

PARTNERSHIP FOR STRONG FAMILIES, INC.

Community-Based Care Lead Agency | Judicial Circuits 3 & 8

Alachua, Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Suwannee, Taylor,
and Union Counties

REQUEST FOR PROPOSALS (RFP) FOSTER HOME RECRUITMENT, LICENSING AND SUPPORT SERVICES

Document Control Number	PSF-RFP-2026-004
First Official Posting	October 9, 2026
Anticipated Funding	Subject to availability of funds; final contract amounts will be established during contracting
Anticipated Agreement Period	Effective date through June 30, 2029 (three fiscal-year periods)

IMPORTANT NOTICE

This RFP is a competitive procurement. The PSF procurement webpage is the sole official source for the solicitation, addenda, written questions and answers, schedule changes, and the Notice of Intent to Award. Respondents are responsible for monitoring the webpage and complying with all solicitation requirements and deadlines.

PROCUREMENT POINT OF CONTACT

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SECTION 1: INTRODUCTION

1.1 Agency Background and History

Partnership for Strong Families, Inc. (PSF) is a private, not-for-profit Community-Based Care lead agency contracted with the Florida Department of Children and Families (DCF) to coordinate and manage child welfare services in Florida Judicial Circuits 3 and 8. PSF serves Alachua, Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Suwannee, Taylor, and Union Counties.

PSF provides system leadership, contract oversight, quality assurance, fiscal stewardship, provider-network coordination, and other functions necessary to support safety, permanency, and well-being for children and families served through the regional child welfare system.

1.2 Purpose

The purpose of this RFP is to competitively procure and reprocure Foster Home Recruitment, Licensing and Support Services throughout PSF's service area. PSF seeks qualified organization(s) with applicable child-placing agency licensure, relevant experience, and the organizational and fiscal capacity to provide the services described in Section 3.

1.3 Statement of Need

PSF is responsible for maintaining a sufficient array of safe, appropriate licensed family foster homes to meet the placement needs of children served in Judicial Circuits 3 and 8. Placement needs change over time and may include homes able to serve teens, sibling groups, and other populations for which additional or specialized capacity is needed.

Maintaining this capacity requires ongoing recruitment; timely preparation and licensing of prospective caregivers; relicensing; caregiver support and retention; accurate information about home availability; and coordination with PSF and system partners. The resulting agreement(s) are intended to support a stable, responsive foster-home network that can adapt as system needs change.

1.4 Current System Profile and Planning Information

The information below provides planning context to help respondents develop a reasonable staffing, capacity, and cost proposal. Data is historical or current-system information and does not guarantee future referrals, placements, licensed homes, service units, expenditures, or funding.

Planning Information	Current / Recent PSF Value	As-of-Date / Source
Children in out-of-home care	624	Child Welfare Dashboard 8/1/26
Children placed in licensed family foster homes	376	Child Welfare Dashboard 8/1/26
Active licensed family foster homes / licensed beds	149 homes/444 beds	FSFN Licensed Provider listing 9/30/26
Homes/beds able to serve teens	29 homes with teen preference capacity	Pkids capacity report
Homes/beds able to serve sibling groups / other PSF-priority populations	138 homes licensed with 3 or more capacity	Pkids capacity report
New foster homes licensed during the most recent completed fiscal year	37	Agency tracking FY 25-26
Foster homes closed during the most recent completed fiscal year	36	Agency tracking FY 25-26

1.5 Funding and Payment Structure

Services under any resulting agreement are anticipated to be supported by state and/or federal child-welfare funds made available to PSF through its lead-agency agreement with the Florida Department of Children and Families (DCF), Contract No. CJ152. Final funding-source identifiers and applicable federal or state award requirements will be identified in the resulting agreement or award documentation, as applicable.

Services awarded through this RFP depend on the availability of funds. PSF has not predetermined the number of awards or allocation among providers. Payment will be based on agreed unit rates for approved service units. The operational budget supports PSF's review of proposed rates. Annual rate review is addressed in Section 1.7.

