

REQUEST FOR PROPOSALS

Date Issued:

April 25, 2018

DUE:

May 15, 2018 at 11:45 am

Bidders must submit five (5) proposal copies in an envelope entitled:

Home & Community Based Services RFP
c/o Bev Adzic
20 S. 2nd Street 4th Floor,
Newark, Ohio 43055

Faxed or email proposals will not be accepted

BIDDERS' CONFERENCE

Bidders Conference:

2:00 pm on May 1, 2018

OhioMeansJobs|Licking
County, 998 East Main
Street, Newark, Ohio 43055

Attendance is recommended, but not required, in order to answer questions related to the RFP.

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

HOME & COMMUNITY-BASED SERVICES FOR CHILDREN & FAMILIES

PURPOSE:

Licking County Job and Family Services (LCJFS) is seeking provider(s) of various homebased and community-based services to support Licking County children and families. Services are designed to support families at risk of relinquishing custody of a child due to abuse or neglect or need additional supports following a reunification.

BACKGROUND:

Licking County Job and Family Services is responsible for providing various services designed to identify, reduce, and eliminate child abuse and neglect. These services include but are not limited to investigations of abuse/neglect, ongoing case management, counseling, specific therapeutic services, foster care, kinship care (relative placement), and adoption services.

Family preservation or safe reunification are the primary goals of LCJFS. LCJFS is seeking provider(s) to provide home- and community-based services designed to promote family preservation or reunification.

SCOPE OF WORK:

Eligible populations include: Families who are at risk of relinquishing custody of a child(ren) who are in need of additional supports to successfully maintain family preservation or reunification of children with the family following a removal.

Licking County Job & Family Services wishes to solicit provider(s) of the following services:

- 1) Non-clinical in-home parent/child coaching
- 2) Non-clinical parent support group providers
- 3) Parent/peer/youth mentoring
- 4) In-home and Out-of-home respite care
- 5) Structured activities designed to improve and strengthen the provision of social/emotional supports so that the youth can be maintained in the home while receiving services
- 6) Service Coordination and Wraparound services
- 7) Youth/Young Adult Peer Support

See "Service Definitions" below for detailed definitions of services.

SERVICE DEFINITIONS:

Non-Clinical In-Home Parent/Child Coaching: Parent/Child Coaching is a non-clinical intensive program where a parent coach works with the family in the home to improve parenting and communication skills, address specific behavior, and reduce family stress through a strengths-based, individual family-centered approach. The coach and family develop a plan together to maintain the child in the home. The Parenting Coach provides support and guidance while providing developmental stages information, observing current family functioning, modeling effective parenting and communication skills, and encouraging parents as they build skills and strategies to decrease the likelihood of the child being removed from the home.

Issues addressed may include developing positive parent/child relationships, family communication, establishing family boundaries and rules, problem solving, age appropriate /effective discipline techniques, and managing feelings, stress, and family time.

Non-Clinical Parent Support Groups: Non-clinical, peer-to-peer support groups designed to help develop and enhance appropriate parenting skills. Leadership typically comes from parents who have a personal experience in the focus area of the support group. Groups may be facilitated by a trained parent/consumer but the types of help offered in peer-to-peer support groups are considered non-professional. Non-clinical parent support groups do **not** include group therapy sessions or those support groups that require the participation, facilitation, and/or leadership of a trained clinician.

Parent/Peer/Youth Mentoring: Mentoring is a developmental partnership through which one person shares knowledge, skills, information, perspective and friendship to foster the personal growth of someone else. It is a relationship between an experienced person and a less experienced person for the purpose of helping the one with less experience by providing wisdom, guidance, and support.

Structured Activities to Improve and Strengthen the provision of Social/Emotional Supports: Structured activities that provide skill-building opportunities designed to increase social/emotional support for children and/or their families that will aid in the de-escalation of stress and problem behaviors that may lead to a child being removed from the home. Activities typically involve togetherness of the family unit. Acceptable examples of this would be participation in creative activities (participation and materials fees) and community activities (not for the purpose of respite for caregivers).

