



PARTNERSHIP FOR STRONG FAMILIES

Request for Proposals to Provide Independent Living Services

Partnership for Strong Families (PSF) is requesting proposals for the completion of Case Management Independent Living services for the remainder of the fiscal year ending June 30, 2022 through June 30, 2023 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 young adults participating in Extended Foster Care, Independent Living and related services pursuant to Fla. Stat. § 39.6251 and 409.1451, and to minimize any disruptions after December 31, 2021, PSF is seeking responses to the Request for Proposal (RFP) from established case management agencies, or other child welfare service agencies, currently in a contractual relationship for Independent Living 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 Independent Living services.

The purpose of this RFP is to enable PSF to enter into a contract to provide deliver Secondary Transitional Services, Post-secondary Education Services and Support (PESS), Aftercare and related services to eligible teens and young adults in Alachua, Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Suwannee, Taylor and Union Counties. The sub-recipient cost reimbursement contract awarded related to responses received from this RFP will be for Independent Living services in Alachua, Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Suwannee, Taylor and Union Counties and the awarded contract will be effective January 1, 2022 – June 30, 2023. 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 independent living services. (Not including all of the information requested may be grounds for disqualification of the responder's proposal.)

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1. **Reference**

- Provide three letters of reference, with at least one from a current Community Base Care Lead Agency.

2. **Past Practice and Performance**

- Describe your agency's history of providing independent living services in Florida, particularly with your agency's current Community Base Care Lead Agency.
- Describe your agency's quality assurance process/program identifying areas of strength and areas in need of improvement. Response must provide examples of actions taken to address areas in need of improvement and lessons learned. Responses must also indicate how services in Alachua, Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Suwannee, Taylor and Union Counties 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.
- Evidence of, and/or a plan for, consistent supervisory review of the cases
- Evidence of, and/or a plan for, consistent supervisory consultations
- Evidence of, and/or a plan for, monthly contact with PESS, Aftercare and under age 18 secondary caseloads
- A plan for Timely Home Visits with Extended Foster Care (EFC) young adults
- A plan for Timely Case Planning with EFC young adults
- A plan for Timely submission of court reports for EFC young adults

3. **Budget**

- Provide agency's current budget and corresponding budget related to additional revenue and expenses related to the addition of the new county and staff. Provide narrative to describe the budget changes and how the changes will be made. Budget must provide details for salaries, benefits, etc.

4. **Transition Plan**

- Describe how your agency will handle the transfer of, if appropriate:
 - Staff and Management
 - Notification to clients, stakeholders and the community

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Submission of Questions

All questions regarding this proposal, should be submitted to Linda Means via email (Linda.Means@pfsf.org) no later than **September 26, 2021 at 5:00 p.m.** A response to all questions posed will be posted on PSF website by close of business **October 6, 2021 by 5:00 P.M.**

Submission of Proposals

Submit one flash drive containing a PDF of your proposal, delivered to the address below. The proposal should also be emailed to the Procurement Manager. Proposals must be received no later than **October 19, 2021 at 12 p.m. (Noon):**

Linda Means
Procurement Manager
c/o Partnership for Strong Families, Inc.
5950 NW 1st Place, Suite A
Gainesville, FL 32607

On the outside of the envelope please include "Proposal to Provide Independent Living 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 independent living provider will be made within 30 days of the closing date for the receipt of proposals.
2. Upon conclusion of final negotiations with the successful independent living provider, all agencies that submitted a proposal in response to this Request for Proposal will be informed in writing, of the name of the successful independent living provider.

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.

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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.
4. The proposal does not contain a copy of the most recent peer review letter.

Protest:

Please note that this and all other postings are secondary to the electronic postings on pfsf.org, which is the sole official posting for this advertisement. Communication of any protest regarding this advertisement must be made 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 official posting site in sufficient time to protect their own interests should they care to do so.