

REQUEST FOR PROPOSALS

Date Issued:

April 23, 2018

Due:

May 15, 2018, at 11:30 AM

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

Supervised Visitation
Services RFP Licking County
Commissioners Office
c/o Clerk Bev Adzic, 20 S 2nd
Street, 4th Floor, Newark,
Ohio 43055

Faxed or emailed proposals will not be accepted

Bidders' Conference

May 1, 2018, at 11:00 AM
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.

Supervised Visitation Services

Purpose:

Licking County Job and Family Services (LCJFS), through Children Services, receives referrals of abuse and neglect involving more than 2,600 children each year. Services are provided to children and families, eliminating risks so that most families remain together. In a portion of the cases, however, due to the severity of the abuse or neglect, children must be placed with relatives or with a foster family. When this happens, the Agency must provide the children and parents an opportunity for visitation, while working on a plan to reunify.

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 safe in their homes, the agency works 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.

While the children are placed in substitute care, LCJFS is responsible to provide appropriate and safe supervised visitation opportunities while the family works toward reunification. The increased number of families involved with Children Services has made it difficult to continue to accommodate the level of visitation services. It is necessary for Children Services to expand its capacity to provide safe supervised visitation services to meet the demands of the families being served.

Scope of Work:

The Department is seeking to expand the capacity of its visitation services. Providers of Visitation Services must meet the following requirements:

- 1) Facility must be easily accessible from all parts of the county, and meet any applicable safety and health codes (as required by the health department, fire marshal, or other regulatory body) and accessibility requirements (compliant with the Americans with Disabilities Act and its subsequent revisions, amendments, and regulatory guidance).

- 2) The setting must be conducive to naturally occurring family interactions and activities such as preparing and eating meals together, age appropriate arts and crafts, and games. Basic cleaning, hygiene, and first aid supplies must be available and appropriately stored.
- 3) The setting must offer flexible hours for families including evenings and/or weekends.
- 4) The setting must be able to facilitate safe and secure exchanges between foster or kinship providers and parents.
- 5) Visits must be monitored by qualified staff (insured/bonded, with current background checks). Observations must be documented using a Supervised Visitation Observation form provided by Licking County Job & Family Services. Completed forms must be provided to JFS within 5 days of each visit.
- 6) Incidents must be identified and reported to Licking County Job & Family Services immediately. No shows for visits must be reported within 48 hours.
- 7) Provider will be required to carry liability insurance, and to also secure the persons and estates of eligible individuals against reasonable foreseeable torts which would cause injury or death.

PROPOSAL CONTENT

Proposals must contain the following:

Those interested in providing Supervised Visitation Services must provide a written narrative which identifies how the above criteria will be met including:

- A. Description of facility including location, square footage, number of rooms, floor plan, accessibility, and the like
- B. Description of setting (e.g., child/family friendly, security, safety, etc.)
- C. Hours of operation
- D. Ability to facilitate safe and secure exchanges and a description of how the visits will be supervised
- E. Provide details regarding qualifications of staff (including proof of liability insurance coverage, bonding of employees, up-to-date staff background checks through BCI&I, FBI, and children services)
- F. Ability to monitor multiple visits concurrently
- G. Ability to facilitate/monitor group visitation sessions
- H. Proposed hourly rate for each service – supervised visitation, supervised exchanges, groups, etc. Provider shall also identify services that would be outsourced, if any, and the costs associated with outsourcing

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

Funding for this service may be provided through Emergency Services Assistance Allocations (ESAA), which has a Catalog of Federal Domestic Assistance (CFDA) number of 93.556.

Provider Selection Criteria:

Prospective Providers are advised that an offer for a contract may be initiated after a review of the proposal received by LCJFS Children Services and members of a proposal review team. Evaluation/rating tool is included as Attachment 1.

Proposals will be reviewed for acceptability with emphasis on various factors according to the type of service to be provided.

Licking County Job & Family Services reserves the right to inspect proposed facility and/or conduct interviews with prospective providers during the proposal review process.

RFP Limitations:

This Request for Proposals does not commit Licking County Job and Family Services to award a contract or to pay any cost incurred in the preparation of a proposal. Licking County Department of Job and Family Services, Children Services Division reserves the right to accept or reject any or all proposals received, to negotiate services and costs with proposers, to award supervised visitation contracts to one or multiple providers, or 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 June 30, 2019. However, Licking County Job and Family Services reserves the right to renew contracts annually for up to a maximum of two consecutive years through June 30, 2021, 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 Job and Family Services pending allocation of funds to the agency.

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

SUBMISSION INFORMATION

Proposals are Due no later than 11:30 AM on May 15, 2018

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Licking County Commissioners' Office
c/o Clerk Bev Adzic
20 South 2nd Street, 4th Floor
Newark, Ohio 43055

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A bidders' conference will take place at the OhioMeansJobs | Licking County, 998 East Main Street, Newark, at 11:00 AM on May 1, 2018. Attendance, while not required, is recommended in order to answer questions related to the RFP.

CONTACT INFORMATION

Questions concerning this RFP may be directed to:

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

Attachment 1
Supervised Visitation
Rating/Evaluation Tool

POINTS	APPLICANT RESPONSE	SCORE	COMMENTS
Max = 3	Facility accessible from all parts of county		
Max = 3	Facility documents ability to meet applicable safety regulations		
Max = 3	Facility compatible with ADA and other accessibility regulation		
Max = 3	Facility conducive to naturally occurring family setting that promotes interaction		
Max = 3	Facility offers flexible hours, including evenings and weekend		
Max = 3	Facility can provide safe and secure exchanges		
Max = 3	Staff are qualified and insured/bonded		
Max = 3	Provider's previous experience providing supervised visitation services		
Max = 3	Provider is able to monitor multiple visits concurrently		
Max = 3	Hourly rate is consistent with market expectations		
Max = 30	Total Score out of 30		