**WAYNE COUNTY DEPARTMENT OF HUMAN SERVICES**

**FAMILY TO FAMILY SERVICES REQUEST FOR QUOTE**
**OCTOBER 2006**

**QUESTIONS AND ANSWERS**

1. Q. Will the Department of Human Services (DHS) provide a Family To Family (F2F) reporting format or will the contractors develop one?
   A. DHS has a F2F reporting template that will be provided to the contractors.

2. Q. Can the copies of our proposals be two sided or do they have to be one sided?
   A. Double sided proposals are acceptable.

3. Q. Will DHS provide F2F training?
   A. Yes, DHS will provide the F2F training.

4. Q. Is there a specific clearance process for F2F participants?
   A. Yes, Parent Advocates must have a Law Enforcement Inquiry Network (LEIN) clearance check that must be acceptable prior to consideration for hiring.

5. Q. Will an agency be disqualified from consideration if one of its subsidiaries is a child placing agency?
   A. Yes, if any part of an umbrella agency has a child placing division, the bidder will be disqualified.

6. Q. How will the Parent Advocates be identified, through normal provider recruitment or through DHS?
   A. Parent Advocates will be identified by both DHS and through normal provider recruitment.

7. Q. Is it acceptable if the Program Manager provides all services of Service #1?
   A. Initially, the Program Manager may provide all services of Service #1 but it is expected that staff will be added as soon as possible.

8. Q. The Parent Advocacy service description implies that there will be contact with children. How will they rectify issues with Central Registry?
   A. A Parent Advocate must be someone who has successfully reunited with their children. A Parent Advocate who is on the Central Registry is eligible to request an administrative hearing to have his or her CPS case record expunged. Parent Advocates do not have contact with children other than their own. The Parent Advocate is responsible for meeting with and visiting the birth parent. They will assist in developing goals that can be identified in a Parent Agency Agreement/Treatment Plan that is tailored around the children and court expectations. The focus is on the birth parents not the children.

9. Q. What is the rationale behind the nonuse of Child Placing Agencies, why can't they bid?

A. We wanted to expand our network in the community. DHS committed to specific goals as part of the Child Welfare Reform. One of the goals DHS committed to achieve was to become a neighborhood resource for children and families by investing in the capacity of communities where large numbers of families involved in the child welfare system live. Community Collaborative RFQs were therefore created to partner with community organizations rooted in those communities to develop a community network of support for children and families. Traditional child placing agencies remain eligible to seek contracts where they have the experience to provide case management and child placement services for children in the child welfare system.

10. Q. How will current Child Placing Agencies receive potential foster homes?

A. Child Placing Agencies are expected to continue their normal procedures for recruiting potential foster homes. DHS may refer potential foster family names to the Child Placing Agencies.

11. Q. F2F partners, does this include current foster care agencies? Are there specific community partner groups which DHS wants to target in this initiative?

A. Yes, traditional child placing agencies are considered DHS partners in the delivery of foster care case management services, child safety, well being and permanency. Community partners may include people that family members identify in their network of support and resources. Particular emphasis is placed on extended family, friends of the family, grass root neighborhood supports and services that families describe as their personal circles of support.

12. Q. Should a twelve month budget include all staff even though they may not be hired at the same time?

A. A bidder's twelve month budget should include all staff required and described in the Request For Quote package.

13. Q. The contract is expected to begin in January. Should we still prepare a twelve month budget?

A. Yes, a bidder must submit a twelve month budget. Once a contractor is identified, a first year prorated budget with prorated units, will be prepared by the contractor.

14. Q. Are bidders required to have a financial match in their budget?

A. No, there is no match requirement.

15. Q. Do separate budgets need to be prepared for Target Area 4 and Target Area 5 if one agency applies for both?

A. Yes, a bidder must submit separate bidder proposal responses and budgets per target area. Each proposal and budget must be clearly identified as either Target Area 4 or Target Area 5.

16. Q. You list staffing requirements under Service #1. What is the difference between a Recruitment/Retention Coordinator and a Recruitment Specialist?

A. A Recruitment/Retention Coordinator is someone who primarily fulfils the recruitment and retention requirements of the RFQ. The Recruitment/Retention Coordinator is critical in developing new support services, activities and resources that meet the specific needs of current and prospective resource parents, birth families, youth and children involved in the child welfare system within the target area. The Recruitment/Retention Coordinator supervises the Recruitment Specialist. The Recruitment/Retention Specialist assists the Recruitment/Retention Coordinator in the aforementioned areas and does the follow up with ongoing services.

17. Q. Is a degree required for the Recruitment Coordinator?

A. No, a degree is not required.

18. Q. Under Parent Advocate you speak to a supervisory ratio of 1 supervisor to 8 Parent Advocates. What staffing structures do you expect for services 2, 3, 4?

A. You may be flexible in determining your staffing structure as long as it meets the requirements identified in the RFQ in services 1 though 4.

19. Q. How were the evaluation criteria determined (page 18)? For example, 15 foster families per target area each year?

A. The evaluation criteria was determined based on the number of foster homes required to maintain or grow the pool of foster homes in the target areas.

20. Q. What are the zip code targets in Area 5?

A. Target Area 5:

| | |
|---|---|
| Belleville 48111 | Romulus 48174 |
| Dearborn Heights 48125 | Wayne 48184 |
| Dearborn Heights 48127 | Westland 48185 |
| Inkster 48141 | Westland 48186 |

21. Q. Is Target Area 4 Detroit?

A. No, it is Western Wayne County outside of the Detroit area.

Target Area 4:

| | |
|---|---|
| Allen Park 48101 | Ecorse 48229 |
| Dearborn 48120 | Lincoln Park 48146 |
| Dearborn 48124 | Melvindale 48122 |
| Dearborn 48126 | Southgate 48195 |
| Dearborn 48128 | Taylor 48180 |

22. Q. Can we bid on more than one target area?
A. Bidders may bid on more than one target area if the agency bidding has already existing facilities in both Target Area 4 and Target Area 5.

23. Q. Will each contract be awarded to the lowest bidder?
A. A bidder's final score will be determined on a formula that factors in the score received in the rating process and the bid amount. The highest final score will receive the award.

