Request for Proposals

For

Intensive Reunification Program Services

RFP # KCI2017-005

Kids Central
901 Industrial Dr.
Suite 200
Wildwood, FL 34785
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1.0 Overview

1.1 Statement of Purpose

Kids Central is seeking proposals from applicants that are qualified to provide Intensive Reunification Program (IRP) services in Circuit 5 (Citrus, Hernando, Lake, Marion, and Sumter Counties). Please refer to Section 3.0 of this Request for Proposal (RFP) for a complete description of the services required. This RFP is open to all eligible applicants that meet the qualification requirements specified in this procurement announcement.

1.2 Background

Kids Central is the private, non-profit organization selected by the Florida Department of Children and Families (DCF) as the lead agency responsible for the privatization of child protection services in Citrus, Hernando, Lake, Marion and Sumter Counties (Circuit 5). The agency develops and manages a comprehensive, community-based system of care for abused, neglected and abandoned children and their families. Kids Central is committed to promoting the welfare of children through abuse/neglect prevention services, in-home care, foster care, and adoption, as outlined in F.S. Section 409.1671. In order to insure the safety, security, and well-being of every child, the Kids Central Provider Network will build a continuum of care for Circuit 5 children and families to address the prevention, intervention and treatment of child abuse and neglect.

In 1999 the Florida Legislature enacted section 409.1671 of the Florida Statues to implement a system redesign in which community-based care organizations would assume child protection services. The Florida legislature mandated that community based care would promote the safety of children, decrease the time it takes to achieve permanency for all children, promote adoption for children when that is the best permanency option and enhance the state’s capacity and accountability for both safety and permanency. In accordance with Florida Statue 409.1671, Kids Central was established as the lead agency for Citrus, Hernando, Lake, Marion and Sumter Counties to deliver prevention services, foster care and other related services, while ensuring each child’s safety, permanency and well-being. On April 1, 2003, the Department of Children and Families (DCF) executed a contract with Kids Central Kids Central has an established local community board comprised of strong community advocates who represent diverse career leadership.

Additionally, Kids Central, Inc. was awarded the Healthy Start Program in Lake County in 2012, in Alachua County in 2013 and most recently, Hernando County in 2016. The Program’s primary purpose is to increase delivery of effective, evidence-based services that reduce infant mortality, reduce the number of low birth weight infants, and improve health and development outcomes for participants, including Medicaid recipients.

1.3 Mission

Kids Central’s, mission statement is “Protecting children. Supporting families. Engaging communities.”

1.4 Vision

Kids Central’s vision is to be the most effective and recognizable lead agency for community-based care, providing child-centered practices that strengthen families and help create, support and maintain a safe environment for children.
1.5 Core Values

- **Integrity:** We are professional and honest in our working relationships, honor our commitments and hold ourselves to the highest standards of ethics and conduct.
- **Accountability:** As stewards of the public’s trust, we are responsible, transparent and dependable in our actions.
- **Excellence:** We strive for excellence in our work, seek ways to continuously improve and ensure staff and partners have the proper competencies and capacity to exceed customer expectations.
- **Empowerment:** We empower staff, individuals, families, and communities by respecting their diversity, providing the information and authority necessary to make appropriate decisions, and ensuring they have a voice and choice in their future.
- **Collaboration:** We engage community members, partners, stakeholders and service recipients in order to turn vision into action.
- **Innovation:** We cultivate a learning, adaptable environment using feedback, data and innovative ideas to improve efficiencies, effectiveness and results.

2.0 PROCUREMENT DETAILS AND QUALIFICATIONS

2.1 Details

**Authority:** This Request for Proposal (RFP) is issued under the provisions of the Kids Central and the Department of Children and Families contract PJL04, FL Statutes and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal application by a prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

**Applicant:** In regards to this RFP, an applicant is defined as an agency, group or organization that will provide Intensive Reunification Program Services in Circuit 5.

**Submission of Questions:** Applicants may submit written questions to the RFP Contact Person(s) identified in Section 4.0 of this RFP.

**Discussions with Applicants:** Discussions may be conducted with potential applicants to promote understanding of Kids Central’s requirements prior to the submittal deadline. Discussions may also be conducted with applicants whose proposals are determined to be reasonably qualified of being selected for award, but proposals may be accepted without discussion.

**Certified Minority Business Enterprises:** Kids Central encourages Certified Minority Business Enterprises to participate in all aspects related to this RFP.

