

MARATHON COUNTY DEPARTMENT OF SOCIAL SERVICES

REQUEST FOR PROPOSALS

FOSTER PARENT LICENSING HOME STUDIES AND

COURT ORDERED KINSHIP CONVERSION TO FOSTER CARE LICENSING HOME STUDIES

I. PURPOSE:

The Marathon County Department of Social Services (Purchaser) is requesting proposals to provide services to families who are interested in becoming foster parents and families with court ordered placement of relative children to complete foster care licensing. Services purchased will include:

- Conducting foster care licensing studies in compliance with DCF 56

Descriptions of services requested are found in the general definition section.

The Purchaser further intends to offer a contract for the period beginning on or about December 1, 2018 through June 30, 2019.

The respondent is required, as part of the proposal, to submit a statement of unit cost for each service. A unit is an hour of direct service staff time spent on program activities that is inclusive of all other non-direct service activities such as overhead, training, staff meetings, and staffing the case. The proposal should also indicate how units will be calculated if the full unit is not used. A separate budget sheet is required for each service covered by the proposal.

II. PROGRAM GOALS AND REQUIREMENTS

Program Eligibility and Authorization

Eligibility criteria determination and authorization of this service will be at the sole discretion of the Purchaser.

1. General Definition

A. Foster Care Licensing

Purpose: To complete foster parent licensing process to advise the Purchaser on approval or denial of foster parent applicants.

Description: Services are directed at interested community members residing in Marathon County. These individuals have expressed an interest in becoming Marathon County foster care providers.

The Provider staff must make contact with the potential foster family within five working days of receipt of a referral.

The Purchaser anticipates a need to complete license studies for 15 potential foster families.

B. Court Ordered Kinship Conversion to Foster Parent Licensing

Purpose: To complete foster parent licensing studies on court ordered relative placements which need to proceed through DCF 56 licensing standards to advise the Purchaser on approval or denial as a foster parent.

Description: Services are directed at existing Marathon County court ordered kinship homes to determine foster parent license eligibility.

The Provider staff must make contact with the court ordered kinship family within five working days of receipt of a referral.

The Purchaser anticipates a need to complete license studies for 16 court ordered kinship placements.

2. Service Duration

The Purchaser has 90 days to complete the court ordered kinship home studies upon receipt of the completed referral packet and up to 120 days to complete foster parent licensing home studies upon receipt of the referral.

3. Referral Criteria

The Purchaser will notify the Provider of referral. The referral will include necessary demographic information to begin the licensing process.

4. Expected Outcomes

- a. The Provider will demonstrate a 90% success rate of completion of licensing process for all referrals from the Purchaser.
- b. The Provider will complete 100% of required home study interviews, interpretation of background checks, reference checks and other required information to meet DCF 56 require and Structured Analysis Family Evaluation (SAFE) home study report.

5. Outputs

- a. The Provider will make contact with the potential foster family or court ordered kinship placement provider within five (5) business days of the referral from the Purchaser.
- b. The Provider will use DCF 56 licensing standards and Structured Analysis Family Evaluation (SAFE) format to complete home studies.
- c. The Provider will make recommendations to the Purchaser for final licensing decisions via the completed home study format.
- d. The Provider will keep the Purchaser informed of application status on a bi-weekly basis.
- e. The Provider will provide a copy of all written communication to potential foster families to the Purchaser.

III. DETAILED PROGRAM NARRATIVE

In this section of the proposal, Respondents are to give detailed information about their proposal. The proposal must be consistent with the requirements enumerated in the RFP. Precise language, as opposed to jargon, should be used. **Please respond to each capital lettered item in order.**

A. Qualifications

1. Describe your agency's qualifications as they relate to completing DCF 56 licensing activities and Structured Analysis Family Evaluation (SAFE) home study formats.
2. Describe your agency's experience as they relate to completing DCF 56 licensing activities and Structured Analysis Family Evaluation (SAFE) home study formats.
3. Provide any data available demonstrating your ability to achieve the Purchaser's desired outcomes.

B. Staffing

1. Describe your agency's staffing pattern including the number for Full Time Equivalent positions necessary to deliver each service. It is required that Respondents provide an organization chart(s) that indicates positions proposed to implement this project and copies of position descriptions.
2. Include a functional description of the responsibilities of all relevant positions that are involved in this project.
3. Describe the qualifications of all personnel who are to be assigned or are proposed for this project. Information about education, training, experience and certifications must be included. The Purchasers requires that staff completing the home studies will have attended DCF 56 training and Structured Analysis Family Evaluation (SAFE) training.
4. Describe how you intend to meet the needs of a culturally diverse population.
5. Indicate the amount of startup time to fully implement each of the services.