1.6 Resource Information

The following resources help respondents understand PSF's system of care, governing requirements, and funding context. This list is not exhaustive, and requirements may be amended from time to time:

- PSF official procurement webpage: <https://www.pfsf.org/about-us/partnership-provider-network/>
- Florida Department of Children and Families (DCF): <https://www.myflfamilies.com/>
- Florida Accountability Contract Tracking System (FACTS) contract search: <https://facts.fldfs.com/Search/ContractSearch.aspx>. Respondents may search DCF Agency Contract ID CJ152 to review PSF's current lead-agency contract and available public contract information.
- Florida child-placing and foster-home licensing authorities include section 409.175, Florida Statutes; Chapter 435, Florida Statutes; Chapter 65C-15, Florida Administrative Code; and Chapter 65C-45, Florida Administrative Code, as amended.

1.7 Anticipated Terms of the Agreement

The anticipated agreement covers three fiscal-year periods, beginning on the effective date stated in the fully executed agreement and ending June 30, 2029. The first period runs from the effective date through June 30, 2027; the following periods run from July 1, 2027, through June 30, 2028, and from July 1, 2028, through June 30, 2029. The first period may be a partial fiscal year. Funding for each fiscal year is subject to availability of funds and the terms of the signed agreement.

The unit rates in the signed agreement apply until changed by a written amendment. PSF and the provider may review rates annually considering available funding, documented costs, service needs, and PSF's required cost analysis. Any revised rate must be agreed to in writing by both parties before it takes effect. No increase is automatic.

SECTION 2: SOLICITATION PROCESS

2.1 Procurement Contact and Official Posting

All communications concerning this RFP must be directed in writing to the sole Procurement Manager identified below. PSF is not bound by oral explanations, instructions, or communications.

Procurement Manager: Danielle Alenda, Contract Manager and Board Support Coordinator

Email: danielle.alenda@pfsf.org

RFP Reference: PSF-RFP-2026-004

Official Procurement Webpage: <https://www.pfsf.org/about-us/partnership-provider-network/>

The electronic posting on the official procurement webpage is the sole official posting for this solicitation. Respondents are responsible for monitoring the webpage for the RFP, questions and answers, addenda, schedule changes, the Notice of Intent to Award, and other official notices.

2.2 Schedule of Events

PSF has established the following anticipated schedule. PSF may modify the schedule by official notice or addendum posted on the procurement webpage.

Activity	Date / Time	Location / Notes
First Official Posting / RFP Release	October 12, 2026	Official procurement webpage
Deadline for Written Questions	October 19, 2026, at 3:00 p.m.	Email to Procurement Manager
PSF Written Responses / Addenda Posted	October 22, 2026, at 3:00 p.m.	Official procurement webpage
Proposal Deadline	November 2, 2026, at 3:00 p.m.	Electronic submission to Procurement Manager
Responses Opened	November 2, 2026, at 3:30 p.m.	PSF virtual
Evaluation Team Meeting	November 12, 2026, at 12:00 p.m.	Internal evaluation / debrief
Notice of Intent to Award	November 12, 2026, by 3:00 p.m., subject to required approvals	Official procurement webpage
Contract Negotiation / Finalization	November 19 – December 4, 2026, excluding Thanksgiving closures	Required reviews, approvals, negotiations, and contracting
Anticipated Contract Execution	December 7, 2026	Subject to completion of required approvals
Anticipated Service Start	December 15, 2026	Subject to funding, transition requirements, and final executed agreement

2.3 Written Questions

All questions regarding this RFP must be submitted in writing to the Procurement Manager at danielle.alenda@pfsf.org by the deadline in Section 2.2. PSF will post written answers and any addenda on the official procurement webpage. Oral statements are not binding unless confirmed in an official written response or addendum. Only written information issued through the designated procurement process is authoritative.