**Multiple or Alternate Proposals:** Multiple/alternate proposals are not applicable to this RFP.

**Public Inspection:** Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.
RFP Addenda: Kids Central reserves the right to amend this RFP at any time.

Final Revised Proposals: If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by Kids Central. If a final revised proposal is not submitted, the previous submittal shall be construed as the best and final offer/proposal.

Cancellation of Request for Proposals: The request for proposals may be canceled when it is determined to be in the best interests of Kids Central.

Costs for Proposal Preparation: Any costs incurred by applicants in preparing or submitting a proposal are the applicants’ sole responsibility.

Prior Service Record: Kids Central reserves the right to consider the applicant’s previous service record with Kids Central, DCF or one of its subcontractors when considering a proposal for award.

Rejection of Proposals: Kids Central reserves the right to reject any and all responses to this RFP for Qualification and/or to withdraw this RFP at any time. Kids Central reserves the right to reject any and all proposals or to waive minor irregularities when to do so would be in the best interest of Kids Central. A minor irregularity is defined as a variation from the RFP terms and a condition which does not affect the price of the proposal or give the prospective Applicant an advantage or benefit not enjoyed by other prospective Applicants or does not adversely impact the interest of the agency. At its option, Kids Central may correct minor irregularities in any response to this RFP and/or make minor modifications to the requirements of this RFP when to do so would be in the best interest of the child welfare system in Citrus, Hernando, Lake, Marion and Sumter counties. Kids Central is under no obligation to make any such corrections or modifications and in no instance shall Kids Central assume liability to any respondent to this RFP.

Evaluations of Proposals: All valid proposals received will be evaluated by the Kids Central Proposal Evaluation Committee.

Notice of Award: Decisions shall be posted on the Kids Central, Inc. website, upon completion of the evaluation. Any agreement arising out of this solicitation will be with Kids Central and subject to any approvals required by statute, regulation, rule, order or other directive. No work is to be undertaken by the awardees prior to the contract commencement date. Kids Central is not liable for any costs incurred prior to the official starting date.

Availability of Funds: The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by Kids Central and subject to the availability of State and/or Federal funds.

Wages and Labor Law Compliance: Prior to contract execution for service contract in excess of $1.00, the provider shall certify, if applicable, that it complies with all state of Florida labor and wage regulations, “Wages, hours, and working conditions of employees of contractors performing services.”

Compliance with all Applicable State Business and Employment Laws: All providers shall comply with all laws governing entities doing business in the State of Florida and must be in good
standing. Prior to contracting, owners of all forms of business doing business in the State except sole proprietorships, charitable organizations, unincorporated associations and foreign insurance companies shall register and be in good standing with the Florida Department of Corporations, Business Registration Division. Foreign entities/companies must register with the Florida Department of State, Division of Corporations. More information is available at the Florida Department of Corporations website. Under Florida law a foreign corporation is a for profit corporation incorporated under laws outside of Florida (Fla. Stat. 606.01401(12)). “A foreign corporation may not transact business in this state until it obtains a certificate of authority from the Department of State.” (Fla. Stat. 607.1501(1)).

**Compliance with Background Screening requirements:** Provider staff and volunteers shall comply with required Level II background screening. Kids Central requires that all Level II background screenings also include a local law check for every county and/or city the employee has resided in within the past three (3) years, prior to application for employment or provision of volunteer services. Prior to the start date of an employee being hired for service under this agreement, Kids Central requires that the Provider complete a reference check for the prospective employee through the office of the Inspector General. Exhibit A, “Office of Inspector General Request for Reference Check” must be completed and results received before employment can begin. The Inspector General Reference Check results will be kept in the Provider’s Personnel File and Exhibit B “Inspector General Reference Check Summary” will be submitted monthly with the invoice to the Contracts Manager.

**Confidentiality of Information:** Kids Central reserves the right to retain all copies of applicant proposals submitted in response to this Request for Proposals. You are hereby notified that under FS 119.07, (“Florida’s Sunshine Law”) proposals submitted in response to this solicitation cannot be granted immunity from public scrutiny. All information submitted must be made available to the public for examination, if so requested. Applicant requests to hold certain submitted materials in confidence cannot be honored. If it is essential to your organization that certain materials are kept confidential, and they are a required element of this Request for Proposal, it is recommended that you decline to respond to this solicitation.