C. Program Components

1. In narrative form, describe the tasks, activities and procedures in a logical progression that will be used to provide the services and their components.
2. The methods identified should:
 - a. Be clearly stated and should be accompanied by an explanation of the rationale underlying your choice of them. Explain how the activities are to be carried out, where and by whom.
 - b. Be consistent with objectives, staffing patter and budget. Applications should not propose to do more than available resources will allow.
 - c. Describe in chronological sequence your implementation design, process, projects tasks and timelines necessary for the accomplishment of objectives, including documentation of visits.
 - d. Include how referrals are processed and what records are kept relative to referrals. Identify what information will be collected, how it is to be collected and how it will be used. Be sure to coordinate this information with your evaluation.

D. Budget

1. Complete the required budget forms, available for download in excel format at the Marathon County website, Work, Bids/RFP at www.co.marathon.wi.us for the service components listed the term of December 1, 2018 through June 30, 2019. Include printouts of all tabs with the submitted proposal.
2. Complete the required budget forms to calculate a separate unit rate for professional and for para-professional services if necessary.
3. All direct and indirect activities must be calculated into one unit rate that is inclusive of all of the costs based on case management activities (direct face to face, collateral contacts, transportation and report writing / paperwork) with the client. Note that this will be part of the unit rate and the proposer will not be

allowed to bill separately for non-case management activities such as clerical support, overhead, training, staff meetings and staff supervision.

4. Estimated needs for each component:

Foster Parent Licensing Home Studies: 15

Court Ordered Kinship Conversion to Foster Care Licensing Home Studies: 16

Purchaser may use the unit rate from the selected proposal to determine the quantity of units of service it will purchase in each of the contracted years.

E. Evaluation

Propose a method by which the expected outcomes and outputs (See above II.B.4-5) of services will be evaluated. Include all significant outcomes. At a minimum, address the following areas:

1. Target population and actual recipients of service (including referral and coordination strategies). Include whom you were unable to serve due to the project limitations (monies, definitions, etc.).
2. Were the project activities and tasks implemented as planned? Please describe any activities or tasks that were not able to be implemented and an explanation
3. Were the services successful or not? Recipients of service must have the opportunities to provide a subjective evaluation of the project as they experience it.
4. Describe in what fashion an evaluation will be provided and shared with the purchaser and the frequency that this information will be shared.

F. Coordination

Provide a full statement of how you will coordinate the project within the Purchaser's system and with any other community resources that are providing related supportive or complimentary services.

G. Assurances and Attachments

Respondents are also required to answer the numbered items that follow:

1. If you have not contracted with the Purchaser within the past three years, provide documentation of your ability to successfully contract with a public agency.
2. Indicate a willingness to accept the conditions of a Marathon County Purchase of Services contract available at www.co.marathon.wi.us
3. Include a budget establishing the basis for a required rate for the period of December 1, 2018 through June 30, 2019.

IV. ISSUING AGENCY

This Request for Proposal (RFP) is issued for the County of Marathon by the Purchaser. The Purchaser is the sole point of contact in the County of Marathon for this RFP.

V. MARATHON COUNTY PROCUREMENT POLICY; WISCONSIN STATUTES, CHAPTER 46; WISCONSIN ADMINISTRATIVE CODE

All aspects of this Request for Proposal will be in accordance with the Marathon County Procurement Policy, Sections 3.01 through 3.16 of the General Code of the County of Marathon. A copy of the Procurement Policy is available at the office of the Marathon County Clerk, Marathon County Courthouse, at 500 Forest Street, Wausau, Wisconsin 54403. This Procurement will also be in accordance with Wisconsin Statutes, Chapter 46, and the provisions of the Wisconsin Administrative Code referenced herein.

VI. INCURRING COSTS

The Purchaser is not liable for any costs incurred by any applicant in replying to this RFP.

VII. CANCELLATION

The Purchaser reserves the right to cancel this solicitation; any or all proposals may be accepted, modified or rejected in whole or in part, and the County of Marathon further reserves the right to accept the proposal most advantageous to the Purchaser.

VIII. RESPONSES TO THE RFP SPECIFICATIONS

Proposals submitted in reply to the RFP shall respond to the specifications stated herein. Failure to respond to the specifications may be a basis for an applicant being eliminated from consideration during the selection process.

The Purchaser reserves the right to reject any or all proposals and any part of a given proposal.

IX. PROPOSALS CONTENT/CONTRACTUAL OBLIGATIONS

All aspects of the proposal from a successful Respondent will become a contractual obligation. A sample contract is available at www.co.marathon.wi.us. The Purchaser reserves the right to negotiate the award amount and budget items with the selected Respondent prior to entering into a contract.

The contract may be modified only by written amendment duly executed by all parties. Justifiable modifications may be made in the course of the contract only through prior consultations with and written approval from the Purchaser. Failure of the successful Respondent to accept these obligations in the contractual agreement may result in cancellation of the contract.