24. Q. Will there be support from DHS throughout the course of the contract?
A. Yes.

25. Q. What are the demographics:
A. The tables below show the zip code, number of removals from 01/01/05 to 12/31/05 and the current number of foster homes and beds in each zip code for Target Area #4 (Downriver) and Target Area #5. Data Source: WEBI, data ran 10/18/2006

**Target Area #4 (Downriver):**
**48101, 48122, 48146, 48180, 48195, 48218, 48229**

| Zip Code | # of Children Removed | # of Foster Homes | # of Beds |
|---|---|---|---|
| 48101 | 12 | 5 | 13 |
| 48122 | 18 | 7 | 18 |
| 48146 | 48 | 15 | 29 |
| 48180 | 36 | 32 | 64 |
| 48195 | 3 | 9 | 20 |
| 48218 | 13 | 10 | 25 |
| 48229 | 11 | 9 | 18 |
| Total | 141 | 87 | 187 |

**Target Area #5: 48111, 48135, 48141, 48174, 48184, 48185, 48186**

| Zip Code | # of Children Removed | # of Foster Homes | # of Beds |
|---|---|---|---|
| 48111 | 8 | 44 | 108 |
| 48135 | 12 | 3 | 8 |
| 48141 | 62 | 47 | 96 |
| 48174 | 19 | 48 | 115 |
| 48184 | 9 | 9 | 19 |
| 48185 | 12 | 18 | 32 |
| 48186 | 42 | 17 | 40 |
| Total | 164 | 186 | 418 |

26. Q. How do the demographic percentages of Target Areas 4 and 5 compare to the current numbers in Target Areas 1, 2 and 3?

A. The same percentages apply for Target Areas 1, 2 and 3.

27. Q. Do flex dollars come out of the $240,000.00?

A. Yes, flex dollars are part of the maximum contract total.

28. Q. Do you plan to include the Southern part of the county?

A. The Target Areas that have been chosen are areas where DHS saw the most activity. Based on low activity, we are not including the Southern part of Wayne County.

29. Q. The RFQ is a PDF that we cannot modify. Are the following forms available in Word or other electronic format that would allow us to fill them out?

- Bidder Response Section (page 29 of RFQ)
- Bidder Response: Staffing Allocation and Qualifications (page 35 of RFQ)
- Resource Grid (page 36 of RFQ)

A. Yes, these documents are available electronically. Contact Teresa Pulido via e-mail, PulidoT@michigan.gov to request these Word documents.

30. Q. Are some questions of the Rating Criteria generic?

A. Yes, as such, raters will score that which is applicable to the F2F Initiative.

31. Q. Will DHS or Casey assist with the content preparation for the F2F Speakers Bureau?

A. Yes

32. Q. How will the F2F providers on this contract work with potential families which may have been in contact with another foster home recruiting initiative?

A. Potential foster families are free to select their preferred agency.

33. Q. How are families licensed once identified by the contractor?

A. Families must come through DHS for licensing.

34. Q. Does everyone who asks for an application get one regardless of the perceived ability to meet state requirements?

A. Yes.

35. Q. On page 9, Item a, regarding collaborative partners, does DHS have specific persons, groups or organizations in mind?

A. Community Collaboratives:

- DHS views Community Collaboratives as entities, organizations and individuals from the Target Area who agree to partner relative to child welfare issues.
- Community Collaboratives have a common interest and can be a neighborhood or interest-based entity.
- Community-based mutual aid, self-help groups, faith-based organizations and individuals with an interest in the welfare of children and families from neighborhood of focus
- Other private, nonprofit organizations, mental health organizations, public schools, family maintenance, job programs, domestic-violence services, substance abuse treatment or mental-health counseling
- Community collaborative partners may include people that family members identify in their network of support and resources. Particular emphasis is placed on extended family, friends of the family, grass roots neighborhood supports and services that families describe as their personal circles of support.

36. Q. How do you define a F2F Community Partner? In large organizations many staff are community reps for TDM's. Does this count as one organization or by person?

A. Definitions are as follows:

- Community Partners may include people that family members identify in their network of support and resources. Particular emphasis is placed on extended family, friends of the family, grass root neighborhood supports and services that families describe as their personal circles of support.
- A Community Representative is a volunteer from the family's neighborhood or community. They may represent a service or program where the family lives, OR be a member of the family's ethnic/cultural community, faith-based organization or block club.

37. Q. How will the Youth Mentors be identified to the provider? How many exist currently?

A. Youth Mentors will be referred to the provider by the Michigan Youth Opportunity Coordinator. The number of Youth Mentors varies.

38. Q. Will Youth Mentors be identified by the same means that you have been identifying the Parent Advocates through canvassing of Foster Care specialists?

A. No, Youth Mentors will be identified by the Michigan Youth Opportunity Coordinator.

39. Q. In Service #3, page 10, item m, regarding mentoring of clients or consumer families; how does this differ from the Parent Advocates' roles described in Service #4?

A. This has to do with providing support services to existing birth families including non-custodial fathers/absent parent that meet the specific needs of current and prospective resource parents, youth and children involved in the child welfare system within the target area. The Parent Advocate's role is to assist the parent whose child has been removed from their care, with the identified goals outlined in the Parent Agency Agreement/Treatment Plan.

40. Q. Page 11 items r and v, to what extent is this to be achieved? Is the unit of measurement based on recruitment of F2F partners?

A. The contractor will recruit community partners to create, along with the contractor, a community network of support for the estimated numbers of eligible clients to be served.

41. Q. Can you explain the large number of clients to be served versus the numbers of units?

A. The volume of service takes into account all members of the families to be served under the contract. A unit is a recruitment of one community partner.

42. Q. Do you have an ideal number in mind of Parent Advocates? Do you have a ratio of families to Parent Advocates?

A. No, the contractor must hire a sufficient number of Parent Advocates to meet the needs of the birth parents referred for the service.

43. Q. On page 14, is there an established curriculum or are there established criteria for the training?

A. Yes

44. Q. Where is the State on the Title IV E waiver which could allow for payments to relatives to care for kin without being licensed?

A. No action is anticipated on the Title IV-E waiver until sometime in 2007.

45. Q. How can we receive more information about Casey's Principles, Outcomes, Goals and Strategies?

A. the Annie E. Casey website address is: www.aecf.org

46. Q. How can we receive the Department of Human Services Child Welfare Philosophy?

A. This information can be found at www.michigan.gov Go to the State Agencies Websites to get to DHS. Click on Resources Library and you will find the DHS Child Welfare Philosophy.

Amendment #1

This Request For Quote will not be reviewed and the bidder will be disqualified from further consideration for award if the bidder is a traditional child placing and foster home recruitment agency. This type of agency is not eligible to bid on these services.

All dates remain as stated in the RFQ.