2.4 Proposal Submission

Responses must be received by the Proposal Deadline. Submit the proposal narrative and completed response forms as one PDF, together with the completed Attachment C, to danielle.alenda@pfsf.org using the subject line: **“PSF-RFP-2026-004 Response - Foster Home Recruitment, Licensing and Support Services - [Respondent Name].”** Respondents are responsible for timely delivery. Late proposals may be deemed nonresponsive.

A respondent may withdraw or replace its proposal with written notice received before the deadline. After the deadline, revisions are permitted only when PSF requests or authorizes them for clarification, negotiation, or another purpose consistent with PSF procurement procedures.

2.5 Contact Restrictions, Public Records and Confidentiality

Respondents and persons acting on their behalf may not contact PSF board members, evaluators, officers, employees, or other personnel concerning this procurement except through the Procurement Manager. A material violation may result in disqualification.

Materials submitted to PSF may be subject to Chapter 119, Florida Statutes, and other applicable public-records requirements. Respondents should avoid submitting confidential or exempt material unless necessary

and must identify the specific legal basis for any claimed exemption. PSF does not guarantee that material marked “confidential” will be exempt from disclosure.

2.6 Reservation of Rights and Protest Procedures

PSF reserves the right to reject any or all proposals; waive or correct minor irregularities; request clarification, verification, or additional information; modify the procurement schedule; negotiate within the scope of the solicitation; select none, one, or multiple respondents; and cancel, suspend, withdraw, or reissue the RFP when permitted and in PSF’s best interest.

- Solicitation protest: must be submitted in writing to the Procurement Manager within 72 hours of the first official posting of the solicitation.
- Notice of Intent to Award protest: must be submitted in writing to the Procurement Manager within 72 hours of the official posting of the Notice of Intent to Award.

Each protest must identify PSF-RFP-2026-004, the action being challenged, the factual and legal basis for the protest, and the relief requested. The electronic website posting controls the applicable protest period.

PSF reserves the right to contact any current or former contracting entity, licensing authority, accreditation organization, governmental agency, or funding source to verify information submitted by the respondent. PSF reserves the right to conduct site visits, request oral presentations, require best and final offers, and verify financial, licensing, staffing, or performance information prior to award.

PSF reserves the right to reject any proposal from a respondent determined to lack financial capability, operational capacity, integrity, experience, regulatory compliance history, or organizational stability necessary to perform the services.

SECTION 3: SCOPE OF SERVICES

3.1 General Service Requirements

Selected providers will perform foster home recruitment, DCF-approved parent preparation/pre-service training as assigned, initial licensing activities, relicensing activities, foster parent retention and support, placement-related coordination, documentation, data maintenance, and other related activities necessary to support a sufficient array of licensed family foster homes.

Services must comply with all applicable federal and state laws; DCF rules, operating procedures, policy, and guidance; the current PSF-DCF lead agency agreement and applicable funding requirements; PSF policies and procedures; and the resulting provider agreement. Applicable authorities include, as relevant, section 409.175, Florida Statutes; Chapter 435, Florida Statutes; Chapter 65C-45, Florida Administrative Code; and Chapter 65C-15, Florida Administrative Code.

3.2 Foster Home Recruitment

- Conduct ongoing, targeted recruitment designed to develop foster home resources responsive to the needs and demographics of children requiring placement within PSF’s service area.
- Coordinate recruitment efforts with PSF, DCF, case management organizations, community partners, and other system-of-care stakeholders as directed by PSF.
- Use PSF- and/or DCF-approved recruitment information and processes, participate in coordinated recruitment activities, and timely document inquiries and recruitment activity in the system or format designated by PSF.
- Maintain sufficient follow-up processes to move appropriate prospective caregivers from inquiry through training, assessment, licensing, and ongoing support.
- Make and document timely initial follow-up with assigned or provider-generated prospective caregiver inquiries within the timeframe established in the resulting agreement or applicable PSF/DCF requirements.

3.3 Parent Preparation / Pre-Service Training

- Provide or coordinate DCF-approved parent preparation/pre-service training when assigned by PSF and in accordance with Rule 65C-45.002, Florida Administrative Code, current DCF curriculum requirements, and PSF procedures.
- Schedule training at times, locations, and through delivery formats permitted by DCF and approved by PSF to support accessibility and timely completion.
- Ensure instructors satisfy all current DCF and PSF qualifications, approvals, proficiency, and documentation requirements applicable to the curriculum delivered.