X. REPORT & CORRESPONDENCE DISSEMINATION

- A. The Respondent shall, at the option of the Purchaser, appear before Administrators of the Purchaser to clarify findings and to answer any questions at any time during the contract or after the contract is completed. The Respondent must be willing to appear before any county governmental committee, if so requested.
- B. Reports of both programmatic and fiscal activities will be required for documenting the satisfactory meeting of service outcomes in accordance with the work plan.
- C. Reports must contain information in a format to be prescribed by the Purchaser. The Respondent should submit a recommended report format describing the specific data content. The actual reporting forms will be negotiated prior to contracting and modified during the life of the contract by mutual consent.

D. The Respondent may be expected to participate in an independent outside evaluation of their program.

IX. NON-DISCRIMINATION LANGUAGE

All reports and correspondence written under the auspices of the applicant shall not imply language that could be construed as discriminatory based on age, race, color, creed, religion, handicap, sex, sexual preference or national origin.

X. FUNDING

Funding for this program is limited to December 1, 2018 through June 30, 2019.

XI. APPLICATION PROCESS

A. Number of Copies

The proposer must submit five (5) copies of the proposal in a sealed envelope to:

Marathon County Department of Social Services
Attn: Foster Parent Licensing
400 E. Thomas Street
Wausau, Wisconsin 54403

B. Closing Date

The closing date for the receipt of all applications is **November 19, 2018**.

C. Proposals

Proposals may be mailed or hand delivered. Proposals received after **4:00 PM on November 19, 2018** will not be accepted and will be returned to the Proposer. Actual receipt is required. Deposit in the mail is not sufficient. There will be no exceptions allowed.

Proposals will be opened and recorded in a register on **November 19, 2018** after 4:00 PM and turned over to the Marathon County Department of Social Services Director. The opening, recording, evaluation and award procedures will be carried out in accordance with Section 3.05(2) (d-f) of the Procurement Code.

D. Clarifications and /or Revisions to the Specifications and Requirements

Any questions concerning this RFP must be submitted to: Stacia Burrows, Child Welfare Manager at dssfinancialservices@co.marathon.wi.us

Written questions must be submitted prior to 4 p.m. on Tuesday, November 6, 2018.

Responses to questions received from prospective proposer will be posted to the Marathon County website, Work, Bids/RFP at www.co.marathon.wi.us on Friday, November 9, 2018.

E. Timeline of RFP Process

RFP Packet Issue Date: Monday, October 29, 2018

Receive Questions from Prospective Proposer's until: Tuesday, November 6, 2018

Response to Questions: Friday, November 9, 2018

Deadline for Proposal Submission: Monday, November 19, 2018

Anticipated Award Date: December 1, 2018

XIV. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn prior to opening by written notice. The applicant or his/her authorized representative may withdraw proposals in person, providing that his/her identity is made known and he/she signs the receipt for the proposal.

XV. SUPPLEMENTAL & CLARIFYING INFORMATION

Unless requested by the Marathon County Department of Social Services, no additional information will be accepted from the applicant after the deadline for submission of the proposal.

XVI. REVIEW CRITERIA

Proposals received will be reviewed on a competitive basis by the Purchaser's staff and ranked accordingly.

All proposals will be reviewed and rated using the following "RFP Evaluation Format and Rating Scale" with the maximum points identified in each category as below:

- Respondent's ability to meet all of the needs indicated in the RFP (60)
- Budget (20)
- Program Evaluation (10)
- Quality and Content of proposal (10)

XVII. AWARD PROCEDURE

The agency director acts on staff recommendations and is the final approval authority for awarding contracts.

Marathon County Department of Social Services reserves the right to reject any or all proposals and to negotiate the award amount, authorized budget line items and specific programmatic goals with the selected applicant(s) prior to entering into a contract.

XVIII. PROPRIETARY RIGHTS

The Request for Proposals and all responses thereto shall become public record after the award of the contract.

XIX. NOTIFICATION OF APPROVAL OR NON-APPROVAL

Each applicant whose proposal is reviewed by the Marathon County Department of Social Services shall receive written notice of the determination of funding or no funding.

Each applicant whose proposal was not funded shall be given the opportunity to discuss with the staff of the Marathon County Department of Social Services the reason for non-funding or may write the Marathon County Department of Social Services requesting the reasons for their decision.

XX. APPEAL PROCESS

All appeals must be made in writing pursuant to Section 3.12 (1) of the Procurement Code, and all appeals must fully identify any contested issues. Subjective interpretations by the Department

of Social Services are not subject to protest or appeal.

Written notice of appeal must be postmarked or received by the Purchaser's Director within five (5) business days after the notice of awards.