

# REQUEST FOR PROPOSALS

**Date Issued:**

August 22, 2017

**Proposals Due:**

11:00 AM

September 19, 2017

Bidders must submit four (4) hard copies in a sealed envelope entitled:

**Title IV-E Foster Care Administrative Contract Review Services**  
**Licking County**  
**Commissioners Office c/o**  
**Commissioners Clerk**  
**Bev Adzic, 20 S. 2<sup>nd</sup> Street**  
**4<sup>th</sup> Floor, Newark, Ohio**  
**43055**

**NOTE: Four (4) hard copies must be received by the submission date at the address listed above in order to be considered. Faxed or emailed proposals will not be accepted.**

**Bidders' Conference**

2:30 PM  
August 29, 2017  
OhioMeansJobs|Licking County  
998 East Main Street,  
Newark, Ohio 43055



## **Title IV-E Foster Care Administrative Contract Review Services**

### **Purpose**

The Licking, Delaware, Coshocton, Knox, and South Central Ohio Departments of Job and Family Services, Children Services Divisions, (herein referred to as Children Services) have authorized the release of a Request for Proposal (RFP) for the purpose of selecting a vendor to provide fiscal and administrative review services of IV-E funded foster care agencies. Review services include but are not limited to review of overall fiscal processes, internal controls, and fiscal responsibility as it relates to contracted IV-E foster care services.

### **Background**

Children Services is responsible for providing various services designed to identify, reduce and eliminate child abuse and neglect. Children Services provides investigations of abuse/neglect, ongoing case management, counseling, specific therapeutic services, foster care, kinship care (relative placement), and adoption services. Family preservation or reunification is the primary goal of Children Services.

However, when children cannot remain in their homes safely, the agencies work with the local court system to remove the child (or children). In these instances, it is the responsibility of Children Services to find other living arrangements or substitute care. Substitute care includes kinship care, foster care, and residential care in group homes and treatment facilities.

Children Services routinely enters into contractual agreements with private foster care agencies to assist with finding appropriate foster care placements when agency licensed foster homes are not sufficient to meet the needs of the child(ren). Children Services is responsible to ensure fiscal and administrative compliance for IV-E foster placements according to the Ohio Revised Code chapter 5153, Title IV-E of the Social Security Act and 5101:2-47-23.1 of the Ohio Administrative Code.

## Title IV-E Foster Care Administrative Contract Review

### Scope of Work

Services are being requested for a consultant who will conduct on-site fiscal reviews and administrative evaluations of private Title IV-E foster care agencies under contract. Review services may include, but are not limited to; reviewing all aspects of fiscal and administrative processes, reviewing internal controls, identifying and analyzing potential problems and making recommendations for solutions. The provider will be responsible for issuing a formal report within a specified time period identifying weaknesses or concerns, and overall financial viability and fiscal responsibility.

The consultant will be required to know Federal and State laws and the Ohio Department of Job and Family Services rules and regulations as they pertain to fiscal needs of Children Services, must have knowledge of financial systems, software, and practices. Knowledge of CORE reports, County Finance Information System (CFIS), as well as familiarity of various Children Services fiscal allocations preferred.

The fiscal review should be detailed and at minimum include the following items:

- Contract and addendum testing
- Test invoices for contract services rendered
- Test Payroll
- Test financial statements and general ledger
- Test expenditures
- Test assets purchased
- Performance measures (if applicable)
- Quality Assurance and internal control
- State IV-E licensing agreements & cost plan submission

A completed evaluation tool and a written report detailing the findings, observations, concerns and summary of the IV-E Foster Care Providers' overall fiscal management and accountability must be submitted to each respective Children Services. Reports are required to be submitted within 45 days after the completion of the on-site review.

Licking, Delaware, Coshocton, Knox, and South Central Ohio Departments of Job and Family Services, Children Services Divisions, currently contracts with approximately 50-75 IV-E providers. Contracts for Foster Care providers may be added or terminated as needed by Children Services. Multiple counties likely have contracts with the same foster care provider and some foster care providers do not have any placements. The provider will be responsible to provide review services to IV-E Foster care providers contracted by Licking, Delaware, Coshocton, Knox, and South Central Ohio County Children Services Division. Review services will be prioritized according to the number of children placed and the amount spent for services per I-VE Provider by the 5 agency region.

## **Proposal Contents**

Proposals must contain the following:

### **I. Description of services being proposed.**

- a. How the service will be delivered (hourly based, task based, etc.).
- b. The Provider qualifications and previous experience in the delivery of such review services, including qualifications of Provider and Provider's Staff. Provider's past experience providing similar services, knowledge of Federal and State laws and the Ohio Department of Job and Family Services rules and regulations as they pertain to fiscal needs of the JFS Children Services and various allocations.
- c. Estimated time lines for reviews, the amount of time estimated per review and the amount of time required to complete a written report.
- d. Note collaborative efforts in evaluation services being proposed by the Provider. This includes services which will be outsourced to other service providers.

### **II. Budget/Costs**

- a. Provide an itemized budget for the Services being proposed.
- b. Budget must contain a unit rate for reimbursement. If the unit rate is task based, the Provider must indicate the number of units (hours) per task. Include a rate for mileage reimbursement and overnight accommodations if needed.
- c. Provider shall also identify services that would be outsourced and the costs associated with outsourcing.

### **III. Monitoring Tools**

- a. Examples of monitoring tools to be used with this agreement

NOTE: Funding is based upon a reimbursement process for services delivered. Startup or advanced funding/payments are not available.