3.4 Initial Licensing and Home Studies

- Maintain the child-placing agency licensure and other approvals required to perform the contracted services, and immediately notify PSF of any restriction, corrective action, suspension, or other licensing issues that may affect performance.
- Conduct complete assessments and home studies and prepare licensing packets in accordance with section 409.175, Florida Statutes, Chapter 65C-45, Florida Administrative Code, Chapter 65C-15, Florida Administrative Code, and current DCF/PSF requirements.
- Complete background screening, records, references, safety, training, household, and other required licensing components within applicable timeframes and promptly respond to requests for corrections or additional information.
- Document recommendations concerning licensure and participate in staffings or reviews requested by PSF or DCF.

3.5 Relicensing

- Track license expiration dates and timely complete and submit all relicensing documentation required for the applicable level of licensure.
- Monitor ongoing caregiver compliance, required in-service training, household changes, background-screening updates, and other continuing licensure requirements.
- Ensure no child is knowingly maintained in an unlicensed home and promptly notify PSF of any circumstance that could affect a home's licensing status or placement suitability.
- Initiate relicensing early enough to submit a complete relicensing file to the licensing authority at least 30 calendar days before expiration of the current license, or at least 10 business days before expiration when the applicable attestation model is used, consistent with Rule 65C-45.012, F.A.C.
- Conduct at least one face-to-face home visit and complete the household interviews required for relicensing before renewal, consistent with Rule 65C-45.012, F.A.C.
- Ensure each caregiver completes all current DCF-required annual in-service/continuing education before relicensure, including level-specific requirements.

3.6 Foster Parent Retention and Support

- Provide proactive support and retention services to foster families, including routine contacts, problem-solving, referral to community resources, and participation in foster parent support activities.
- Maintain an after-hours process for urgent foster parent support and placement-related issues consistent with the resulting contract and PSF operational requirements.
- Support foster families following placement and participate in staffings, corrective planning, and stabilization activities when requested.
- Maintain and document routine contact with licensed caregivers and provide support consistent with applicable DCF requirements and the resulting agreement.

3.7 Placement and System Collaboration

- Work cooperatively with PSF placement staff, case management organizations, DCF, and other authorized partners to identify and support appropriate foster home resources.
- Keep PSF informed of foster home capacity, preferences, limitations, availability, temporary holds, closures, and other information necessary for appropriate placement matching.
- Participate in recruitment, licensing, placement, quality, provider, or other operational meetings reasonably requested by PSF.

3.8 Records, Data and Quality

- Maintain complete, accurate, timely, and confidential licensing and service records in accordance with applicable requirements. All records created, maintained, or collected under any resulting agreement shall be available to PSF upon request and remain accessible regardless of contract expiration, termination, or provider transition.
- Enter or provide required information in the applicable DCF/PSF child welfare information system, including FSFN, CCWIS, or a successor system, as directed by PSF and DCF.
- Maintain and provide accurate operational, licensing, capacity, fiscal, and performance data or documentation required by PSF or DCF for contract management, system planning, monitoring, quality assurance, and fiscal oversight, using the systems, formats, and timeframes established in the resulting agreement.
- Cooperate with PSF and DCF monitoring, quality reviews, audits, record requests, corrective actions, and performance-improvement activities.
- Comply with critical incident reporting requirements, including child death, serious injury, missing child, alleged abuse or neglect in licensed homes, media inquiries related to contracted services, law enforcement investigations.
- Notify PSF within three (3) business days of changes in licensure, DCF-ordered corrective action, and other incidents or conditions requiring notice under PSF provider-network requirements, and immediately when a circumstance creates an urgent health, safety, licensing, or placement concern.