**Compliance with Employment Eligibility Laws:** U.S. law requires companies to employ only individuals who may legally work in the United States, either U.S. citizens, or foreign citizens who have the necessary authorization. All providers shall enroll and utilize the U.S. Department of Homeland Security’s E-Verify system, [https://e-verify.uscis.gov/enroll](https://e-verify.uscis.gov/enroll), to verify the employment eligibility of all persons employed to perform duties related to this award.

**Conviction of Offense:** The award recipient will ensure that employees, agents and independent contractors who provide direct care to Clients comply with the Affidavit of Good Moral Character Form.

**Confidentiality of Information:** Kids Central reserves the right to retain all copies of applicant proposals submitted in response to this Request for Proposals. You are hereby notified that under FS 119.07, (“Florida’s Sunshine Law”) proposals submitted in response to this solicitation cannot be granted immunity from public scrutiny. All information submitted must be made available to the public for examination, if so requested. Applicant requests to hold certain submitted materials in confidence cannot be honored. If it is essential to your organization that certain
materials are kept confidential, and they are a required element of this Request for Proposal, it is recommended that you decline to respond to this solicitation.

Campaign Contributions by State and County Contractors: Contractors are hereby notified that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, visit the Florida Department of State Website.

Subcontractors: Applicants must describe in the proposal, all responsibilities that applicant anticipates assigning or subcontracting, identify the subcontractor and also describe how applicant will manage these subcontractors.

Licenses and Permits: Applicants shall obtain and pay for all necessary licenses, permits, and related documents, required; to comply with the proposal. Applicant shall save and hold harmless Kids Central as a result of any infraction of the aforementioned. Applicant shall provide all applicable licenses as a part of the proposal.

2.2 Qualification Requirements

All Applicants interested in submitting a proposal must acknowledge compliance of or a willingness to meet the following qualification requirements in order for their proposal to be reviewed and considered for contract. Applicants not able to meet these minimum requirements need not apply.

- Providers must be Medicaid Providers eligible to provide in home services and must be able to bill Medicaid for services.

Failure to have performed any previous contractual or employment obligations with Kids Central or the State of Florida in a manner satisfactory to Kids Central or DCF may be sufficient cause for disqualification. To be disqualified as a Respondent under this provision, the Respondent must have:

1) Previously failed to satisfactorily perform in a contract or employment with Kids Central or DCF, been notified by Kids Central or DCF of unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of Kids Central or DCF; or
2) Had a contract or employment terminated by Kids Central or DCF.

Per DCF requirements, Kids Central will not intentionally award contracts to any applicants or its Providers and/or sub-providers that:

1) Has been barred, suspended, or otherwise prohibited from doing business with any government entity, or has been barred, suspended, or otherwise prohibited from doing business with any government entity within the last five (5) years

2) Is under investigation or indictment for criminal conduct, or has been convicted of any crime which would adversely reflect on their ability to provide services to vulnerable populations, including, but not limited to, abused or neglected children, or which adversely reflects their ability to properly handle public funds;

3) Is currently involved, or has been involved within the last five (5) years, with any litigation, regardless of whether as a plaintiff or defendant, which might pose a conflict of interest
to the Department, the state or its subdivisions, or a federal entity providing funds to the Department;

4) Had a contract or employment terminated by the Department for failure to satisfactorily perform or for cause; or

5) Failed to implement a corrective action plan approved by the Department or any other government entity, after having received due notice.

3.0 SCOPE

3.1 Program Goals

The Provider agrees to deliver children’s mental health services to Circuit 5 with funds provided under this Agreement. These funds are used to provide non-Medicaid reimbursable wraparound services to children with mental health or behavioral health needs who are victims of abuse, in the physical care or custody of the Department, or at high risk for out-of-home placement. Wraparound services are a unique set of community based services and natural supports that address the individualized needs of a particular child or youth.

The goal of the services is to reduce recidivism and enable a child with a Serious Emotional Disturbance (SED) to live in a stable setting, attend school regularly, address inappropriate behavior in family setting, and prevent involvement with the Juvenile Justice System.

The priority use of these funds is to provide wraparound services and supports that are part of the child’s mental health Intervention Plan that are not otherwise available to these children. The funds may be used in non-traditional ways to meet client needs such as outings, clothing, and educational materials, etc. when they are specified as part of the child’s goals in their Intervention Plan. Funds must be used solely for direct community based services and supports.

