Respondents wishing to submit a response to this Request for Proposals must submit a formal letter identifying their **Intent to Submit a Proposal no later than 5:00pm on Thursday, May 7, 2020**. The formal Intent to Submit a Proposal letter must be submitted via email to the Procurement Manager at [DRankine-Palmer@childnet.us](mailto:DRankine-Palmer@childnet.us).
3. All proposals must be in writing to be considered and received by email or hand delivered no later than 3:00 p.m., local time on Friday, May 29, 2020. The email address for submission is [Proposals@ChildNet.us](mailto:Proposals@ChildNet.us). Any application received after the date and time stipulated will not be considered.
4. Proposals may be hand delivered to the following address:

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

5. Before submitting the proposal, Respondents will have the opportunity to ask questions. All questions must be in writing and directed only to Denesee Rankine-Palmer, Procurement Manager at [drankine-palmer@childnet.us](mailto:drankine-palmer@childnet.us) between **April 21, 2020 and April 23, 2020**. Questions must be sent via email with the subject line titled: RFP #CN2019-02. 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 by 5:00pm on **April 24, 2020** at <https://www.childnet.us/request-proposals>. This is the only source of official information regarding this RFP.
6. Services which are not specifically requested in this RFP but are necessary to provide the functional capabilities proposed by the Respondent should be included in the proposal.
7. No allowance will be made after proposals are received for oversight, omission, error or mistake by Respondent.
8. All proposals and any accompanying documents become the property of ChildNet and will not be returned.

9. ChildNet will not be liable in any way for any costs incurred by Respondents in the preparation of their proposals in response to this RFP.
10. ChildNet reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
11. Receipt of proposal materials by ChildNet or submission of a proposal to ChildNet offers no rights against ChildNet nor obligates ChildNet in any manner.
12. ChildNet reserves the right to accept or reject any and all proposals, 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 RFP requirements or excuse the Respondent from full compliance with the RFP specifications and other contract requirements if the Respondent is awarded the contract.
13. Proposal must be signed by an officer of the Respondent who is legally authorized to obligate the Respondent to a contract.

#### **D. EVALUATION OF PROPOSALS AND NOTIFICATION OF AWARD**

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;
  - d. Respondent's status as a formal Network Provider. (Network Provider Application form and instructions are included as **Attachment #3** of this Request for Proposals)
3. Whenever possible, specially designed vendors demonstrating State or Federal qualifications in their proposals as a Certified Minority Business Enterprise, Veteran, Small Business or ADA will be given greater consideration in the selection process.
4. All proposals 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 rating committee may take up to 14 days to review all proposals received. The rating committee 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 rating team and consideration of all other relevant factors outlined in the procurement document. Recommendations for contract awards shall be made by 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 proposals 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 proposal.
7. ChildNet reserves the right to negotiate further with the successful Respondent. The content of the RFP and the successful Respondent's proposal(s) will become an integral part of the contract, but may be modified by the provisions of the contract.
8. By submission of proposals pursuant to this RFP, Respondents acknowledge that they are amenable to the inclusion in a contract of any information provided either in response to this RFP or subsequently during the selection process.
9. Contracts will be awarded to the responsible and responsive Respondent(s) whose proposal 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 RFP. 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 19, 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 proposal 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 PROPOSAL**

### **A. OVERVIEW**

Each proposal shall include the following five items:

1. Narrative Description of Proposed Services which includes information on the General Qualifications of the Respondent and Narrative Description of the proposed services. Respondents are required to follow the outline of this RFP and limit the response 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 proposals 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. Proposals should minimally include discussion of or consideration the following items:**

#### **1. General Qualifications**

- a. Organizational Capacity: Describe the agency's years in business and experience providing the proposed services. Provide a description of how the organization currently receives funds. Describe the organization's goals and future business plans.



- 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 services are 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 of 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**.

## **2. Narrative Description of Services – Specific Scope of Work**

ChildNet is seeking applications from for profit and non-profit community-based accredited organizations for proposals to provide innovative and collaborative approaches to deliver specialized services for teens in residential homes. Respondents must identify all evidence-based, evidence-informed or promising practice model(s) that will be utilized, as well as demonstrate how the proposed services will be tailored to meet the needs of the identified teen population.

Proposals submitted by Respondents 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 RFP. ChildNet encourages Respondents to submit a comprehensive and explicit 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 proposal:

- a. Minimum program requirements:
  1. The residential program must be a licensed Child Caring Agency pursuant to §409.175, F.S. and Chapter 65C-14, F.A.C.
  2. Home must be family-like setting where each youth will have their own separate bedroom.
  3. Employing experienced and highly qualified direct-care staff in the home and offering enhanced staff to client ratios 24 hours a day, seven days a week.
  4. Memorandum of Agreement with a local education program, where all four youth will attend school.
  5. Memorandums of Agreement with local companies and vocational programs, to link youth to part-time employment, internships and/or work-study opportunities;
  6. A dedicated staff member to transport and, as appropriate, remain with youth in school to reinforce academic and behavioral interventions and gains at the home.

7. Program therapist to facilitate therapeutic engagement and crisis stabilization.
  8. Development of life skills to teach youth to live independently.
  9. Community involvement for the youth to get involved and give back to the communities where they live through community service activities.
- 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. 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 teens with challenging behaviors residing in a residential setting.
  4. 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 needs and strengths and to direct service planning and evaluate progress.
- d. Implementation Plan of Operation Readiness: Outline timelines and critical milestones associated with implementation of the program, including identification and access to an appropriate site or facility with full implementation completed by July 1, 2020.
- e. Cultural competence: Describe specific efforts to identify, acknowledge and effectively consider the youth's culture, including but not limited to such areas as, race, national origin, religion, sexual orientation, and gender, in the provision of services.
- f. Staffing: Include a detailed description of proposed staffing and staffing patterns. Include each position's responsibilities, educational requirement, work experience and all specialized trainings that will be provided, by position, for the delivery of Specialized Residential Homes for Teens.
1. Provisions for competent and adequate supervision and administrative oversight must be included.
  2. Describe the levels of supervision within the residential program. How will this level of supervision support direct care staff and subsequently the youth; how will supervision aid the staff in dealing with stressful situations and behaviors; how will baker acts, arrests, and aggressive behavior incident debriefing be undertaken to further support and develop staff during supervision.

- g. Equipment and Supplies: Equipment needed to perform services described in the proposal should be included in the budget and a description and justification for such expenses must be included in the budget narrative, **Attachment 4**.
- h. 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 Memorandum of Agreement that details how each organization or partner will collaborate to provide the program components and services described in the Respondent's proposal.
- i. Service coordination and information sharing: Describe efforts to work collaboratively with other agencies to ensure youth engagement in services that will not be directly provided by the Respondent and how these services will be delivered. Provide actual Memorandums of Agreement that support the proposed partnership and delineates how the agencies will interact. Describe planned efforts to ensure proposed services are integrated with other services being provided to the child.
- j. Outcome measurement: Describe how the necessary data will be gathered to actually measure the outcomes. Include proposed timeframes for measuring and reporting outcome progress. Describe and/or demonstrate how the outcome measurement information and data will be presented to ChildNet.

### **C. COST PRICING AND METHOD OF PAYMENT FOR PROPOSED SERVICES**

Respondents must define all units of service for their proposal and identify the cost of providing each unit. Pricing for individual unit costs shall be documented on **Attachment #1**. The total amount of funding allocated for each Specialized Residential Home for Teens is **\$511,000.00**. 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.

### **V. ATTACHMENTS**

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

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