3.9 Information Security Requirements

Maintain administrative, technical, and physical safeguards sufficient to protect confidential information and shall notify PSF of any actual or suspected unauthorized access, disclosure, or breach involving PSF, DCF, or client information within twenty-four (24) hours of discovery.

3.10 Staffing and Organizational Requirements

- Maintain sufficient qualified staffing, supervision, backup coverage, and administrative support to perform all contracted responsibilities.
- Ensure employees, contractors, and volunteers satisfy applicable background-screening, good moral character, education, training, licensure, certification, and competency requirements before performing regulated services.
- Comply with applicable confidentiality, information-security, E-Verify, insurance, public entity crime, debarment/exclusion, records, and other contractual requirements.
- The Provider shall notify PSF within five business days of the departure of any executive director, program director, licensing supervisor, or other key personnel identified in the proposal.

3.11 Outcomes and Performance Measures

Selected providers will be required to meet performance expectations established in the resulting agreement. Performance measures may include, but are not limited to, foster homes recruited and licensed, foster home retention, priority-home capacity, licensing and relicensing compliance, caregiver support, data accuracy and timeliness, and corrective-action performance.

The resulting agreement will establish provider-specific targets, service levels, measurement methodology, and monitoring requirements based on PSF's identified placement needs, available funding, respondent capacity, and the results of the procurement process.

SECTION 4: PROPOSAL REQUIREMENTS

4.1 Mandatory Award and Performance Criteria

- Current Florida child-placing agency license required for the proposed services, or documented ability to obtain all required licensure and approvals before contract performance.
- Demonstrated experience with foster home recruitment, licensing, child welfare services, or closely comparable regulated human-services work.
- Qualified staffing and organizational capacity to perform the proposed scope within the geographic area offered.
- Ability to comply with Chapter 65C-45, Chapter 65C-15, section 409.175, Chapter 435, current DCF requirements, PSF policies, and the resulting contract.
- Eligibility to contract with PSF, including required conflict disclosures, public entity crime restrictions, debarment/exclusion requirements, E-Verify obligations, insurance, and other administrative qualifications.
- Timely submission of a complete proposal package signed by an authorized representative.

4.2 Proposal Narrative

Use the headings below and keep the narrative concise and directly responsive. Marketing materials are discouraged unless necessary to support a required response.

I. Organization and Relevant Experience - Describe the organization, years of operation, child welfare and foster care experience, current child-placing agency licensure, relevant contracts, and experience working with DCF, CBC lead agencies, Case Management Agencies, or similar public human-services systems.

II. Recruitment and Service Delivery Approach - Describe the proposed recruitment strategy, inquiry follow-up process, parent preparation/pre-service training approach, licensing and relicensing workflow, caregiver support/retention model, and placement collaboration. Identify the number and types of new homes the respondent can reasonably commit to recruit/license annually and explain how progress will be measured and corrected when behind target.

III. Staffing and Capacity - Identify key staff and qualifications, supervision, caseload/capacity assumptions, backup coverage, service area, offices/locations, after-hours coverage, and ability to scale services. Complete and submit Attachment B – Service Area, Staffing and Capacity Profile – to summarize the proposed service area, staffing, capacity, and any limitations.

IV. Quality, Compliance and Data Management - Describe quality assurance, licensing-compliance controls, recordkeeping, FSFN/CCWIS or successor-system capability, data validation, monitoring response, corrective action, and how the respondent will identify and address trends in recruitment, licensing timeliness, caregiver retention, and placement availability.

V. Relevant Performance and References - Provide three professional references for comparable work and disclose any material contract termination for cause, licensure sanction, corrective action, debarment/exclusion, or significant performance issue during the past five years that is relevant to PSF's responsibility determination, together with the disposition. Respondents shall disclose any substantiated licensing violation, corrective action plan, consent agreement, suspension, restriction, enforcement action, or similar regulatory action occurring within the previous five years.

VI. Cost and Budget Proposal and Financial Solvency and Organizational Stability - Complete Attachment C - Unit Rates and Operational Budget. Respondents shall also disclose any bankruptcy filing, insolvency proceeding, receivership, material litigation, significant operational disruption, or adverse audit

finding occurring within the past five years. PSF reserves the right to determine whether such matters affect respondent responsibility.