The IRP shall be centered on the child, adolescent, and family, with the needs and strengths of the child or adolescent and his or her family dictating the types and mix of services provided. Families should be active participants in all aspects of planning, selecting, and delivering mental health services at the local level. Care shall be community based and provide timely access to a comprehensive array of cost-effective mental health and support services. Children and adolescents shall receive individualized services, guided by an individualized Intervention Plan, in accordance with the unique needs and strengths of each child and his or her family.

3.2 Clients to be Served

The Target Population for the IRP is children from birth up to age eighteen (18) residing in Circuit 5, who are victims of abuse or neglect, are in the physical custody of the Department and remain at high risk of abuse, but are being reunited with their removal caregiver. The child must have a Serious Emotional Disturbance (SED). The definition of a child with a SED is defined in Section 1912© of the Public Health Service Act as amended by Public Law 102-321. These requirements include children:

- From birth to age eighteen (18);
• Who currently or at any time during the past year, have had a diagnosable mental, behavioral, or emotional disorder of sufficient duration to meet diagnostic criteria specified within DSM-IV or the ICD-10 equivalent (and subsequent revisions):
  o Excluded are “V” codes, substance use, and developmental disorders, unless they co-occur with another primary diagnosable SED.
  o Children considered “at risk” are excluded in these Federal guidelines.
• Whose conditions resulted in functional impairment which substantially interferes with or limits the child’s role or functioning in family, school, or community activities:
  o Functional impairment is defined as difficulties that substantially interfere with or limit a child or adolescent from achieving or maintaining one or more developmentally appropriate social, behavioral, cognitive, communicative, or adaptive skills.
  o Functional impairments of episodic, recurrent, and continuous duration are included unless they are temporary and expected responses to stressful events in the environment.
  o Children who would have met functional impairment criteria during the referenced year without the benefit of treatment or other support services are included in this definition.
  o Functional impairment can be determined and documented in a variety of ways through commonly used assessments, such as

In addition, services may be provided to children who do not currently meet the definition of SED, including those who do not have a mental health diagnosis and/or SED, but who are at risk of developing such or who could properly be diagnosed as such. The definition of a “child or adolescent at risk of emotional disturbance”, as per F.S. 394.492(4) is a person under eighteen (18) years of age who has an increased likelihood of becoming emotionally disturbed because of risk factors that include, but are not limited to:

• Being homeless;
• Having a family history of mental illness;
• Being physically or sexually abused or neglected;
• Abusing alcohol or other substances;
• Being infected with human immunodeficiency virus (HIV);
• Having a chronic and serious physical illness;
• Having been exposed to domestic violence; and/or
• Having multiple out of home placements

3.3 Program Services

Services to the child shall be delivered in the child’s current placement setting. Services to the family will be delivered in the child’s current placement setting or in the home of the client or in a community-based facility conveniently located to the client’s home, while ensuring each client’s safety, well-being, and permanency. Provider shall perform the following program services and tasks in accordance with the Kids Central System of Care and Kids Central Policies and Procedures:
• A referral to the IRP will occur at the Reunification Staffing.
• Families will be referred for services who are approaching reunification and have begun
unsupervised and/or overnight visits.
• The Referral Form will state basic information on the family such as proposed time to
reunification and major areas of need.
• If there is a wait list case priority will be coordinated between Case Management
Director and Kids Central’s Contracts Department.
• No program participants who are proposed for services will wait longer than seven (7)
days to begin receiving services.
• Upon program acceptance, families will receive introductory letter with program
information, phone contact number, and information on how to set up the initial home
visit.
• The initial case is assessed in the client’s home by clinical and case management staff.
The initial IRP staffing with the team will also be held in the client’s home.
• The assessment protocols shall include the North Carolina Family Assessment Scale
(NCFAS G&R) which will be completed at case opening.
• The NCFAS G&R shall be repeated at forty-five (45) days from initiation of IRP services,
at case closure.
• The assessment should include all available information obtained from collateral
sources.
• IRP services must be identified in either the child’s Mental Health Treatment plan, Multi-
disciplinary Staffing form, Case Management Service Plan, or service plan as defined in
FS 394.496, or the Case Plan for the child as described in s. 39.6011 and s. 39.6012, F.S.
• IRP will intervene in emergency situations, creating a triage list to prevent a crisis which
could cause a reunification failure.
• Services will focus on the underlying problem(s) that led to the reason for removal.
• The Service Plan shall be developed in coordination with the family and will contain two
(2) to three (3) NCFAS G&R domains to address.
• Goals and objectives of services will be clearly defined on the Service Plan to include
community supports which link the family to community resources.
• The Comprehensive Behavioral Health Assessment (CBHA) will be included as collateral
documentation for the Service Plan.
• The Intervention Specialist provides services in a family-focused manner, centered on
the child. All services should be a holistic approach to treating the family. There are five
(5) distinct service areas:
  o Rebuilding of confidence, hope and modification through supportive and
    motivational counseling.
  o Skills training to include parenting, anger management, and communication.
  o Linkage and referral for resources that address basic needs such as financial,
    vocational, mental health, substance abuse, physical health, housing, transportation,
    and safety needs (with the expectation that at least 50% of those services come
    from non-traditional supports that have been identified by the family.)
  o Supportive aftercare that begins at referral and includes phone support.
  o Linkage to community support services.
• Case progress is charted based on outcomes set forth in the initial NCFAS G&R
assessment and ongoing intervention planning process.
- The Primary FCM will always be included in any staffing or meetings regarding the child and family.
- Staffing summaries will be sent to the child’s primary Family Care Manager (FCM) to enable appropriate recommendation to the courts every thirty (30) days.
- IRP services are typically provided for ninety (90) days but up to one-hundred and twenty (120) days. Extensions will be approved by Kids Central’s Utilization Management Department.
- Reunification Family Team conference referrals are made thirty (30) days prior to case closure to the Devereux Reunification Family Team Conference Program. The provider shall assist with and participate in the Family Team Conference.
- The Aftercare/Safety Plan is initiated during Devereux Reunification Family Team Conference linking the family to informal community resources for supports after case closure.

