



PARTNERSHIP FOR STRONG FAMILIES, INC.

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

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

REQUEST FOR QUALIFICATIONS (RFQ)

CHILD WELFARE PRE-SERVICE TRAINING SERVICES

Document Information	
Document Control Number	PSF-RFQ-2026-001
First Official Posting	October 12, 2026
Anticipated Funding	Not yet determined. Agreements and assignments are subject to PSF's receipt and availability of funding.

IMPORTANT NOTICE

Open RFQ with monthly competitive review cycles. The first cycle follows Section 2.1. Later evaluation team meetings are scheduled for the third Wednesday of each month at noon ET, with deadlines established in Section 2.1. PSF may select one or more respondents for non-exclusive, as-needed agreements. No minimum volume of work is guaranteed.

Procurement Point of Contact

Danielle Alenda | Contract Manager and Board Support Coordinator
See Section 2.1 for procurement contact and submission instructions.

Table of Contents

SECTION 1: INTRODUCTION	3
1.1 Statement of Need	3
1.2 Agency Background and History	3
1.3 Purpose and Procurement Structure	3
SECTION 2: SOLICITATION PROCESS	3
2.1 Contact and Monthly Review Schedule	3
2.2 Submission and Contact Restrictions.....	5
2.3 Reservation of Rights and Protest Procedures	5
SECTION 3: SERVICE REQUIREMENTS.....	5
3.1 Services and Training Requirements	5
3.2 Trainer Qualifications	5
3.3 Availability and Capacity	6
3.4 Delivery and Documentation	6
3.5 Anticipated Reporting, Outputs and Outcomes.....	6
SECTION 4: INSTRUCTIONS TO RESPONDENTS.....	6
4.1 Mandatory Award and Performance Criteria.....	6
4.2 Desired Award and Performance Criteria	7
4.3 RFQ Response Package	7
4.4 Small, Minority- and Women-Owned Business Participation.....	7
SECTION 5: EVALUATION, AWARD, CONTRACTING AND ASSIGNMENTS.....	8
5.1 Evaluation Process and Criteria	8
5.2 Selection and Notice of Intent to Award	8
5.3 Contracting.....	8
5.4 Assignment of Work.....	8
I. Agency Qualifications and Relevant Experience	9
II. Trainer Qualifications.....	9
III. Availability and Delivery Capacity	9
IV. Relevant Performance and References.....	9
V. Rates and Terms	9
VI. Optional Additional Information.....	9
ATTACHMENT A: RESPONDENT COVER SHEET.....	10
ATTACHMENT B: AVAILABILITY AND CAPACITY SCHEDULE	11
ATTACHMENT C: RATES AND TERMS	12
ATTACHMENT D: CONFLICT OF INTEREST DECLARATION	13

SECTION 1: INTRODUCTION

1.1 Statement of Need

Partnership for Strong Families, Inc. (PSF) seeks qualified providers that can supply child welfare pre-service trainers when PSF needs temporary instructional support. These services may be needed when an internal trainer leaves or is unexpectedly unavailable, when PSF must run an additional cohort, or when short-term capacity is necessary to avoid disruption to hiring, onboarding, or case-assignment timelines.

PSF will retain its existing training staff, curriculum, processes, scheduling, quality oversight, and program management. Any services obtained through this RFQ will supplement PSF's existing resources. Respondents should understand that assignments may arise with little advance notice. The primary purpose of this solicitation is to provide PSF with access to qualified trainers available for rapid deployment when unforeseen operational needs arise.

1.2 Agency Background and History

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. Established in 2003, PSF serves Alachua, Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Suwannee, Taylor, and Union Counties.

PSF's mission is to enhance the community's ability to protect and nurture children by building, maintaining, and continually improving a network of family support services. PSF provides leadership, contract oversight, quality assurance, and fiscal oversight for its regional child welfare network.

1.3 Purpose and Procurement Structure

This RFQ is a competitive solicitation through which PSF may select none, one, or multiple respondents for non-exclusive, as-needed agreements. PSF knows the services and operational requirements it needs and seeks information on how respondents meet those requirements and the rates at which the services can be provided. Meeting the minimum criteria does not, by itself, entitle a respondent to an award or contract.