4.3 Required Proposal Package

- Attachment A - Respondent Cover Sheet, completed and signed by an authorized representative.
- Attachment B - Service Area, Staffing and Capacity Profile, completed.
- Attachment C - Unit Rates and Operational Budget, completed.
- Attachment D - Conflict of Interest Declaration, completed and signed.
- Proposal Narrative addressing Section 4.2.
- Organizational chart and resumes or position descriptions for key staff proposed for the work.
- Copy of the respondent's current Florida child-placing agency license, or documentation addressing its ability to obtain required licensure before performance.

Administrative Qualifications and Pre-Contract Documentation. Respondents being considered for award must have current administrative qualifications approved by PSF before contract execution. Respondents with approved information already on file may be required to update only items that have expired or changed. Before execution, the selected respondent must provide any remaining documentation required by PSF, including, as applicable, certificates of insurance and required endorsements, W-9 and tax identification information, entity registration, employment eligibility documentation, background screening compliance, vendor eligibility certifications, and other documentation necessary to confirm funding eligibility, regulatory compliance, and readiness for contract execution.

4.4 Small, Minority- and Women-Owned Business Participation

PSF encourages participation by smaller businesses and organizations and by minority- and women-owned business enterprises certified by the State of Florida. All respondents will receive fair and equal consideration consistent with applicable law and PSF policy.

SECTION 5: EVALUATION, AWARD AND CONTRACTING

5.1 Evaluation Process and Criteria

PSF will first review proposals for timeliness, responsiveness, mandatory criteria, administrative requirements, and conflicts. Responsive proposals will be evaluated by the designated procurement team using written scoring guidelines approved before posting. The same methodology will apply to all respondents. Each evaluation category will carry equal weight, and the overall proposal score will be calculated by averaging the category scores. PSF will review the proposed unit rates, estimated quantities, operational budget, and stated assumptions and complete an appropriate cost and price analysis. Proposed quantities do not establish a minimum purchase.

Evaluation Criterion	Primary Considerations
Organization qualifications and relevant experience	Child welfare/foster care experience; child-placing agency licensure; organizational stability; comparable contracts and past performance.
Recruitment and service delivery approach	Recruitment strategy; inquiry follow-up; parent preparation/pre-service training; licensing/relicensing; foster parent support and retention; placement collaboration.
Staffing, capacity and geographic coverage	Qualifications; supervision; backup coverage; caseload/capacity; counties served; after-hours availability; scalability.

Evaluation Criterion	Primary Considerations
Quality, compliance and data management	Licensing compliance; quality controls; recordkeeping; information-system capacity; data integrity; monitoring response; corrective action.
Collaboration and references	System-of-care collaboration; responsiveness; relevant references and performance history.
Financial management, budget feasibility and cost effectiveness	Reasonableness of initial unit rates and estimated quantities; consistency of staffing, capacity, operating costs, and assumptions with the service model; financial feasibility and overall value to PSF.

5.2 Selection and Notice of Intent to Award

PSF has not predetermined the number of awards. PSF may select none, one, or multiple respondents based on the overall evaluation, responsibility determination, cost/price analysis, system need, respondent capacity, service coverage, available funding, and best value to PSF. PSF may allocate different service areas, targeted recruitment needs, service levels, or funding amounts among selected respondents. Meeting the mandatory criteria or receiving a particular score does not guarantee selection or contract award. PSF will post its Notice of Intent to Award on the official procurement webpage.

5.3 Contract Negotiation and Execution

PSF may negotiate rates, payment methodology, service area, capacity, deliverables, performance measures, transition requirements, insurance, and other contract terms with selected respondent(s), provided negotiations remain within the scope of this RFP. PSF may discontinue negotiations with a selected respondent and proceed as permitted by the solicitation and PSF procurement procedures.