3.4 Documentation and Utilization

- **Intake and Referrals** – Intensive Reunification Program (IRP) Services shall be provided to all clients appropriately referred by the primary Family Care Manager or Family Preservation Specialist.
- **Utilization Management** – The funds will be reviewed and approved through the Kids Central Utilization Management department.
- **Client Information** – Provider shall ensure all changes of placements, legal events, case happenings, etc. are documented in the Florida Safe Families Network (FSFN) chronological notes on an ongoing basis within forty-eight (48) hours of the event or change.

3.5 Documentation of Services Rendered

Provider shall completely document the provision of IRP services to each client file and Kids Central data management system, to include FSFN, as required. The extent of documentation will depend upon services provided and length of time IRP is involved with the family. Direct service time records shall be maintained in order to fully substantiate the services billed under this Agreement. The service billed report shall include a report detailing all items and amounts billed to Medicaid when requested.

3.5.1 Case Record

At a minimum, the IRP record will include:
- Date of admission;
- Source of referral;
- Name, address, social security number, gender, race, and birth date of client;
- Assessments completed during services;
- Child Behavioral Health Assessments (CBHA);
- Case Plan
- Chronological notes documenting contact and/or service;
- Individual Service Plan, reviews and revisions reflecting the child and family’s goal achievement;
- Record of all referrals for community services and the family’s cooperation/ compliance with recommended services; and,
A copy of the Aftercare/Safety Plan, as applicable for closed cases.

3.5.2 Information Systems.

Provider shall enter data in the state and Kids Central Information Systems as required by the Department and Kids Central Policies and Procedures. Specifically, the Provider is required to be familiar with and to enter case management and other data into FSFN as directed by Kids Central. The Provider understands that utilization of FSFN will be essential to the successful reporting of services delivered under this Standard Subcontract.

3.6 Insurance Requirements

- The ability to meet the following insurance coverage as required by Florida Statute 409.1671:
  a) Professional and General Liability Insurance – The Applicant shall maintain professional and comprehensive general liability insurance covering Provider for claims arising from acts or omissions occurring within the scope of the services provided, with a minimum coverage limit of $1,000,000 (per occurrence) and $3,000,000 (aggregate).
  b) Sexual Abuse/Molestation Insurance – Where service to be performed under this Agreement are in the presence of clients, an additional insured endorsement indicating sexual harassment, abuse and sexual molestation coverage with a minimum coverage limit of $1,000,000 (per occurrence) and $3,000,000 (aggregate) is required.
  c) Workers’ Compensation – The Applicant will maintain workers’ compensation insurance per Florida statutory limits covering all employees engaged in any work associated with this Contract.
  d) The respondent must be willing to add Kids Central as an additional insured on the general, professional and sexual abuse liability policies and be willing to add DCF as a certificate holder.
  e) Automobile Liability Insurance. The Provider shall maintain automobile liability insurance coverage on all owned, non-owned and hired vehicles with a minimum limit of $1,000,000 combined single limit coverage.