A Notice of Intent to Award does not create a contract. A binding obligation exists only after authorized representatives execute a written agreement. Any resulting agreement will contain the legal, fiscal, confidentiality, insurance, eligibility, and other requirements applicable to the services and funding source. Anticipated payment will be based on accepted unit or fixed rates (such as hourly, daily, module, or cohort rates) and PSF-authorized assignments. Actual payment is contingent upon PSF's receipt and availability of funding.

SECTION 2: SOLICITATION PROCESS

2.1 Contact and Monthly Review Schedule

Direct all procurement communications to the Procurement Manager below. Questions, responses, and protests must be submitted in writing. Oral explanations or instructions are not binding.

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

Email: danielle.alenda@pfsf.org

Mailing Address: 2850 NW 43rd Street, Suite 200, Gainesville, FL 32606

Phone: (352) 244-1500

RFQ Reference: PSF-RFQ-2026-001

This RFQ remains open until PSF posts a notice of closure. The extended first review cycle follows the dates below. The standing monthly schedule begins in December 2026.

Activity	Date / Time / Location
First Official Posting / RFQ Release	October 12, 2026 - See official procurement webpage below

Activity	Date / Time / Location
Deadline for Written Questions	October 19, 2026, at 3:00 p.m. ET
PSF Written Responses Posted	October 22, 2026 - See official procurement webpage below
Response Deadline	November 2, 2026, at 3:00 p.m. ET
Opening of Responses	November 2, 2026, at 3:30 p.m. ET - PSF address in Section 2.1
Evaluation	November 3–17, 2026
Evaluation Team Meeting	November 18, 2026, at noon ET - PSF address in Section 2.1
Official Notice of Intent to Award	November 19, 2026, subject to required approvals - See official procurement webpage below
Anticipated Contract Execution	December 7, 2026, subject to completion of the applicable protest process, required approvals, and contracting documents
Anticipated Contract Effective Date	December 15, 2026

PSF must receive written questions by the deadline shown above. PSF will post written responses and any addenda on the official procurement webpage. Only written information posted or issued by PSF through the designated procurement process is authoritative.

Beginning in January 2027, each monthly review cycle follows this schedule:

- Written questions: Due by 3:00 p.m. ET three weeks before the evaluation team meeting.
- Written answers: PSF will post answers if questions are received, two weeks before the meeting.
- Responses and opening: Responses are due by 3:00 p.m. ET one week before the meeting and will be opened that day at 3:30 p.m. ET at the PSF address in Section 2.1.
- Individual evaluation: Occurs between the opening and the evaluation team meeting.
- Evaluation team meeting: The third Wednesday of each month at noon ET, beginning January 20, 2026.
- Notice of Intent to Award: Anticipated on the next business day following the meeting, subject to required approvals.

Responses may be submitted while the RFQ remains open. Responses received after a cycle's deadline will be held for the next monthly review cycle. PSF will record receipt and withhold responses from evaluators until the applicable opening. PSF will evaluate each selection, obtain required approvals, and follow applicable protest procedures.

A deadline falling on a PSF holiday or office closure moves to 3:00 p.m. ET on the next business day. PSF will post meeting notices and schedule changes on the procurement webpage. PSF may adjust a cycle's schedule for holidays, office closures, or evaluator availability; any revised dates will be posted in advance. Material changes will be issued by addendum with sufficient time to respond. PSF may cancel a review meeting if no responses are awaiting evaluation.

Submit written questions by the deadline for the applicable review cycle. Later questions may be addressed in the next cycle. PSF will post written answers and addenda before the response deadline and extend the deadline when needed to allow a fair opportunity to respond. Only written information issued through PSF's procurement process is authoritative. PSF may announce an information or question-and-answer meeting on the webpage.

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

The procurement webpage is the official location for this RFQ, written questions and answers, addenda, award notices, and closure notices. Respondents must monitor it for updates.

2.2 Submission and Contact Restrictions

Email the response package described in Section 4.3 to danielle.alenda@pfsf.org. Use the subject line: "**PSF-RFQ-2026-001 Response - Child Welfare Pre-Service Training Services - [Respondent Name]**".

Responses must be received by the deadline for the applicable review cycle. Later responses move to the next cycle. Responses received after closure will be considered only if PSF reopens the RFQ.

Respondents and anyone acting on their behalf must communicate about this RFQ through the Procurement Manager. They may not contact PSF board members, evaluators, officers, or other personnel about the procurement. A material violation may result in disqualification.