In-Home and Out-of-Home Respite: Respite care services are those designed to provide temporary relief of child-caring functions that may include, but are not limited to crisis nurseries, day treatment, and in-home services. Respite can be provided by a relative or non-relative. This type of respite care is **not** Foster Care respite, but intended for the custodial family to receive a break. "Temporary" is defined as one week or less (i.e., no more than 7 consecutive days). Respite care can be provided in the home of the child or family, or at another location. Respite care does not involve a change of custody. Respite does not include an out-of-home placement where one or more publicly-funded systems assist in the planning for or placement of children or adolescents outside of their homes, or other placement into one of the following: psychiatric hospital, detention center, residential treatment facility, local or state correctional facility, foster care, group home or clinically-based interventions. Respite arrangements must be reviewed by LCJFS before service is rendered.

SPECIAL REQUIREMENTS FOR RESPITE CARE PROVIDERS:

Respite providers must successfully pass applicable background checks/screening, including Ohio Bureau of Criminal Identification and Investigation (BCI&I), Federal Bureau of Investigations (FBI), and children services record reviews. Respite providers must also submit to and successfully pass a homestudy/inspection to review safety, service expectations, living conditions, appropriateness of placement, and the like prior to providing respite services. While respite provided under this section is not foster care, respite providers must be held to similar standards as foster parents. Providers must ensure at a minimum that respite providers meet and maintain safety and liability requirements. LCJFS prefers that respite providers be trained and licensed foster parents.

If children are in custody of their parents/guardian, the parent/guardian must agree to and approve the provision of respite care services. LCJFS prefers for all respite care providers to be trained and licensed foster parents. However, non-licensed foster parents may be utilized for children in the custody of their parents/guardian if the respite provider successfully passes a homestudy, home inspection, safety inspection, and the placement is deemed appropriate by involved social work staff.

If the child is in the care of the county/agency, the respite care provider **must** be a trained and licensed foster parent and meet all other applicable criteria in this section.

Service Coordination/Wraparound: Provision of service coordination and wraparound services to families. Service Coordination is a way of organizing, or managing, many types of services and supports received by family members. Family members work with a team of professionals and others who are committed to helping them be successful by using services and supports in the best way possible. The process begins with an assessment of the family/child needs and strengths, and assembling a team of both professionals and natural supports who work together to develop a written plan that is unique to each child and family. This plan is used to guide the work of the family team through meetings.

Wraparound is an intensive, holistic method of engaging individuals and families with complex needs. Wraparound service often involves individualized planning and coordination of services from multiple providers and systems. Wraparound is driven by the needs of the family/child rather than services.

Youth/Young Adult Peer Support: A Peer Support Specialist is an individual with a lived experience of recovery who provides peer support to individuals. Peer support services are programs, discussions, events, groups, etc. that are led by people in recovery and based on the philosophy of peer support. Peer support services take place within the structure of an agency and are provided as a service by a trained peer specialist. These services are particularly important as young adults transition out of child services and into the adult system which can be very daunting (youth/young adult peer support services can assist with these transition challenges).

PROPOSAL CONTENTS: NARRATIVE

Proposals must contain the following:

1. **PROGRAM NARRATIVE** that includes:
 - a. Description of services to be provided (provider may elect to submit a proposal for any combination of services outlined above).
 - b. How each service will be delivered.
 - c. Expected capacity, outcomes, and performance goals
 - d. Program time lines (particularly expected start date)
 - e. Note any collaborative efforts, identifying partnerships (including sub-contracts), if any, as well as any additional sources of program funding
 - f. Note qualifications as a provider and previous experience in the delivery of such services (including qualification of provider's staff). Include details regarding the qualifications, credentials, background checks, and liability protections of those providing services.
 - g. Verification of any required/applicable licenses or credentials

Please note that that all proposals must contain specific, measurable program outcomes to be considered for funding. Selected providers will be required to submit updates regarding program measures and outcomes. Failure to meet established outcomes may result in contact termination.

PROPOSAL CONTENTS: BUDGET

Provide a detailed line item budget that includes identification of costs, per selected area (e.g., salary, benefits, supplies, etc.). See Attachment 1 for the budget template. An electronic version of this budget format is available upon request.

Should the Proposal involve existing services, please identify how funds will be utilized to expand services and current program income.

Identify collaborative efforts and sub-contracts with other service providers for the identified services above, including services provided and budget for proposed sub-contracted services.

Please note: Start-up or advanced funds are not available.

Provider will receive reimbursement based upon costs. Expense reports (Attachment 2) must be submitted with monthly invoices for reimbursement. The provider will be monitored for program performance and fiscal responsibility.

This RFP and any contracts that result are designed to cover Non-Medicaid Expenditures and Services.