# RFQ NOTIFICATION SHEET
## Office of Contracts and Rate Setting

State of Michigan
Department of Human Services

Notice of a request for quotations or a request for proposals is hereby given Pursuant to Act No. 124 of the Public Acts of 1999.

| Amount: | ITB Number |
|---|---|
| **$900,000.00 for three years, nine months** | **DHSF2F0782004** |

Bid Description:

**Wayne County – Family To Family (F2F)**

**(1) Foster Care Recruitment**
**Develop a neighborhood foster home recruitment plan; develop a referral process for potential and licensed foster families; educate community of the need for F2F neighborhood based foster and adoptive homes.**

**(2) Foster Care Retention**
**Assist in developing a transition protocol to F2F for licensed foster families; develop a neighborhood retention plan.**

**(3) Supportive Services**
**Conduct community forums to promote awareness; provide training, mentoring and advocacy services to foster parents/relative caregivers.**

**(4) Parent Advocacy**
**Provide advocacy services to parents; provide training to DHS; be available to parents for support and education.**

Due Date For Response:

**Wednesday, November 1, 2006**

| Contact Person Name: | Phone #: |
|---|---|
| **Teresa Pulido** | **313.456.1275** |

E-Mail Address:

**PulidoT@michigan.gov**

# REQUEST FOR QUOTE
Michigan Department of Human Services

Contract/RFQ Number: **F2F-07-82004**

Bid Submission Due Date & Time: **Wednesday, November 1, 2006, 11:00 a.m.**

Geographic Area to be Served: **Wayne County**

Service Titles: **Family To Family:**
**Service #1: Foster Care Recruitment**
**Service #2: Foster Care Retention**
**Service #3: Supportive Services**
**Service #4: Parent Advocacy**

Anticipated Contract Begin and End Dates: **January 1, 2007 to September 30, 2010**

Method of Reimbursement: **X** **Actual Cost** Unit Rate

Maximum Annual Contact Amount: $ **$240,000.00** per year

Issuing Office: Department of Human Services **Wayne County Contract Management Unit**

Contact Person: **Teresa Pulido**

Telephone #: **313.456.1275** Fax #: **313.456.1269**

Email Address: **PulidoT@michigan.gov**

Pre-proposal Conference: (Date, time, location) **Wednesday, October 18, 2006, 10:00 a.m.**
**Cadillac Place, Conference Room L-500**
**3040 W. Grand Blvd., Detroit, MI 48202**
(Please notify the contact person above if you plan on attending) Attendees are requested to bring their own copy of the Request For Quote package and attachments. Bidder attendance at this conference is not required for a bid to be given consideration, however, it is strongly recommended.

Bidder Questions Due Date & Time: **Thursday, October 19, 2006, 12:00 p.m.**

**BID RESPONSE**
**Submit to the following address:**

- **seven (7) copies of the bid response**
- **two (2) copies of the Budget document and Price Quotation, in a separate sealed envelope**

| | | |
|---|---|---|
| **Edna J. Nunn, Manager** | | |
| **Wayne County Contract Management Unit** | | |
| DHS Office | | |
| **3040 W. Grand Blvd., Suite 4-100** | | |
| Street Address | | |
| **Detroit** | **MI** | **48202-6040** |
| City | State | Zip |

The bidder must submit all inquires regarding content via e-mail or surface mail. Bid responses must be submitted in person or via surface mail. Neither fax nor e-mail transmission of bid responses will be considered for award. If DHS believes that clarification of its initial material is necessary, information will be posted to the DHS RFQ web site. Likewise, if DHS determines it is necessary to revise any part of this RFQ, addenda informing will be posted to the DHS RFQ web site.

Bid responses that exceed the maximum annual dollar amount indicated for the RFQ will not be considered for award. The contract amount for subsequent years will be dependent on DHS' availability of funds and service needs. The established price per unit of service will be in effect for the entire period of the contract.

For the first contract period, the annual dollar amount will be prorated for the remainder of the year.

To be considered, bid responses must arrive at the Issuing Office on or before the date specified above. Bidders mailing bid responses should allow normal delivery time to ensure timely receipt of their bid responses.

Awards made as a result of this RFQ will require execution of a contract with DHS. The contract will contain standard non-negotiable General Provisions. A copy of the General Provisions is available upon request.

Rating

All bid responses will be evaluated on the basis of rating criteria identified in the RFQ. Contracts will be awarded using a two-step process linking price and quality. The most recent audit of each bidder may be reviewed by DHS, at its discretion, to determine the bidder's fiscal viability. DHS may eliminate from the rating process any bidders that fail to pass this review. If the bidder has provided contractual services to DHS previously, DHS may consider reviewing monitoring and/or outcome information related to prior contracts.

| | |
|---|---|
| Authority: P.A. 2080 of 1939.<br>Completion: Mandatory.<br>Penalty: Contract Invalid | Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area. |

# FAMILY TO FAMILY

## TARGET AREA FOUR
## WESTERN WAYNE COUNTY

## REQUEST FOR QUOTE

## JANUARY 1, 2007 TO SEPTEMBER 30, 2010

**Wayne County**
**Department of Human Services**
**Contract Management Unit**
**3040 W. Grand Blvd., Suite 5-450**
**Detroit, Michigan 48202-6040**

# BIDDER OVERVIEW

This Request for Quote (RFQ) package contains the following elements:

1. Cover Sheet
2. Description of Services for Bid
3. Rating Criteria
4. Request for Quote Policy
5. Bidder Information and Instructions
6. Bidder Response Section
7. Cost Quotation
8. Budget Completion Instructions

## Description of Services for Bid

I. CONTRACTOR RESPONSIBILITIES

A. Geographic Area

The Contractor shall provide services described herein in the following geographic area: Wayne County, specifically Western Wayne County

TARGET AREA 4

| | |
|---|---|
| Allen Park 48101 | Ecorse 48229 |
| Dearborn 48120 | Lincoln Park 48146 |
| Dearborn 48124 | Melvindale 48122 |
| Dearborn 48126 | Southgate 48195 |
| Dearborn 48128 | Taylor 48180 |

B. Location of Facilities

Contractor's facility located in Target Area 4 of Wayne County, Michigan.

C. Client Eligibility Criteria

1. Eligible clients are those families or individuals residing in the target area and have been identified as prospective or existent foster parents or as children and birth families involved in the child welfare system by DHS.

2. Determination of Eligibility

The DHS or the Contractor shall determine eligibility.