A respondent may withdraw its response by written notice. A replacement or substantive update must be received by the deadline for the applicable review cycle; later changes move the response to the next cycle. After the deadline, PSF must request or authorize any clarification under its procurement procedures. Date each replacement or updated submission.

2.3 Reservation of Rights and Protest Procedures

PSF may reject any or all responses, waive or correct minor irregularities, request clarification or verification, or amend, close, reopen, cancel, or reissue this RFQ in PSF's best interest. Material changes will be posted on the procurement webpage and communicated to affected respondents under PSF's procurement procedures.

Protests must be submitted in writing to the Procurement Manager identified in Section 2.1 within the applicable deadline below:

- Solicitation protest: within 72 hours of the first official posting of the solicitation.
- Notice of Intent to Award protest: within 72 hours of the official posting of the applicable Notice of Intent to Award.

Each protest must identify PSF-RFQ-2026-001, the challenged action, the basis for the protest, and the requested relief.

SECTION 3: SERVICE REQUIREMENTS

3.1 Services and Training Requirements

Providers must be able to supply qualified trainers for a complete cohort, individual modules, training days, make-up instruction, or other instructional coverage requested by PSF. Services may include:

- Delivery of DCF-approved child welfare pre-service curriculum and competency-based instruction consistent with Section 402.40, Florida Statutes, Chapter 65C-33, Florida Administrative Code, current DCF policy and guidance, and applicable Florida Academy for Child Protection and Family Resilience requirements.
- Use of required curriculum, competencies, learning objectives, practice standards, and assessments with appropriate adult-learning methods.
- Instruction involving approved Florida child welfare information-system training environments, including FSFN and/or CCWIS functionality, when applicable and authorized.
- Support for applicable testing/certification activities, field-based learning and transfer of learning, and remediation or make-up instruction when included in the assignment.

3.2 Trainer Qualifications

Trainers must meet the credentials, approvals, proficiency, experience, and continuing-training requirements for the curriculum they deliver. Identify proposed trainers, if known, or explain how qualified trainers will be selected and approved. PSF may require resumes, credentials, or evidence of current authorization before work begins.

3.3 Availability and Capacity

Because the purpose of this RFQ is to ensure timely supplemental capacity, respondents must provide specific and realistic information on each item below and complete Attachment B:

Requirement	Information Requested
Minimum notice	Minimum notice required to provide a trainer for a complete cohort, full training day, or individual module.
Trainer replacement	Timeframe and backup process to replace an assigned trainer who becomes unavailable.
Coverage options	Ability to provide a complete cohort and/or individual modules, training days, make-up sessions, or partial coverage.
Class size	Minimum and maximum class sizes supported, including when another trainer or different rate is required.
Geographic / travel	Counties and locations served in person, travel radius or limits, overnight limitations, and virtual/hybrid availability.
Urgent assignments	Shortest realistic response time and whether pricing changes for urgent or short-notice assignments.
Concurrent capacity	Maximum trainers/cohorts that can be supported at one time and lead time needed to scale.
Communication	Primary/backup contacts and expected response time to confirm availability.

3.4 Delivery and Documentation

Training may be conducted at PSF or partner locations within Circuits 3 and 8, virtually, or in a hybrid format when permitted by DCF and approved by PSF. Contractors must coordinate with PSF regarding scheduling and delivery and must accurately document attendance, completion, assessment, remediation, and other required training records. Required documentation must be provided timely to PSF and, when directed, to DCF, the applicable credentialing entity, learning management system, or other authorized recipient.

3.5 Anticipated Reporting, Outputs and Outcomes

Any resulting agreement is expected to require timely, accurate training records and performance information appropriate to the assignment. Anticipated outputs include delivery of authorized training as scheduled, qualified trainer coverage, attendance/completion documentation, assessment or remediation records when applicable, and timely submission of required records. Anticipated outcomes include continuity of pre-service instruction, fidelity to DCF-approved curriculum and standards, timely trainee progression through required training activities, and reduced disruption to PSF hiring, onboarding, and case-assignment timelines.

SECTION 4: INSTRUCTIONS TO RESPONDENTS

4.1 Mandatory Award and Performance Criteria

To be considered for award, a respondent must satisfy and document the following mandatory criteria:

- Relevant experience delivering child welfare training or comparable regulated, competency-based instruction.
- Access to trainers who satisfy applicable DCF/Florida Academy qualifications, approvals, or proficiency requirements for the assigned curriculum before performance.