PROGRAM LIMITATIONS (FEDERAL & STATE):

Funds **cannot** be used for:

- Foster care or residential treatment care for youth in custody
- Constructing or purchasing buildings or facilities, or purchasing real property or capital goods (e.g. buildings, buses, etc.)
- Satisfying a cost sharing or matching requirement of another federal program
- Medicaid Eligible Services

Program Providers must assure all purchases of services or payments are in compliance with all federal procurement laws and regulations. Providers will be required to document and report monthly program expenditures prior to reimbursement.

SUBMISSION CRITERIA:

Proposals must be submitted in strict accordance with proposal submission instructions provided in this section. Any proposal failing to follow the entire proposal acceptance criteria listed below shall be disqualified from consideration.

Proposals must be physically **received** in a sealed envelope no later than 11:45 AM on May 15, 2018, at the offices of the Licking County Commissioners (see below for addressing details).

Proposals received after this time will not be considered. Faxes or emailed proposals will not be accepted. Unsolicited materials received after the deadline date will not be added to previous submissions and will not be considered.

5 copies of the proposal must be submitted.

All required forms and attachments must be completed and included in the proposal.

All pages shall be sequentially numbered.

It is mandatory that proposals be organized in the requested order, and that, wherever appropriate, sections/portions of the proposal make reference by section name/heading to those RFP requirements to which they correspond.

Envelopes must be addressed to:

Home & Community Based Services RFP
Licking County Commissioners Office
c/o Commissioners Clerk, Bev Adzic
20 S. Second Street, 4th Floor
Newark, Ohio 43058-5030

BIDDERS' CONFERENCE:

A bidders' conference will take place at OhioMeansJobs | Licking County, 998 East Main Street, Newark, at 2:00 PM May 1, 2018. Attendance, while not required, is highly recommended to answer questions related to the RFP.

FUNDING:

Services provided as a result of this RFP will be reimbursed by LCJFS through Temporary Assistance for Needy Families (TANF) which has a Catalog of Federal Domestic Assistance (CFDA) number of 93.558.

TANF funding eligibility requirements necessitate a minor child to be included in the assistance group. Assistance groups must also be at or below 200% of the federal poverty guideline and meet other applicable eligibility criteria. Eligibility will be determined by LCJFS.

PROVIDER SELECTION CRITERIA:

Prospective Providers are advised that an offer for a contract may be initiated after a review of the proposal received by Licking County Job and Family 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 3), and any other pertinent areas as selected by Licking County Job and Family Services or the Ohio Department of Job and Family Services.

CONTRACTUAL REQUIREMENTS:

Any contract resulting from the issuance of this solicitation is subject to terms and conditions established by LCJFS. The proposal must state if any of the elements will be subcontracted to other parties. If so, the proposal must state the name of the subcontractor, the services/activities to be provided by the subcontractor, and planned costs. This must be reflected in the proposed budget.

RFP LIMITATIONS:

This Request for Proposals does not commit Licking County or the Licking County Job and Family Services to award a contract or to pay any costs incurred in the preparation of a proposal. Licking County/Licking County Job and Family Services reserves 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.

The estimated number of funds available for services secured through this RFP is projected to be \$250,000.00. Contracts are expected to be awarded no earlier than June 1, 2018, through June 30, 2019. The amount of any award is dependent upon the availability of funding through allocations received by Licking County Job and Family Services. Funds may not be used to supplant existing programs; they may be used to expand existing programs. Multiple vendors may be selected to provide the described services. A contract may be for all or part of the amount stated in the RFP.

Contracts awarded shall not be effective beyond June 30, 2019. However, the Licking County Job and Family Services, reserves the right to renew contracts annually for up to a maximum of two (2) years, through June 30, 2021, based on performance and availability of funds.

CONTACT INFORMATION:

Questions concerning this RFP may be directed to:

Nathan Keirns, MA
Program Planner
Licking County Job & Family Services
Nathan.Keirns@jfs.ohio.gov
740.670.8726