D. Services to be Delivered

Service #1 of 4: FOSTER CARE RECRUITMENT

1. Activities the Contractor shall perform:

The Contractor shall:

a. Employ the following staff:
One (1) Program Manager
Two (2) full-time foster care recruitment/retention coordinators
One (1) part-time foster care recruitment specialists.
The contractor shall also arrange for clerical support as needed to fulfill the obligations of this Agreement.

b. Hire staff that understand and support the Family to Family (F2F) philosophy. Staff must have knowledge and/or experience in:

- Working with others as a team;
- Working with potential foster families in providing direction and support;
- Understanding of the DHS philosophy on foster care and "Family-to-Family" outcomes, goals and strategies;
- Working with neighborhood organizations (i.e., churches, block clubs, neighborhood watch, etc).

c. Provide staff with cell phones and pagers to return calls to resource parents on the same day. A resource parent is a relative or fictive kin (not blood related but acting as family member) caregiver or licensed foster parent.

d. Develop a neighborhood foster home recruitment plan with the DHS and other F2F partners that builds on existing recruitment efforts in the target area.

e. Assist the DHS in developing a referral process for potential and licensed foster families within the target area.

f. Develop and enact an outreach plan to solicit inquiries from prospective foster parents within the target area.

g. Accept inquires of all types (telephone, walk-in, mailed, etc.) from interested parties. The Contractor shall respond to such inquires with a person-to-person communication within 24 hours of such referral or contact, and ensure delivery of a foster care packet to the inquiring party with a written invitation to a scheduled prospective foster care parent orientation.

h. Educate the target community about the need for F2F neighborhood-based foster and adoptive homes through innovative techniques that shall include, but not be limited to the following:

- Establish vendor booths and attend community events to build overall awareness of F2F, strengthen relationships in the community; and identify future resources and opportunities for foster care recruitment, support and retention.
- Establish a F2F speaker's bureau comprised of birth parents including non-custodial fathers/absent parents, foster care parents and young adults (based on availability) who have had positive experiences in foster care.

- In conjunction with and approval of the Wayne County DHS Coordinator, develop and distribute F2F promotional material.
- Conduct informal, small-group orientations for prospective foster and adoptive parents.

i. At the request of DHS, provide a training site for prospective foster parents.

j. Upon a request from DHS and as needed, assist prospective foster parents with the completion of a licensing application preferably at scheduled foster care parent orientations and ensure delivery of each application to DHS or the designated child-placing agency.

k. Develop a strategy to advocate for potential and existing foster/adoptive parents in the target area.

l. Develop a network of community resources by which the contractor will be able to remove minor obstacles and facilitate foster care licensing for prospective families.

m. Maintain a flexible account from which the Contractor may expend up to $200 per prospective foster care family to remove minor obstacles to foster care licensing if other resources or funds have been exhausted or are unavailable.

n. Guarantee that staff attend DHS-based child welfare training to ensure staff familiarity with and competence in licensing, legal, and policy issues in order to become successful participants in F2F. Training may include but is not limited to topics such as Children's Protective Services, Child Foster Care, Foster Care licensing, Wraparound Coordination and F2F values.

o. Exercise flexibility in the provision of services and accommodate the schedules of prospective foster parents and community partners.

2. Time Frames

The Contractor shall provide services continuously throughout the term of the Agreement.

3. Volume of Service

Clients - The estimated number of eligible clients to be served during the period of this Agreement shall be:
January 1, 2007 to September 30, 2007: 750
October 1, 2007 to September 30, 2008: 1000
October 1, 2008 to September 30, 2009: 1000
October 1, 2009 to September 30, 2010: 1000

4. Unit Definition: One unit equals the issuance of one foster care home license.

5. Units: The estimated number of units of service to be provided per term of Agreement shall be:
January 1, 2007 to September 30, 2007: 19
October 1, 2007 to September 30, 2008: 25
October 1, 2008 to September 30, 2009: 25
October 1, 2009 to September 30, 2010: 25

Service #2 of 4: FOSTER CARE RETENTION

1. Activities the Contractor shall perform:

   The Contractor shall:

   a. Assist the DHS in developing a transition protocol to F2F for licensed foster families within the target area.
   b. Develop a neighborhood retention plan with DHS, and other F2F partners that builds on existing retention efforts in the target area.
   c. Develop a strategy to advocate for existing resource parents.
   d. Arrange and facilitate in conjunction with DHS, resource parent cluster support group meetings. The Contractor shall secure attendee sign-in sheets reflecting the date, time and location. At each session, child care and a meal shall be provided for each attendee.
   e. Provide space for F2F activities including but not limited to Team Decision Making (TDM) meetings, child care, resource parent support groups, etc.

2. Time Frame

   The Contractor shall provide services continuously throughout the term of the Agreement.

3. Volume of Service

   Clients - The estimated number of eligible clients to be served during the period of this Agreement shall be:
   January 1, 2007 to September 30, 2007: 375
   October 1, 2007 to September 30, 2008: 500
   October 1, 2008 to September 30, 2009: 500
   October 1, 2009 to September 30, 2010: 500

4. Unit Definition: One unit equals the participation of one licensed foster care family in F2F activities.

5. Units: The estimated number of units of service to be provided per term of Agreement shall be:
   January 1, 2007 to September 30, 2007: 56
   October 1, 2007 to September 30, 2008: 75
   October 1, 2008 to September 30, 2009: 75
   October 1, 2009 to September 30, 2010: 75

Service #3 of 4: SUPPORTIVE SERVICES

1. Activities the Contractor shall perform:

   The Contractor shall:

   a. Secure a collaborative partner to provide initial training of the F2F model so that the Contractor's staff clearly understands the goals and philosophy of F2F.

   b. Identify, recruit and retain community stakeholders to become collaborative members for F2F, including but not limited to neighborhood residents, businesses, churches, service providers, agencies, other institutions and trades people.

   c. Assist the DHS in developing a variety of support mechanisms for potential and licensed foster families within the target area.

   d. Conduct community forums, Building Community Partnership (BCP) meetings and focus groups to promote awareness of F2F and solicit collaborative efforts with neighboring service agencies. The Contractor shall secure attendee sign-in sheets reflecting the date, time and location of each session. A meal will be provided to each of the participants

   e. Provide quarterly F2F training to community representatives in collaboration with F2F trainers.

   f. Coordinate and chair Building Community Partnership (BCP) meetings monthly. The BCP Committee shall be comprised of the contractor's community collaborative network, DHS, various other F2F committees and grassroots partners.

   g. Ensure a community advocacy presence at Team Decision Making meetings, and various other F2F committees through the coordination with DHS, the Building Community Partnership Committee, the Contractor's community collaborative network, community representatives and grassroots partners.

h. Upon DHS request, ensure a youth mentor presence at Team Decision Making meetings through coordination with the Jim Casey Youth Opportunity Initiative Coordinator.

i. Collaborate with DHS to provide training, mentoring, and advocacy services to potential and existing resource parents.

j. Advocate for children, youth, birth and resource families in the target area to receive on a priority basis, goods and services from the contractor's network of F2F collaborative members.

k. Provide space for F2F activities including but not limited to Team Decision-Making Meetings, child care and Resource Parent Support Groups. The Contractor shall provide supervision and activities for children that accompany resource parents to support group meetings.

l. Locate existing and develop new support services, activities, and resources that meet the specific needs of current and prospective resource parents, birth families and youth and children involved in the child welfare system within the target area. The services and resources shall aim to support and strengthen families, youth and children and stabilize appropriate placements. The Contractor shall provide or arrange for the provision of these support services and resources to the targeted population. Services shall include but are not limited to the following:

- After-school programs
- Extracurricular activities in conjunction with schools in the geographic area
- Children's workshops
- Recreational activities for youth and children involved in the child welfare system.
- Youth support groups
- Mentoring and tutorial support services

m. Provide a mentoring program for birth parents including non-custodial fathers/absent parent involved in the child welfare system and new resource parents

n. Collaborate with DHS to provide advanced training for foster parents.

o. Produce and distribute a quarterly newsletter to F2F partners which includes but is not limited to F2F activities and describes progress toward F2F outcomes.

p. Exercise flexibility in the provision of services and accommodate the schedules of prospective and licensed foster parents and community partners. The Contractor's F2F-related facilities shall be open for F2F activities during normal business hours Monday through Friday. Evening and weekend hours for meetings will be provided by arrangement. Contractor staff shall also work flexible hours, including evenings and weekends.

q. Return calls to prospective and licensed resource parents, birth families and youth involved in the child welfare system and collaborative partners within one working day.

r. Assist DHS workers in providing integrated care and service delivery for families that are involved in multi-systems to provide a comprehensive plan for families of formal and informal supports.

s. Produce a community resource guide. The Contractor will provide a directory of collaborative members including contact names, telephone numbers and the services they provide. This information is for distribution to DHS staff and the community.

t. Establish a communication system to provide for rapid contact between support staff, DHS and families, especially families receiving services. A communications system is defined as access to a combination of telephone, FAX, cell phone, pager and internet/e-mail for all Contractor staff assigned to this contract.

u. Provide for system coordination between the Contractor, DHS and the Building Community Partnership (BCP) Committee members and other community partners. Meetings will be held no less than once per quarter.

v. Provide easy client access to neighborhood support services, giving the best opportunity for families and relatives to maintain children within the family, to resolve issues that brought them into the child welfare system and to transition families to a community support network to prevent the return for assistance from the child welfare system.

2. Time Frame

The Contractor shall provide services continuously throughout the term of the Agreement.

3. Volume of Service

Clients – The estimated number of eligible clients to be served during the period of this Agreement shall be:
January 1, 2007 to September 30, 2007: 1125
October 1, 2007 to September 30, 2008: 1500
October 1, 2008 to September 30, 2009: 1500
October 1, 2009 to September 30, 2010: 1500

4. Unit Definition: One unit equals the recruitment of one F2F community partner.

5. Units: The estimated number of units of service to be provided per term of Agreement shall be:
January 1, 2007 to September 30, 2007: 9
October 1, 2007 to September 30, 2008: 12
October 1, 2008 to September 30, 2009: 12
October 1, 2009 to September 30, 2010: 12

Service #4 of 4: PARENT ADVOCACY

1. Activities the Contractor shall perform:

The Contractor shall:

a. Provide services to families who have participated in a Team Decision Making/Family Case Review (TDM/FCR). This applies to families where initial removal was based on a decision to place the child in out-of-home care. The contractor shall accept referrals from DHS on a space available basis.

b. Recruit and hire qualified Parent Advocates to work with birth parents including non-custodial fathers/absent parent, resource parents and foster care staff and children placed in out of home care. Out of home care includes, but is not limited to DHS foster placement, relative care, shelters or group home care.

c. Prior to the Parent Advocates providing service, all advocates and their supervisors shall participate in all DHS approved training curriculum for the mandatory Parent Advocacy program.

d. In addition to the DHS approved training, the Contractor shall provide regular in-service training for advocates and their supervisors on special topics such as:

- Successful partnering with birth parents including non-custodial fathers/absent parent and resource parents
- Successful partnering with foster care staff
- Understanding the child welfare system, roles and responsibilities, reasonable efforts, court process, Guardian Ad Litem (GAL), etc.
- Knowledge and use of self in developing intervention strategies
- Accessing and utilizing community resources to support families
- Cultural awareness, sensitivity and understanding
- Successful use of “teachable moments” to enhance parenting skills

e. In-service training shall be negotiated with Family to Family DHS staff to insure that all Parent Advocates and supervisory staff participate in training, on average, one day per month.

f. Assign one supervisor per each eight Parent Advocates. A supervisor shall:

- Minimally, possess a Bachelor’s degree in human services, child development or related field.
- Have individual weekly meetings with Parent Advocates to review progress on assigned cases. The supervisor should also review with the advocate the date and length of contact with each assigned parent/family, confirm the family agreement to participate and the initial plan of service;
- Have at least monthly Parent Advocate team/support meetings with all Parent Advocates for in-service training, case consultation, support, feedback, etc.
- Hire only advocates who agree to be available at convenient family times. This may mean hours outside the regular workday, i.e. evenings, weekends.

- On a monthly basis, submit a report to the DHS F2F Coordinator or designee. This report shall include:

  - number of families referred during the report month
  - cumulative number of referred families
  - cumulative number of ongoing cases
  - cumulative number of closed cases
  - reason for closure

g. Assign a Parent Advocate to each family referred. A Parent Advocate shall:

- Be someone who has gone through the child welfare system and successfully reunified with his or her children. Parent Advocates should be sensitive to the concerns of birth parents, credible as someone savvy about the system and able to quickly establish rapport with newcomers to the system.

- Provide training/education to DHS staff about the Parent Advocacy Program

- Be responsible for all service provisions to the referred family as described in this contract.

- Be available for support and education for family visits.

- Provide Parent Self-Advocacy training sessions for all referred parents using DHS approved curriculum.

- Meet face to face with each referred parent at a minimum of once a week for two hours, and as needed, whenever possible in the family home. If that is not possible, the sessions shall occur in family friendly settings such as the home of extended family members or community locations (such as parks, or community sites) that are mutually agreeable to the contractor and the family.

- Make contact with the referred biological parent(s) within seventy-two hours of the referral to begin to establish a relationship and rapport with the client and clarify the intent of the Parent Advocacy Services

- Make contact with the assigned foster care provider within five days of receipt of referral.

- Work with the parent and the assigned foster care provider to develop the Parent Agency Agreement tailored to the needs of the client, children and court expectations

- Assist parents by providing support, empathy and information about the foster care system, courts, services, etc.

- On a monthly basis, report on dates and times of each contact and the nature of the contact, a summary of the family contacts with regard to family progress toward reunification goals, any issues of concerns related to the family, child placing agencies, courts, services, etc.

- Be available to parents 24 hours a day, seven days a week.

- Accompany parents to court proceedings, Team Decision Making/Family Case Review meetings, other agency required meetings, etc. for the purposes of support and advocacy of the parents' rights

- Along with the parent, interact with child placing agency staff to see that clients are receiving appropriate services in a timely manner

- Assist in mediating conflicts between the assigned foster care worker and the client as needed

- Assist in providing child placing agency staff with a more thorough understanding of birth parents' experiences in the child welfare system by providing in-service trainings for staff and through regular contact with child placing agency staff

- Offer appropriate positive feedback to parents that include specific parent-child interaction.