Any resulting agreement will include PSF's applicable standard terms and service-specific requirements, including confidentiality, public records, E-Verify, screening, insurance, audit and monitoring, fiscal accountability, data security, records, compliance, and termination provisions. No work may begin until the agreement is fully executed and PSF has issued any required authorization to begin services.

The selected provider shall cooperate with PSF in any transition of services at contract expiration, termination, or reassignment. Cooperation includes transfer of records, licensing files, caregiver information, and operational data in a format acceptable to PSF.

No subcontracting of services under any resulting agreement shall occur without prior written approval from PSF. Contractor remains fully responsible for the acts and omissions of its subcontractors.

ATTACHMENT A: RESPONDENT COVER SHEET

Legal Name of Respondent	
DBA, if applicable	
Principal Business Address	
City / State / ZIP	
Primary Contact Name and Title	
Email	
Phone	
Website	
Authorized Representative Name and Title	
Florida Child-Placing Agency License Number	
Service Area / Counties Proposed	
Organization Type	
Exceptions to RFP Terms, if any	

By signing below, the authorized representative certifies that the respondent is authorized to submit this proposal and that the information provided is true and complete to the best of the representative's knowledge.

Authorized Signature	Date

ATTACHMENT B: SERVICE AREA, STAFFING AND CAPACITY PROFILE

Information Requested	Respondent Response / Limitations
Counties proposed for service	
Current number of licensing/recruitment staff	
Supervisor-to-staff structure	
Estimated number of prospective families that can be actively processed at one time	
Estimated number of new licensing studies that can be completed per month	
Current/anticipated licensed-home support capacity	
Parent preparation/pre-service training capability	
After-hours support model	
Office/service locations	
Backup staffing plan	
Information-system/data-entry capability	
Anticipated start-up time after contract execution	
Known limitations or conditions affecting capacity	
Proposed new homes respondent can reasonably recruit/license during a full 12-month period and during the anticipated initial contract term	
Proposed targeted home capacity (teen / sibling / other PSF-priority homes) during a full 12-month period and during the anticipated initial contract term	
Proposed recruitment strategies, outreach channels, and anticipated activity level	
Estimated number of relicense files that can be managed per month	
Maximum active licensed homes the proposed staffing model can support	
Method for providing and documenting caregiver support and retention activities	
Ability to maintain and provide accurate operational and performance data in PSF/DCF-required systems or formats	

ATTACHMENT C: UNIT RATES AND OPERATIONAL BUDGET

Complete and submit the separate Excel workbook with your proposal: PSF-RFP-2026-004_Unit_Rates_and_Operational_Budget. The workbook contains two tabs:

Unit Rates - Enter one initial rate and an estimated FY 2026-27 quantity for each service offered. Explain any assumptions or exclusions.

Operational Budget - Provide a supporting annualized 12-month budget showing personnel, fringe benefits, operating expenses, and material cost assumptions.

Download the workbook from PSF's procurement webpage:

<https://www.pfsf.org/about-us/partnership-provider-network/>

ATTACHMENT D: CONFLICT OF INTEREST DECLARATION

for _____

(name of respondent/agency/organization)

		YES	NO
1.	Do you, your immediate family, or your business partner have financial or other interests in Partnership for Strong Families (PSF) or the recipient(s) of the proposed services?		
2.	Have gratuities or anything of monetary value been offered or exchanged between you, your immediate family, or your business partner and any employee of PSF?		
3.	Within the last 24 months, have you been employed by, or do you plan to seek or accept future employment with PSF or the recipient(s) of the proposed services?		
4.	Are there any other conditions which may cause a conflict of interest?		

If you checked “yes” to any of the above questions, please explain your answer. Please attach additional sheets as necessary.

I declare that my answers and any related explanation(s) are true, correct, and complete to the best of my knowledge and belief, and I will notify PSF’s Contract Manager in writing at PSFContracts@pfsf.org in the event of any change affecting such correctness or completeness.

Print Name: _____

Title: _____

Company: _____

Signature: _____

Date: _____

Reviewed by (PSF): _____

Date: _____