

REQUEST FOR PROPOSAL

POST REUNIFICATION, RE-ENTRY PREVENTION PROGRAM

Project Manager

Dorothy Stewart, Quality Assurance

Delaware County Children and Youth Services

610-447-1050

DELAWARE COUNTY CHILDREN AND YOUTH SERVICES
REQUEST FOR PROPOSAL

I. INTRODUCTION

It is the intent of Delaware County Children and Youth Services to provide an increased array of family centered, community based and culturally competent in-home services to families with children at imminent risk of out of home placement.

II. OBJECTIVE

Delaware County Children and Youth Services is requesting proposals for the provision of post-reunification, re-entry prevention services for children reunified with parents or guardians, at greatest risk of re-entry into out of home care.

- Services must be trauma informed and use a promising, supported or well supported evidence based model, to include:
 - Time limited and intensive services, with a goal of safe case closure at the conclusion of the service.
 - Development and engagement of the family’s formal and informal support systems to alleviate safety concerns.
 - Emphasis placed on father engagement in the planning process.
 - On-going collaboration and teaming with the Children and Youth Services service team. Teaming with other professionals working with the family, including but not limited to medical, mental health, drug and alcohol and educational providers is essential to the development of a comprehensive service plan.
 - Court testimony for families with an active case in the Juvenile Dependency System.

III. PROPOSAL TIMELINES

ACTION	DATE
RFP Released	January 7, 2019
Applicant Questions Due: Address questions to Dorothy Stewart @ stewartdl@delcohsa.org	January 22, 2019
RFP Responses Due	February 25, 2019
Proposal Review Dates	March 4 – March 8 th , 2019
Applicant Selection Date	March 12, 2019

IV. INSTRUCTIONS

- A. Applicants must respond to all components of this Request for Proposal (RFP) and work within the page limits where indicated.
- B. All responses to the RFP are due by the close of business on February 25, 2019.
 - a. Submissions can be sent via email or through the US mail.
 - i. Submission of all documents via email to StewartDL@delcohsa.org
 - ii. Submission of documents via US mail should be sent to:

Dorothy Stewart, Quality Assurance
Delaware County Children and Youth Services
1510 Chester Pike
Eddystone, PA 19022

The county reserves the right to disqualify any proposals received after the specified date and time.

- C. The submission must be in two different documents and contain the following:
 - a. A document entitled Technical and Cost Proposal Proposal, which will be the detailed response or description of service being provided as well as the detailed business plan of financing the technical proposal.
 - b. A document entitled Transmittal Letter, which shall be signed by an official who has the legal authority to bind the company to the terms of the proposal.
- D. Proposals shall be submitted with the following understanding:
 - a. This RFP is not subject to the competitive bidding process and any contract entered into as a result of any proposal will not be based on the concept of the "lowest responsible applicant."
 - b. The county may procure any service by any other means.
 - c. The county may modify the selection process, or the scope of the project or the required responses.
- E. All costs of developing proposals and any subsequent expenses related to contract negotiations are entirely the responsibility of the applicant.
- F. The county will select finalists with whom they will begin the interview and selection process prior to contract negotiations.
- G. Best and final negotiations may occur.

V. ADDITIONAL INFORMATION FOR APPLICANTS

- A. ISSUING OFFICE
The issuing officer is the sole point of contact for this RFP. Note that, following the release of this RFP, all questions should be submitted to the Project Manager in writing or via email.
- B. CONTRACT

Successful bidders will be expected to enter into a contract with Delaware County. County contracts are subject to approval by County Council.

C. REJECTION OF PROPOSALS

The county may reject any and all proposals received as a result of this RFP and may negotiate separately with competing applicants. If all proposals are unacceptable, the county reserves the right to reject the proposals and to issue a new RFP, if indicated. The county reserves the right to reject a proposal at any time during the process.

D. AMENDMENTS TO RFP

If it becomes necessary to revise any part of this RFP, the county will issue an amendment to all applicants who responded to the original RFP.

VI. INFORMATION REQUIRED FROM APPLICANTS

A. GENERAL INFORMATION

This section contains instructions for preparing the Technical, as well as the Cost Proposals. Applicants should review the instructions carefully. Failure to comply with these instructions may result in disqualification. To be considered, the proposal must include responses to all requirements in each prospective part of the proposal. Any other information, thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendices to the proposal.

The proposal must consist of:

Transmittal letter
Technical and Financial Proposal

APPLICANTS MUST ADHERE TO THE PAGE LIMITS IDENTIFIED FOR EACH SECTION

B. TRANSMITTAL LETTER

The transmittal letter must be on the applicant's letterhead and signed by an individual with the legal authority to bind the applicant. The transmittal letter must include the name and title of the Chief Executive Officer or other individual authorized to legally bind the applicant. The transmittal letter must also include the identification of a primary contact and that person's title, address, telephone number and email address. The letter must state that the applicant accepts the terms, conditions, criteria and requirements set forth in the RFP.

VII. TECHNICAL PROPOSAL

The Technical Proposal should be no more than five pages in length and should address all of the following areas:

A. EXPERIENCE AND BACKGROUND INFORMATION

- a. Describe your organization's governance structure and how the addition of this service to the continuum of services offered by your organization is consistent with your organization's mission and vision.

- b. Describe your organization’s current level of experience working with public child welfare agencies and with the provision of in-home based services to families.
 - c. Describe your organization’s current system for program and system oversight and quality improvement.
 - d. Describe your organization’s current system for assuring cultural competence.
 - e. Describe the evidence based model you are proposing and how you will maintain fidelity to the model.
 - f. Describe the proposed staffing and staff supervision plan, including job descriptions and supervision requirements.
- B. GENERAL**
- a. Describe your proposed record keeping.
 - b. Describe the information technology to be used by the program.
 - c. Describe procedures for addressing consumer complaints and grievances.

VIII. FINANCIAL PROPOSAL

The financial proposal should be no more than three pages in length and should address the following areas:

- A. One year operating budget and narrative.
- B. Provide supporting details for the Personnel line item:
 - a. Individual positions and job descriptions with required qualifications
 - b. Annual salaries
 - c. Full-time equivalencies
 - d. Total annual cost
- C. Supporting documentation or description of fringe benefits. If fringe benefits are referenced as an applied percentage of salary, provide an explanation of how the applied percentage was derived.
- D. Supporting detail for all Equipment Expenses and Capital Expenses by item and cost.
- E. Supporting detail or description of Operating (General and Administrative) expenses.

IX. INSTRUCTIONS

- A. Applicants must respond to all components of this Request for Proposal and work within the page limits where indicated. Failure to comply may result in disqualification.
- B. All responses to the RFP are due by the close of business on February 25, 2019.
- C. All proposals shall be signed by an official who has the legal authority to bind the organization to the terms of the proposal.
- D. Respondents will provide their proposals either via email or via US mail.
 - i. Submission of electronic documents by email to: Stewartdl@delcohsa.org
 - ii. Submission of all written documents via US mail should be sent to:

Dorothy Stewart, Quality Assurance
Delaware County Children and Youth Services
1510 Chester Pike
Eddystone, PA 19022

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