    1) Identify and clarify individual/interactive behaviors.
    2) Support and promote conflict-resolution skills.
    3) Effective self-advocacy skills and behaviors
    4) Provide support at family visitation and support the parents' efforts to reunify with their children.

Consultation is required with the assigned foster care worker and the birth parent prior to case closure. The maximum length of service is six months. Extensions are possible with the permission of the foster care supervisor and the F2F Coordinator or designee.

2. Time Frame

The Contractor shall provide services continuously throughout the term of the Agreement.

3. Volume of Service

Clients - The estimated number of eligible families to be served per term of Agreement shall be:
January 1, 2007 to September 30, 2007: 225
October 1, 2007 to September 30, 2008: 300
October 1, 2008 to September 30, 2009: 300
October 1, 2009 to September 30, 2010: 300

4. Units: No maximum number of units shall be established in this Agreement except that the total payments shall not exceed the contract amount.

E. Evaluation Reporting Requirements

The Contractor shall submit to the DHS monthly reports that indicate the status and effectiveness of activities performed under this Agreement as indicated:

The Contractor will be required to complete and submit the following reports:

1. A monthly report to the DHS Family to Family Coordinator or the Coordinator's designee. This report shall include, but is not limited to the following information for the billing month and fiscal year-to-date cumulative totals:

   a. The number of each type of foster care recruitment outreach attempt made.
   b. The number of foster care information packets sent out to prospective foster parents by zip code.
   c. The number and location of orientations, informational presentations, and other outreach services performed to recruit resource parents.
   d. A list of locations and type of community-based F2F meetings attended.
   e. The locations and types of support services and resources identified or developed that meet the specific needs current and prospective resource parents within the target area.

f. The locations and types of support services provided for prospective resource parents within the target area.

g. The locations and types of support services and resources identified or developed for children and youth involved in the child welfare system care within the target area.

h. The locations and types of support services and resources provided for children and youth involved in the child welfare system within the target area.

i. The locations and types of support services and resources identified or developed that meet the specific needs of birth families involved in the child welfare system within the target area.

j. The locations and types of support services and resources provided for birth families involved in the child welfare system within the target area

k. The number and names of new collaborative partners recruited for the F2F initiative.

l. The number and percentage of Team Decision-Making Meetings held that had community advocacy representation.

m. The number and percentage of Team Decision-Making Meetings held that had youth mentor representation.

n. The number and percentage of Team Decision-Making Meetings held that had parent advocates present.

o. A total number and breakdown by reason, of the number of contractor initiated foster home prospects that dropped out of the licensing process after completing a foster care licensing application.

p. The number of Contractor-recruited homes that received foster care licenses.

q. Copies of receipts for all Specific Assistance expenditures for the respective billing period.

r. Problems encountered during service provision.

2. A copy of the monthly report must be sent to the DHS Contract Administrator with the monthly billings and a copy sent to the Family To Family Coordinator.

3. One month after the end of each fiscal year, a report shall be submitted to the DHS Contract Administrator and Family To Family Coordinator or designee which summarizes the Contractor's activities. The narrative portion of the report shall describe the types of activities and efforts performed related to:

- foster care and partner outreach efforts
- foster care retention
- support services and resources identified within the target area
- parent advocacy services

The report will be accompanied by a statistical report based on data accumulated through that date and that addresses items listed under Section II. DHS RESPONSIBILITIES, D. Evaluation Criteria.

D. Evaluation Criteria

The services provided by the Contractor under this Agreement shall be evaluated by the DHS on the basis of the following criteria:

1. The Contractor shall ensure delivery of 500 foster care packets per year to prospective foster parents who reside within the target area and expressed interest.
2. The Contractor's efforts shall result in a minimum of 175 foster care license applications per year for prospective foster families to the DHS within the target area.
3. The Contractor's collaborative efforts with the DHS shall result in a net gain per year of 15 foster families within the target area.
4. The Contractor shall make a minimum of 50 outreach attempts per year to locate new community partners as resources for the Family to Family program.
5. The Contractor shall recruit the minimum number of 12 new community collaborative partners per year for the Family to Family program.
6. The Contractor shall arrange for 90% community advocate attendance at the Team Decision-Making Meetings of target area families.
7. The Contractor shall arrange for 75% youth mentor attendance at Team Decision-Making Meetings as requested by DHS.
8. The Contractor shall arrange for 90% parent advocate attendance at the Team Decision-Making Meetings of target area families.
9. The Contractor shall provide Parent Advocacy services to a minimum of 80% of DHS referred families.

## REQUEST FOR QUOTE - RATING CRITERIA

**This Request For Quote will not be reviewed and the bidder will be disqualified from further consideration for award if the bidder is not an established community organization whose place of business is located within the target geographic area in one of the zip codes listed in this RFQ package.**

Request for Quote (RFQ) proposals will be rated by a Rating Committee according to the following criteria:

### I. <u>Bidder's Experience/Qualifications</u> (Maximum points 20)

#### A. Agency

1. Has bidder ever performed similar services for DHS or another purchaser?

   Considerations:
   - How recently were services provided and for what duration?

2. To what degree is experience with other similar services relevant to the service(s) being bid?

3. Does the bidder demonstrate successful collaborate working relationships with other relevant community systems and have documented increased outcomes for clients:

#### B. Staff

1. Do the position descriptions for direct services staff persons require experience in this or related services?

   Considerations:
   - Length of experience
   - Similarity of experience to services to be required

2. Does the supervisory staff, who will provide supervision and oversight of direct-care staff, have previous work experience in this or related services?

   Considerations:
   - Length of experience
   - Similarity of experience to services to be required.
   - Is supervisory staff required to have an appropriate level of direct care experience?

3. Does the administrative staff who will provide administrative oversight have experience in this or a related service?

   Considerations:
   - Length of experience
   - Similarity of experience to services to be required
   - Does the bidder have management and administrative support personnel adequate to produce a satisfactory level of performance?
   - Will the service provided correspond to DHS' needs?
   - Does current administrative staff have previous work experience in directly providing these similar services?
   - Does current administrative staff have appropriate previous work experience in human service administration?

4. Do the staff for whom resumes are provided demonstrate the appropriate level of capability for providing identified services?

## C. Education

1. Are educational requirements appropriate for each of the following types of staff?
   - Length of experience
   - Supervisory
   - Administrative

2. Does the bidder provide an acceptable level of training for new staff?

3. Does the bidder have an acceptable level of on-going training to staff?

## D. Performance

1. If this or similar services were provided to DHS previously:
   - Were the terms of the agreement fulfilled satisfactorily?
   - Was DHS satisfied with the quality of services provided?
   - If not, did the bidder submit and implement appropriately corrective action plan?