The provider will enter into a contract with the Licking County Department of Job and Family Services on behalf of Licking, Delaware, Coshocton, Fairfield, Knox, and South Central Ohio Departments of Job and Family Services, Children Services Divisions.

## **PROVIDER SELECTION CRITERIA**

Prospective Providers are advised that an offer for a contract may be initiated after a review of the proposal received by Children Services and members of a proposal review team. Proposals will be reviewed for acceptability with emphasis on various factors according to the type of service to be provided.

All Proposals will be evaluated on the criteria as listed on the Proposal Score Sheet (Attachment A), and any other pertinent areas as selected by Children Services or the Ohio Department of Job and Family Services.

## Title IV-E Foster Care Administrative Contract Review

### **RFP Limitations**

Contracts awarded will be with Licking County Department of Job and Family Services on behalf of Licking, Delaware, Coshocton, Knox, and South Central Ohio Departments of Job and Family Services, Children Services Divisions. Should the above mentioned counties combine with other counties, Children Services reserves the right to amend the contract to include affiliated counties in the regional IVE monitoring effort if they choose to participate. This Request for Proposals does not commit Licking County Department of Job and Family Services on behalf of Licking, Delaware, Coshocton, Knox, South Central Ohio Departments of Job and Family Services, Children Services Divisions to award a contract or to pay any cost incurred in the preparation of a proposal. Licking County Department of Job and Family Services on behalf of Licking, Delaware, Coshocton, Knox, and South Central Ohio Departments of Job and Family Services, Children Services Divisions reserve the right to accept or reject any or all proposals received, to negotiate services and costs with proposers, and to cancel in part or in entirety this RFP.

All Proposals submitted will remain the property of Licking County. Contracts awarded shall not be effective beyond September 30, 2018. However, Licking County Department of Job and Family Services on behalf of Licking, Delaware, Coshocton, Knox, and South Central Ohio Departments of Job and Family Services, Children Services Divisions reserves the right to renew contracts for up to a maximum of two (2) years based on performance and availability of funds.

Contracts may be amended or terminated during this period if there is a change in Federal, State or Agency regulations that apply to the contract; a reduction of Federal, State or Local funds; unsatisfactory performance by the Provider as determined by the Licking County Department of Job and Family Services; or upon thirty (30) days written notice by either party.

Issuance of this RFP and subsequent selection of proposals does not imply nor guarantee the availability of funds. Selected providers may contract with the Licking County Department of Job and Family Services pending allocation of funds through the Ohio Department of Job and Family Services.

If a contract is awarded, this RFP guideline shall become a part of the contractual agreement.

# Title IV-E Foster Care Administrative Contract Review

## Attachment A

### Proposal Evaluation Scoring Sheet

The proposal must meet all of the following acceptance criteria in order to be considered for further evaluation. Any proposal receiving a “no” response to any of the following criteria **shall be disqualified from consideration.**

Name of Organization \_\_\_\_\_

Name of Program \_\_\_\_\_

### Prescreening

Was the proposal received by the deadline? \_\_\_\_\_ yes \_\_\_\_\_ no

Was proposal received at the designated location and sealed if required? \_\_\_\_\_ yes \_\_\_\_\_ no

Were the correct number of copies of the proposal received? \_\_\_\_\_ yes \_\_\_\_\_ no

Were all required forms completed, signed, and submitted and in the correct order? \_\_\_\_\_ yes \_\_\_\_\_ no

### Evaluation

#### Deliverables, Organizational experience/capabilities/qualifications \_\_\_\_\_

Maximum number of points for each sub-section is 10 (70)

\_\_\_\_\_ Qualifications and experience of the direct and indirect staff, appropriate licenses/certifications

\_\_\_\_\_ Prior experience in providing the services

\_\_\_\_\_ Knowledge on federal and state laws pertaining to CDJFS

\_\_\_\_\_ Described fiscal activities are detailed and understandable

\_\_\_\_\_ Timetable for implementing services

\_\_\_\_\_ Reporting methods including frequency of report submission clearly defined

\_\_\_\_\_ Required documents of subcontracting services

#### Financial \_\_\_\_\_

Maximum number of points for each sub-section is 10 (70)

\_\_\_\_\_ Budget contained accurate calculations

\_\_\_\_\_ Costs reasonable and justifiable for the services and activities proposed

\_\_\_\_\_ All cost allowable

\_\_\_\_\_ Sound fiscal and administrative systems to capture and report fiscal information

\_\_\_\_\_ Fiscal accountability and appropriate expenditure of funds in place

\_\_\_\_\_ In kind services provided

\_\_\_\_\_ Audit or other documentation shows solvency

**Total Points \_\_\_\_\_ (140)**

## **SUBMISSION INFORMATION**

**Proposals Due no later than 11:00 a.m. September 19, 2017**  
**Bidders must submit four (4) proposal copies in a sealed envelope entitled:**

Title IV-E Foster Care Administrative Contract Review RFP  
Licking County Commissioners Office  
c/o Commissioners Clerk Bev Adzic  
20 South 2<sup>nd</sup> Street, 4<sup>th</sup> Floor  
Newark, Ohio 43055

*Faxed or emailed proposals will not be accepted.*

## **CONTACT INFORMATION**

Questions concerning this RFP may be directed to:

**Nathan Keirns**  
Licking County Job and Family Services  
(740) 670-8726 or [nathan.keirns@jfs.ohio.gov](mailto:nathan.keirns@jfs.ohio.gov)