3.7 Community Service

Describe the organization’s community service involvement; does the organization actively seek opportunities to improve the communities in which they conduct business? If so, describe these improvements.
4.0 PROPOSAL PROCESS, SCHEDULE, FORMAT, EVALUATION

4.1 RFP Process

Proposals must be received by 5:00PM on May 03, 2017. Proposals may be hand-delivered, mailed or emailed to:

EMAILS: rfp@kidscentralinc.org

MAIL-INS or HAND DELIVERIES: Kids Central

Attn: Shelly LaFrance
901 Industrial Drive
Suite 200
Wildwood, Florida 34785

INQUIRIES & QUESTIONS: Inquiries and questions regarding this RFP must be in writing and must be directed to rfp@kidscentralinc.org which will be your primary contact during the proposal stage.

As part of the process, all applicants have the opportunity to submit questions for clarifications of specifications or further information. All questions and answers will be published. Please see schedule in section 4.2 for dates.

Please do not call, or otherwise contact, other members of Kids Central management, staff or Board of Directors. Any Applicant violating this restriction will be disqualified from consideration.

4.2 Tentative Schedule

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<td>Question Submission Deadline</td>
<td>April 12, 2017</td>
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<tr>
<td>Post Question &amp; Answers</td>
<td>April 19, 2017</td>
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<td>Proposals Due</td>
<td>May 03, 2017</td>
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<td>Proposal Evaluation Complete</td>
<td>May 24, 2017</td>
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<td>Notice of Intent to Award</td>
<td>May 31, 2017</td>
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<td>Award Protests Due</td>
<td>June 07, 2017</td>
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<td>Declaration of Award</td>
<td>June 16, 2017</td>
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<td>Contract &amp; Services Begin</td>
<td>August 01, 2017</td>
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4.3 Proposal Format

Proposals shall be organized as follows:

- Proposal Narrative (maximum length is 10 pages)
- Additional attachments as required (Resumes and certifications)

Proposals shall be printed on “8½ x 11” paper only, using no less than 12 pitch font with one-inch page margins. Narrative sections should be single-spaced, with each section clearly defined.
4.3.1 Proposal Narrative

Proposals, no more than ten (10) pages, shall be submitted to Kids Central following the outline as shown below and as described in Section 2.2 and 3.0 of this RFP. A written response is required for each item. **Failure to answer any of the items will impact the applicant’s score.** Applicants are strongly encouraged to review evaluation criteria as described in Section 4.4 when completing the proposal.

- Qualification Requirements – confirmation of compliance of Section 2.2.
- Background – confirmation that services will be provided in all five (5) counties within Circuit 5.
- Overview – explanation of why this program would be considered an Intensive Reunification Program.
- Service Requirements – explanation of compliance with Section 3.0.
- Qualifications
  - Experience
  - Organization
  - Personnel & Volunteers
  - Community Service
  - Facilities
- Staffing Pattern – provide the number and type of FTE’s that will support this program in Circuit 5. Attachment I provide for further detail relating to the types of positions that are required to be included in the staffing pattern provided by the applicant.

4.3.2 Payment Method

Payment will be made based upon units of services produced and billed in actual time, in accordance with the services authorized as specified on the Fee Schedule attached (Attachment I). All administrative overhead is included in the provided rates.

4.4 Proposal Evaluation

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation. An evaluation committee of designated reviewers shall review and evaluate proposals; the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

A sample of the evaluation sheet that will be used is shown below.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Possible Score</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Overview</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Service Requirements</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Qualifications/Experience</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Staffing Pattern</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>
Scoring will not be used as a sole determination of awarding funds to projects(s). Kids Central, Inc. considers awards based on the following:

1). Information as presented in the application; and
2). Perceived value to the community, and/or competitiveness or duplication compared to other currently proposed projects; and
3). Expenditure goals and deadlines of individual funding sources; and
4). Which proposal(s), in the opinion of the Review Committee, will best serve the community need and address the community based care strategies.

During the review of the proposals, the Review Committee may, at its discretion, request a telephone or teleconference to further discuss the proposal. Such discussions will provide applicants with an opportunity to answer any questions the committee may have on the applicant’s proposal. Not all applicants may be contacted for further discussion. Kids Central will not be liable for any costs incurred by the applicant in connection with these discussions.