2. If these or similar services were provided to other purchasers:
   - Were the purchasers satisfied with the services provided?
   - Were the services monitored by the purchasing agency?
   - If yes, were monitoring reports satisfactory?

## II. Program Implementation (Work Plan) (Maximum points 25)

### A. Service Delivery

1. Are step-by-step procedures described in detail? Do they demonstrate ability to fully implement the program?

2. Does the bidder demonstrate ability to provide services to a diverse client population?

3. Is the bidder's plan for accommodating client barriers to accessing services adequate?

4. Does the bid response adequately describe how the bidder will engage eligible clients and encourage a high level of participation?

5. Is the bidder assessment process relevant for program eligibility and intent
   - Strength based; solution focused
   - Client centered
   - Timely after referral

6. Does the bidder have an acceptable plan in place to assure that it will begin on the identified date?

7. Does the bidder demonstrate the ability to coordinate services with other agencies for clients served by multiple systems?

8. Is the bidder's proposed curriculum adequately and appropriately addressing client needs?

### B. Staffing

1. Does the proposed organizational chart describe appropriate lines of supervision and authority to assure efficient delivery of service and contract compliance?

2. Does bid response include adequate descriptions of roles for executive/administrative staff, management/supervisory staff, direct-care-staff, and other supportive personnel?

3. Does the bidder identify an adequate plan to assure an appropriate level of staff screening?

4. Does the bidder have an acceptable turnover rate for direct care staff?

5. Does the bidder have an acceptable plan in place to address continuation of service when staff turnover occurs?

**C. Support Activities**

1. Is the facility large enough to meet the demand for services in the geographic service area?

2. Does the bidder identify an adequate plan to assure an appropriate level of client confidentiality?

3. Does the bidder identify an adequate plan to assure an appropriate level of security for clients?

4. Does the bidder identify an adequate plan to assure an appropriate level of security for the public?

## III. <u>Outcomes</u> (Maximum points 15)

A. Were behavioral outcomes of services provided to DHS or other purchasers satisfactory?

B. Was the bidder able to demonstrate ability to establish and achieve outcome goals?

C. Were behavioral outcome goals that were established for the services appropriate?

D. To what degree were outcome goals achieved? For what percentage of population served were goals achieved? What percentage of goals was achieved?

E. Does the bidder demonstrate an ability to perform follow-up with clients and assess effectiveness of its services?

## IV. <u>Fiscal Resource Allocation</u> (Maximum points 20)

A. Does bid response demonstrate that the bidder's resources can provide a consistent capacity to sustain an adequate level of service throughout life of the agreement (including staffing, communication resources, and the described facility [both location and size]?

B. Is supervisory and administrative support adequate with respect to appropriately

- Consultation
- Back-up
- Span of control

C. Are the number of direct-care staffing hours adequate to deliver the level of needed service, as identified in both the fiscal and Narrative portions of the bid response?

D. Are the resources (budgeted details such as salaries, occupancy, communication, supplies & equipment, transportation, contracted services, and miscellaneous) reasonable to accomplish the bidder's work plan, and reasonably adequate to provide a consistent level of service throughout the life of the agreement.

E. Are the resources identified in the narrative portion of the proposal consistent with those in the budget?

F. Does proposal specifically identify what resources bidder has available and how it will utilize (all) those resources to facilitate 24/07/365 accessibility (i.e., staffing allocation; communication; transportation, community contacts, etc.)?

G. Is the quantity of resources appropriate and reasonable for the level of proposed services? Do they match?

H. Has the bidder identified other funding and/or donated or non-cash resources to support services and use the funding efficiently?

I. Has the bidder documented sufficient match to meet state and federal requirements?

J. Does the bid response include unallowable costs that will impact the ability of the bidder to implement the work plan?

K. If the bidder provides in-kind, do they demonstrate a dependable, consistent source of in-kind funding?

## V. <u>Availability/Accessibility</u> (Maximum points 20)

A. Does bid response adequately describe how bidder will identify the client population?

B. Does the bidder have an adequate plan for informing eligible clients of the availability of their services? Is the bidder reasonably accessible to the client population during non-traditional service hours?

C. Does the bid response adequately describe how bidder will provide outreach services?

D. Is the bidder able to provide services at times when most clients can access them?

E. Transportation

- Is the bidder located close to public transportation?
- Is the bidder's plan for arranging/providing client transportation feasible and appropriate?

F. Does the bidder make adequate provision for client transportation needs?

G. Are the bidder's facilities and services easily accessible to clients with disabilities?

H. Is the bidder's plan for addressing client language barriers feasible and appropriate?

I. Does the bidder have an appropriate plan for serving clients with physical disabilities?

J. Is the bidder's plan for use of specific assistance funds reasonable and appropriate to achieve program goals?

Price Competition

Competitiveness in pricing will be determined using a formula that will divide the lowest bid price (from that region) by the bidder's price, and then multiply that by the bidder's initial score, determined through the above rating criteria.

## REQUEST FOR QUOTE POLICY

General Information

This Request for Quote (RFQ) provides interested bidders with sufficient information to prepare and submit proposals for consideration by the Department of Human Services.

1. Contract Award

   Contract award negotiations will be undertaken with those Contractors whose bid responses, as to price and other factors, show them to be qualified, responsible, and capable of performing the work.

   The contract entered into will be that contract most advantageous to DHS, price and other factors considered. DHS reserves the right to consider bid responses or modifications thereof received at any time before award is made, if such action is in the best interest of DHS.

   If a contract is awarded, the selected bidder will be required to comply with standard, non-negotiable General Provisions, which will be a part of the contract.

2. Rejection of Bid Responses

   DHS reserves the right to reject any and all proposals received as a result of this RFQ, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of DHS. This RFQ is made for information or planning purposes only. DHS does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

3. Incurring Costs

   The State of Michigan is not liable for any cost incurred by the Contractors prior to issuance of a contract.

4. Inquiries

   Questions regarding content of this RFQ must be submitted in writing to the Issuing Office. All questions must be submitted on or before the date specified on the cover sheet.

5. Amendment to the RFQ

   In the event it becomes necessary to revise any part of this RFQ, addenda will be posted to this website.

6. Response Date

To be considered, bid response must arrive at the Issuing Office on or before the date and time specified in the cover sheet. Bidders mailing responses should allow normal delivery time to ensure timely receipt of their bid responses.

7. Bid Response

To be considered, bidders must submit a complete response to this RFQ, using the exclusively the format provided in the "Bidder Response to DHS". Bid Responses must be signed by an official authorized to bind the bidder to its provisions. The bid response must remain valid for at least 90 days.

8. Acceptance of Bid Response Content

The contents of the bid response of the successful bidder may become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

9. Economy of Preparation

Bid Responses should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFQ.