**ATTACHMENT 1
Budget Template**

Summary Sheet	
Provider Name & Program	
Budget Time Period	
Date Completed	
	Estimate Amount
I. Staff	
A. Staff Salaries	\$0.00
B. Staff Payroll Related/Benefits	\$0.00
TOTAL STAFF COSTS	\$0.00
II. Operations	
A. Travel/Mileage for Staff	\$0.00
B. Consumable Goods	\$0.00
C. Occupancy	\$0.00
D. Indirect Costs	\$0.00
E. Other Operational	\$0.00
TOTAL OPERATIONAL COSTS	\$0.00
III. Equipment	
A. Equipment Subject to Depreciation	\$0.00
B. Small Equipment Purchases	\$0.00
C. Leased and Rented Equipment	\$0.00
TOTAL EQUIPMENT COSTS	\$0.00
SUBTOTAL OF ALL COSTS (TOTAL PROJECT COST)	\$0.00
IV. Other Funds Expected	\$0.00
TOTAL REQUESTED FROM JFS	\$0.00

STAFF

Position Title	Number of Positions Required	Annual Salary	Percent of Time to Program	Reimbursable Salary
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
Total Staff				\$0.00
Staff Equivalent				
Total Reimbursable Salaries				\$0.00

I. Staff Payroll Related Expenses

Item	Payroll Related Expenses
Retirement	\$0.00
Worker's Comp	\$0.00
Social Security	\$0.00
Medicare	\$0.00
	\$0.00
	\$0.00
	\$0.00
Total Payroll Related Expenses	\$0.00

Operations

II. A Travel and Short Term Training	
Mileage Reimbursemebnt (___ per mile)	\$0.00
Other (identify)	\$0.00
Other (identify)	\$0.00
TOTAL TRAVEL AND TRAINING	\$0.00

II. B. Consumable Supplies	
Office Supplies	\$0.00
Cleaning Supplies	\$0.00
Other (identify)	\$0.00
TOTAL CONSUMABLE SUPPLIES	\$0.00

II. C. Occupancy Costs	
Rental @ \$ ___ per square foot	\$0.00
Usage allowance/depreciation @ ___% rate of original acquisition costs of \$ ___ by Program Square Footage Percentage (Program Square Footage ___ divided by Provider Square Footage ___ = ___%)	\$0.00
Maintenance and Repairs	\$0.00
Utilities, if not included in rent	\$0.00
Heat and Light	\$0.00
Telephone/Internet	\$0.00
Water	\$0.00
TOTAL OCCUPANCY COSTS	\$0.00

II. D. Indirect Costs	
Categories Identified in Cost Allocation plan	
The following are listed as a % of the total to relate to the Cost Allocation Plan	
Total Percent ___	
<i>If not included elsewhere in budget</i>	
Other (identify)	\$0.00
Other (identify)	\$0.00
Other (identify)	\$0.00
Other (identify)	\$0.00
TOTAL INDIRECT COSTS	\$0.00

II. E. Other/Misc.	
Identify Misc Costs & provide detail	
TOTAL CONSUMABLE SUPPLIES	\$0.00

**ATTACHMENT 2
Expense Report**

LCJFS CONTRACT MONTHLY EXPENSE REPORT					
Date completed:	Completed by:	Agency Name:			
Contract #:	Service Type:	Program Name:			
Expense Month/Year Reported:					
EXPENSES BY PROGRAM SERVICES	YEARLY PROGRAM BUDGET	MONTHLY ACTUAL EXPENSES	CONTRACT YTD ACTUAL EXPENSES		
STAFF SALARIES					
PARTICIPANT PAYROLL EXPENSE					
STAFF PAYROLL EXPENSE					
TRAVEL AND SHORT TERM TRAINING					
CONSUMABLE GOODS					
OTHER-MISC					
SUB-TOTAL OF EACH COLUMN					
OTHER DOLLARS RECEIVED					
TOTAL PROGRAM EXPENSE					
COMPLETE EACH ITEM BELOW FOR THE MONTH REPORTED AND THE YEAR-TO-DATE DATA					
ANALYTICS WILL BE ADDED DURING CONTRACT NEGOTIATIONS					
5. Was new program funding received during this service month? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					

ATTACHMENT 3
Proposal Rating & Evaluation Rubric

POINTS	APPLICANT RESPONSE	SCORE	COMMENTS
Max = 3	Provider is willing/able to provide services in all areas of the county		
Max = 3	Provider documents ability to meet applicable background and standard safety protocol		
Max = 3	Providers of respite services meet, at a minimum, special requirements outlined in RFP		
Max = 3	Provider has experienced providing services proposed		
Max = 3	Provider offers flexible hours of services, including evenings and weekends		
Max = 3	Budget request appears reasonable and consistent with market expectations		
Max = 3	Staff are qualified and insured/bonded		
Max = 3	Proposal meets all requirements established in RFP		
Max = 24	Total Score out of 24		