



## **Request for Proposals to Establish a Peer-Led Parent Advisory Council for Child Welfare Lead Agency**

Partnership for Strong Families (PSF) is requesting proposals to establish a Peer-Led Parent Advisory Council (PAC) for our child welfare lead agency covering **Alachua, Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Suwannee, Taylor and Union Counties – Judicial Circuits 3 & 8**. This council will be instrumental in ensuring that parents, particularly fathers, are actively involved and supported in navigating the child welfare dependency system. The PAC will collaborate with other community peer-led organizations, implement robust support systems for peers, and provide essential guidance and support to parents.

### **Objectives:**

#### 1. Leadership and Representation:

- At least 50% of the council's membership will consist of fathers to ensure balanced representation and input.

#### 2. Community Partnership:

- The PAC will partner with community peer-led organizations to leverage existing resources, knowledge, and support networks.
- These partnerships will facilitate comprehensive support services and foster community-driven solutions.

#### 3. Peer Support System:

- The PAC will design and implement a structured peer support system to assist parents in navigating the complexities of the child welfare dependency system.
- This system will include mentoring, resource sharing, and emotional support mechanisms to empower parents and improve outcomes for families.

#### 4. Guidance and Navigation Support:

- The PAC will provide continuous guidance and support to parents, helping them understand their rights, responsibilities, and the processes within the child welfare system.
- The council will also serve as an advocacy body to ensure parents' voices are heard and considered in child welfare decisions.

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**Scope of Work:**

- Formation of the Council:
  - Recruit and appoint a father with lived experience to lead the PAC.
  - Ensure the council comprises a minimum of 50% fathers.
  - Identify and establish partnerships with local community peer-led organizations.
- Development of Support Systems:
  - Create a comprehensive peer support framework tailored to the needs of parents involved in the child welfare system.
  - Develop training programs for peer mentors to ensure they are equipped to provide effective support and guidance.
- Implementation and Operation:
  - Facilitate regular meetings, workshops, and support sessions for parents.
  - Monitor and evaluate the effectiveness of the peer support system, making adjustments as necessary to enhance its impact.
- Advocacy and Feedback:
  - Collect feedback from parents to continuously improve the support and guidance provided.
  - Advocate for systemic changes within the child welfare system based on the insights and experiences of parents.

**Budget:**

The budget of \$80,000 for this initiative will cover the following:

- Recruitment and training of council members and peer mentors.
- Compensation for the involvement of parents with lived experience in PAC meeting and activities.
- Administrative costs for organizing meetings, workshops, and support sessions.
- Partnership development and collaboration activities with community organizations.
- Evaluation and monitoring of the PAC's activities and impact.

**Timeline:**

- Month 1-2: Recruitment and formation of the PAC, including the appointment of a father as the lead and establish partnerships with community peer-led organizations and develop the peer support framework.
- Month 3-6: Launch the peer support system and begin regular council meetings and support sessions.

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- Ongoing: Continuous operation, monitoring, and evaluation of the PAC's activities and impact.

**Proposal Submission:**

Interested parties are invited to submit a detailed proposal outlining their approach to establishing and operating the Peer Lead Parent Advisory Council. Proposals should include:

- A detailed plan for recruitment and training.
- Strategies for developing and implementing the peer support system.
- A budget breakdown and timeline for key activities.
- Examples of previous experience in similar initiatives (if applicable).

**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 counseling, therapy and assessment services. (Not including all of the information requested may be grounds for disqualification of the responder's proposal.)

**1. Leadership**

- Provide how the agency is organized. Briefly describe the make-up of the volunteer and paid leadership of the organization.

**2. Services**

- Which programs and services do you currently offer? Please outline them. Explain how your current service model would support the implementation and ongoing operation of a parent advisory council.
- Describe how your agency will approach the objectives and scope of work.

**3. Consumers**

- Whom do you serve? Outline the size and characteristics of the people you serve, and statistical information about the numbers of people needing your type of service.

**4. Reference**

- Provide three letters of reference.

**5. Past Practice and Performance**

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- Describe your agency's history of providing related services.
- 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 PSF will catchment area 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.

**6. 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.

**7. 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 Linda Means via email ([Linda.Means@pfsf.org](mailto:Linda.Means@pfsf.org)) no later than **July 9, 2025 at 5:00 PM**. A response to all inquiries posted will be provided by close of business **July 16<sup>th</sup> by 5:00 PM**.

**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](mailto:Linda.Means@pfsf.org)) no later than **July 18, 2025 by 5:00 PM**:

Linda Means  
Procurement Manager  
c/o Partnership for Strong Families, Inc.  
5950 NW 1<sup>st</sup> Place, Suite 300  
Gainesville, FL 32607  
[Linda.Means@pfsf.org](mailto:Linda.Means@pfsf.org)

On the outside of the envelope please include "Proposal to Establish a Peer-Led Parent Advisory Council" 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.

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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 provider will be made within 15 business days of the closing date for the receipt of proposals.
2. Upon conclusion of final negotiations with the successful 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 financial and accounting 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.
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](http://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](http://pfsf.org) official posting site in sufficient time to protect their own interests should they care to do so.