- Organizational and staffing capacity to provide the requested services and backup coverage, including the ability to respond to short-notice assignments.
- Ability to provide services in at least a portion of PSF's service area and/or virtually when authorized by PSF and DCF.
- Eligibility to contract for PSF-funded services and the ability to comply with applicable confidentiality, background screening, information security, insurance, E-Verify, recordkeeping, and other contract requirements before performance.

4.2 Desired Award and Performance Criteria

- Recent experience delivering Florida child welfare pre-service training and familiarity with current DCF-approved curriculum and practice standards.
- Ability to provide both complete-cohort coverage and individual modules or training days.
- Demonstrated backup-trainer capacity and rapid replacement when an assigned trainer becomes unavailable.
- Broad geographic availability within Circuits 3 and 8 and flexibility for in-person, virtual, or hybrid delivery when authorized.
- Competitive, transparent pricing, including clearly stated urgent or short-notice rates and travel conditions.

PSF may determine a response nonresponsive for material failure to satisfy the RFQ requirements, material misrepresentation, material violation of contract restrictions, documented serious performance concerns, or an applicable suspension, debarment, exclusion, statutory restriction, or other conditions materially affecting eligibility or ability to perform.

Materials submitted to PSF may be subject to Florida public-records requirements. Respondents should avoid submitting confidential or exempt information unless necessary and should identify the specific legal basis for any claimed exemption.

4.3 RFQ Response Package

Submit the narrative, signed forms, and supporting documents as one PDF, together with the completed Attachment C. Include:

- Attachment A - Respondent Cover Sheet, completed and signed by an authorized agent.
- Attachment B - Availability and Capacity Schedule, completed.
- Attachment C - Rates and Terms, completed.
- Attachment D – Conflict of Interest Declaration, completed and signed.
- Written response to Section 6.
- Supporting trainer resumes, credentials, or authorizations requested by the RFQ.

Administrative Qualifications. PSF will verify required qualifications for respondents being considered for award. Selected respondents must provide any additional certifications, affidavits, insurance, and contracting documents requested after the Notice of Intent to Award and before contract execution. Respondents with current approved qualifications on file may need to provide only updated or expired documents.

4.4 Small, Minority- and Women-Owned Business Participation

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

SECTION 5: EVALUATION, AWARD, CONTRACTING AND ASSIGNMENTS

5.1 Evaluation Process and Criteria

After the response deadline for the applicable review cycle and applicable solicitation protest period, PSF will review responses for timeliness, completeness, mandatory criteria, administrative requirements, and conflicts. Responsive submissions received by that cycle's deadline will be evaluated together under written scoring guidelines approved before posting. The same method will apply in every cycle. The six criteria below have equal importance.

PSF may verify information, request clarifications, and check references. PSF will compare rates using the billing units and services included, and perform a cost and price analysis under its procurement policy and applicable funding requirements, considering the complexity of the purchase.

Evaluation Criterion	Primary Considerations
Agency qualifications and relevant experience	Relevant child welfare training experience; Florida child welfare knowledge; organizational capacity; comparable engagements.
Trainer qualifications	Credentials/authorizations; relevant practice and training experience; familiarity with Florida pre-service curriculum; depth of trainer pool.
Availability and capacity	Minimum notice; replacement speed; cohort/module flexibility; class-size capability; urgent response; concurrent capacity; communication.
Geographic and delivery capacity	Coverage across Circuits 3 and 8; travel limitations; in-person/virtual/hybrid capability.
Relevant performance and references	Reliability, responsiveness, comparable past performance, and references.
Pricing and cost effectiveness	Reasonableness and transparency of standard, urgent, travel, and other rates; overall value to PSF.

5.2 Selection and Notice of Intent to Award

PSF will compare responsive submissions in each review cycle and document its selections. PSF may select one or more providers based on evaluation results, qualifications, capacity, geographic coverage, price reasonableness, system needs, available funding, and best value. Meeting the criteria or receiving a particular score does not guarantee an agreement or work. Each proposed agreement award will be posted in a Notice of Intent to Award under Section 2.1. The RFQ remains open for later cycles.

