



# PARTNERSHIP FOR STRONG FAMILIES

## **Request for Proposals to Provide Financial & Accounting Services**

Partnership for Strong Families (PSF) is requesting proposals for the completion of Case Management Financial & Accounting services effective July 1, 2026, through June 30, 2028, with the potential for a multi-year extension. PSF is a 501(c)(3) organization that is a child welfare lead agency organized under the laws of the State of Florida to serve **Alachua, Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Suwannee, Taylor, and Union Counties – Judicial Circuits 3 & 8**. In an effort to maintain ongoing services to maintain an adequate administrative organizational structure and support staff sufficient to discharge its contractual responsibilities and in compliance with all applicable administrative rules and statutes, PSF is seeking responses to the Request for Proposal (RFP) from established financial and accounting agencies currently in a contractual relationship for Financial and Accounting services with Community Based Care Agencies (CBC) throughout the State of Florida. This document serves as an invitation for your agency to submit a response to PSF's RFP for Financial and Accounting services.

The purpose of this RFP is to enable PSF to enter into a contract to maintain the accounting system for PSF in the MIP accounting software, ensure PSF has access to real-time MIP information, ensure that PSF has multiple user accounts for accessing the system, and record all financial transactions in a general ledger in MIP in the PSF catchment area. The fixed-price/unit-cost reimbursement contract awarded related to responses received from this RFP will be for financial and accounting services in the catchment area, and the awarded contract will be effective July 1, 2026, to June 30, 2028. PSF, at its discretion, reserves the right to extend any contract awarded from this RFP to continue the relationship with the chosen service provider.

### **Response Format**

In responding to this request, please provide the following information and, as needed, supporting documentation to demonstrate the respondent's capabilities to take on financial and accounting services. (Not including all of the information requested may be grounds for disqualification of the responder's proposal.)

#### **1. Past Practice and Performance**

- Describe your agency's history of providing financial and accounting services in Florida.

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- Describe your agency's quality assurance process/program, identifying areas of strength and areas in need of improvement. The response must include examples of actions taken to address areas in need of improvement, along with lessons learned. Responses must also indicate how services in PSF's catchment area will be incorporated into the respondent's existing quality assurance structure, activities, and oversight, and must describe what new activities and oversight might need to occur as a result of the agency taking on another service area/county.

**2. Budget**

- Provide the agency's current budget and the corresponding budget related to additional revenue and expenses related to the addition of the new county and staff. Provide a narrative to describe the budget changes and how the changes will be made. The budget must include details of salaries, benefits, and other costs.

**3. Implementation Plan**

- Describe how your agency will handle the transfer of, if appropriate:
  - Staff and Management

**Submission of Questions**

All questions regarding this proposal should be submitted to Danielle Alenda via email ([Danielle.Alenda@pfsf.org](mailto:Danielle.Alenda@pfsf.org)) no later than **May 8, 2026, at 5:00 p.m.** A response to all inquiries will be provided by **5:00 p.m. on May 13, 2026.**

**Submission of Proposals**

Submit a PDF of your proposal by email to the Procurement Manager, Danielle Alenda, at ([Danielle.Alenda@pfsf.org](mailto:Danielle.Alenda@pfsf.org)), no later than **May 20, 2026, at 5:00 p.m.** In the subject line of the email, please include "Proposal for Financial & Accounting Services" and the firm's name.

PSF reserves the right to refuse proposals not providing the information requested or by the time requested within this proposal.

The final decision is not necessarily tied to the highest score or lowest cost. The PSF Board reserves the right to make a determination based on what is in the best interest of the agency.

**Notification of Award:**

1. It is expected that a decision selecting the successful Behavioral Health Services provider will be made within 15 business days of the closing date for the receipt of proposals.

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2. Selection results will be posted publicly on our official website at <https://www.pfsf.org/about-us/partnership-provider-network/>.

**Small, Certified Minority, and Florida Certified Veterans Businesses Participation:**

Small businesses, certified minority, and Florida certified veteran business enterprises are encouraged to participate in this solicitation. All responders shall be accorded fair and equal treatment.

**Evaluation:**

**Mandatory Requirements**

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal does not have the specified number of references with required contact information.

**Protest:**

Please note that this and all other postings are secondary to the electronic postings on [www.pfsf.org](http://www.pfsf.org), which is the sole official posting for this advertisement. Any protest regarding this advertisement must be communicated to the PSF Procurement Manager and documented within 72 hours of the first official posting. Physical posting will not extend that 72-hour deadline. Likewise, it is the responsibility of those submitting a response to this advertisement to obtain the results from the [pfsf.org](http://pfsf.org) official posting site in sufficient time to protect their own interests should they care to do so.