



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 effective July 1, 2023 through June 30, 2024 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, PSF is seeking responses to the Request for Proposal (RFP) from established case management 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 July 1, 2023 – June 30, 2024. 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.)

1. Reference

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

2. **Practice and Performance**

- Experience and Quality
 - Describe your agency's history of providing independent living services in Florida, particularly with your agency's current Community Base Care Lead Agency.
 - Include requirements outlined in Fla. Stat. § 39.6251 and 409.1451 such as;
 - Identify important life skills that children in out-of-home care should acquire.
 - Develop a list of age-appropriate activities and responsibilities useful for the development of specific life skills for use by children and their caregivers. The age-appropriate activities must address specific topics tailored to the needs of each child's developmental stage. For older youth, the list of age-appropriate activities must include, but is not limited to, informing the youth of available independent living services and community resources and how to apply for such services.
 - Design and disseminate training for caregivers related to building needed life skills. The training must include components that address the challenges of children in foster care in transitioning to adulthood and information on programs for children who are aging out of care under ss. 414.56 and 409.1451, high school completion, applications for financial assistance for higher education, vocational school opportunities, supporting education, and employment opportunities.
 - Beginning after the child's 13th birthday, regularly assess the degree of life skills acquisition by each child. The department shall share the results of the assessments with the caregiver and support the caregiver in creating, implementing, monitoring, and revising plans as necessary to address the child's life skills deficits, if any.
 - Provide opportunities for children in foster care to interact with qualified, trained mentors who are committed to engaging reliably with the child long-term.
 - Develop and implement procedures for children of sufficient age and understanding to directly access and manage the personal allowance they receive from the department.
 - 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,

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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.

- **Processes and Compliance**
 - Evidence of consistent supervisory review of the cases
 - Evidence of consistent supervisory consultations
 - Evidence of timely and quality documentation in FSN
 - Evidence of monthly contact with PESS, Aftercare and under 18 secondary caseloads
 - Timely home visits with youth and extended foster care (EFC) young adults
 - Timely case planning practices
 - Timely submission of court reports and court attendance
 - Evidence of transition planning practices
 - Evidence Life Skills Training implementation
- **Innovation**
 - Describe innovative solutions and ideas to serve this population
 - Describe any unique approaches and partnerships developed to maximize resources

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

Submission of Questions

All questions regarding this proposal, should be submitted to Linda Means via email (Linda.Means@pfsf.org) no later than **April 5, 2023 at 5:00 p.m.** A response to all inquiries posed will be provided by close of business **April 12, 2023 by 5:00 P.M.**

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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, Linda Means (Linda.Means@pfsf.org) no later than **April 25, 2023 at 12 p.m. (Noon)**:

Linda Means
Procurement Manager
c/o Partnership for Strong Families, Inc.
5950 NW 1st Place, Suite 300
Gainesville, FL 32607
Linda.Means@pfsf.org

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.

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.

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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 www.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.