5.3 Contracting

A Notice of Intent to Award does not create a contract or authorize work. An agreement requires completion of the applicable protest period, resolution of timely protests, required approvals and contracting documents, and agreement on rates and terms. It becomes binding when signed by authorized representatives. It will state effective dates, approved rates, payment and documentation requirements, performance standards, monitoring requirements, and remedies for nonperformance, as applicable.

Services must comply with applicable federal and state laws, regulations, DCF rules and procedures, and PSF policies. Trainer qualifications and authorizations must be verified before work begins.

5.4 Assignment of Work

An executed agreement does not itself authorize work. When services are needed, PSF may request written availability and rate confirmation from awarded/approved providers capable of the assignment. Wherever advantageous and practicable, PSF will seek written responses from multiple approved providers consistent

with PSF procurement procedures. Assignments may consider availability, trainer qualifications, continuity, geographic factors, response time, past performance, and price. No work may begin without PSF written authorization.

SECTION 6: RFQ RESPONSE FORMAT

Use the headings below. Keep responses concise and refer to completed attachments rather than repeating their information.

I. Agency Qualifications and Relevant Experience

- Briefly describe the organization, relevant training experience, and work with Florida DCF, CBC lead agencies, case management organizations, or comparable regulated training programs. Explain capacity to provide services and backup trainer coverage.

II. Trainer Qualifications

- Identify proposed trainers, if known, and summarize relevant credentials/authorizations, child welfare practice experience, training experience, and recent experience with Florida pre-service curriculum.
- If trainers are not yet identified, describe the minimum qualifications and process used to select and approve trainers for PSF assignments.

III. Availability and Delivery Capacity

- Complete Attachment B. Briefly explain any limitations, backup arrangements, or operating conditions that are not clear from the schedule.

IV. Relevant Performance and References

- Provide three professional references for comparable child welfare, human services, or regulated training engagements. At least one Florida child welfare reference is preferred when available.
- Briefly identify any significant performance issue on a comparable engagement during the past five years that is relevant to PSF's evaluation, together with the resolution.

V. Rates and Terms

- Complete Attachment C - Rates and Terms.

VI. Optional Additional Information

Include any additional capability relevant to rapid deployment, trainer continuity, or reliable service that is not covered elsewhere. General marketing materials are discouraged unless directly responsive to the RFQ.

ATTACHMENT A: RESPONDENT COVER SHEET

Complete and return this attachment as part of the RFQ response package.

Item	Response
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	
Organization Type	For-profit / nonprofit / academic institution / individual / other
Exceptions to RFQ Terms, if any	None / See attached explanation

By signing below, the authorized representative certifies that he or she is authorized to submit the response on behalf of the respondent and that the information provided is true and complete to the best of the representative's knowledge.

Authorized Signature	Date

ATTACHMENT B: AVAILABILITY AND CAPACITY SCHEDULE

Provide specific, realistic responses. If a capability is not offered, state “Not Available.” Attach a brief explanation only when necessary.

Requirement	Respondent Response / Limitations
Minimum notice - complete cohort	
Minimum notice - full training day	
Minimum notice - individual module / partial day	
Shortest urgent-response timeframe	
Time to replace an unavailable assigned trainer	
Available for complete cohort from beginning to end?	
Available for individual modules / training days / make-up sessions?	
Minimum in-person class size	
Maximum in-person class size with one trainer	
Maximum live virtual class size	
When is an additional trainer required?	
Counties/locations available for in-person delivery	
Travel radius / overnight-travel limitations	
Virtual / hybrid availability	
Maximum trainers/cohorts supported concurrently	
Lead time required to scale to maximum capacity	
Primary and backup contacts for assignment requests	
Maximum response time to confirm availability	
Other known limitation affecting short-notice coverage	

ATTACHMENT C: RATES AND TERMS

Complete and submit the separate Excel workbook PSF_RFQ_2026_001_Rates_and_Terms.xlsx with your response.

List rates for services offered, define each billing unit, and state what the rate includes. Provide standard and urgent rates, travel and other charges, minimum billable time, rate validity, and cancellation or rescheduling conditions.

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” after any of the above questions, please explain your answer. Please attach additional sheets as necessary.

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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 Procurement Manager in writing in the event of any change affecting such correctness or completeness.

Print Name:		Title:	
Company:			
Signature:		Reviewed by (PSF):	
Date:		Date:	

END OF PSF-RFQ-2026-001