10. Prime Contractor Responsibilities

The selected Contractor will be held accountable for all services offered in the bid response. Further, the State will consider the selected Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

11. News Releases

News releases pertaining to this RFQ on the service, study, or project to which it relates will not be made without prior State approval, and then only in coordination with the Issuing Office.

12. Disclosure of Proposal Contents

Bid Responses are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, No. 442).

13. Independent Price Determination

a. By submission of a bid response, the bidder certifies:

1) The prices of the bid response have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

2) Unless otherwise required by law, the price quotation in the bid response has not and will not be knowingly disclosed by the bidder to any potential bidder;

3) No attempt has been made or will be made by the bidder to induce any other person or agency to submit or not to submit a bid response for the purpose of restricting competition;

4) The price quoted is not higher than that given to the general public for the same service.

b. Each person signing the bid response certifies that:

1) She/he is the person in the bidder's organization responsible within that organization for the decision as to prices being offered in the bid response, and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above; or

2) She/he is not the person in the bidder's organization responsible within that organization for the decision as to the prices being offered in the bid response, but that she/he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to a. 1, through 4 above, and as their agent does hereby so certify; and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above.

c. A bid response will not be considered for award if the bidder is found to be noncompliant with any part of section 13 unless the bidder furnishes with the bid response a signed statement which sets forth in detail the circumstance of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

## BIDDER INFORMATION

1. To receive reimbursement from the State of Michigan, a Contractor must be registered as a vendor on the Michigan Accounting and Information Network (MAIN)

**To register on MAIN**:

- Click on http://www.cpexpress.state.mi.us/
- Follow directions.

2. **Proof of public liability insurance** must be provided to DHS prior to the time the contract is executed (issued).

3. If portions of the services are being subcontracted, the bidder must identify the services the subcontractor will perform and provide all information requested, (including a budget) as it applies to both the bidder and the subcontractor(s).

   A contractor is responsible for the performance of any subcontractors who are held to the same standard of quality and performance as the contractor. Raters of bid responses will consider the qualifications of both the contractor and subcontractor when making contract award recommendations.

4. In completing the bidder response, please note the following:

   - The bid response should be paginated, except for attachments
   - Font size should be 12 or larger
   - Observe restrictions on number of pages. Restrictions do not include resumes, position descriptions, organizational charts or other attachments.

## BIDDER RESPONSE SECTION

1. Bidder Name: _____

2. Bidder Mailing Address: _____

   _____

   Bidder E-mail Address: _____

   Bidder Fax Number: _____

3. Bidder Mail Code: _____ (Identified when registering on **MAIN**. See previous page)

4. Type of Organization: (Check one). Individuals are private proprietary.

   _____ private, non-profit _____ private, proprietary _____ public _____ university

5. Bidder's fiscal year begin date: _____ (day and month)

6. Bidder's representative who is the authorized negotiator for the bidder.

   _____ _____
   (Name) (Telephone Number)

7. Statement of Intent

   The bidder hereby assures that the Request for Quote has been reviewed by the organization's governing body and that body has authorized submission of a bid response; that the person identified above as "bidder's representative who is the authorized negotiator" has been authorized b the governing body to represent the organization for the purposes of the submission of a bid response and contract negotiation; and that the organization intends to provide services according to the information contained in this Request for Quote, if selected and funded to do so.

   _____ _____
   Signature of Organization President or Director (Date)

   _____ _____
   Typed Name of Organization President or Director (Date)

## A. Bidder Experience/Qualifications

Provide the following information:

1. Length of time providing this or similar services

2. List locations within the state at which the bidder maintains office that will be involved in providing service.

3. List all contracts with DHS that have been in place within the past 5 years.

4. Prepare a narrative description of prior experience providing this or a similar service. Include the following information:

   - Brief description of service provided;
   - Recipient of service;
   - Dates of service provision;
   - Describe the degree of similarity between related services the bidder has provided and the services being bid;
   - Name and telephone number of a contact person for each individual or agency for whom service was provided.

5. Using Staffing Allocation and Qualifications, CM-011, (attachment A) provide the requested information for each service for which a bid response is submitted:

   - Provide position descriptions for all positions included in the price quotation. Identify the positions current staff will fill if the contract is awarded to the bidder. Identify specific experience current staff has as it pertains to the services to be provided (possession of applicable licenses, completion of applicable training or workshops, etc.) Include resumes for all current staff who will provide services if the contract is awarded to the bidder. For all positions, identify minimum requirements with regard to education, years and type of experience, training, etc.

   - Attach a salary schedule for each staff employee who will provide services as identified above. Include all automatic and/or merit pay increases individuals will be eligible to receive during the term of the contract.

   - For each position, list the number of hours and the number of weeks to be committed to the services being bid.

6. Describe your current rate of turnover, (overall and direct service) including expectations for current staff continuance, planned staff reductions or growth, and comment regarding anticipated future turnover. Describe mechanisms in place to encourage staff retention.

7. Provide an organization chart that shows the structure that will be used to provide services if the contract is awarded. This should show who in your organization will be responsible for reporting to the DHS' Contract Administrator (CA). Please make sure position titles on the organizational chart match title designations referenced elsewhere in the bid response.

## B. Work Plan (Program Implementation)

In narrative form, please describe how the bidder would implement the program described by DHS. Include the following information and identify each section by number and heading indicated below.

1. Describe the needs and strengths of the client population and how that will impact on service delivery.

2. Prepare a description of the way in which service would be provided to a client.

   a. List each step, process, or activity a typical client would encounter in successfully completing the service (similar to a program flow chart).

3. For each process or activity, indicate how completing that process or activity would advance the client in accomplishing the general purpose of the service. Indicate the anticipated duration of service required to complete the service: hours per day, days per week, and total hours/week.

4. **Supervision**

   Describe when and how staff will be supervised.

5. **Staff Allocation**

   Describe the method used to determine the amount of staff time (both management and direct) needed to fulfill the terms of the service as described.

6. Explain how client will participate in identifying of needs and decision-making.

7. Once the contract is awarded, indicate how long it will be before you or your agency will be able to provide service (be specific, i.e., 30 days, 45 days, etc.) Confirm ability to provide service on the identified date.

8. How will the bidder interact with other agencies involved with the client's plan of treatment?
   - Court
   - DHS
   - Other Agencies

8. **Curriculum** - For teaching and/or training services, provide a copy of the curriculum that will be used. If not applicable to your service, enter N/A.

   If the curriculum is specified in the RFQ and must be followed as outlined, indicate "Will follow required curriculum." Identify all audio-visual and/or training aids that will be used.

## C. Achievement of Outcomes

1. Specify the number of clients expected to achieve the desired outcomes.
2. Identify anticipated outcomes for the services to be provided.
3. What percentage of outcomes will be achieved for clients served?

## D. Availability

1. Specify normal hours of business.
2. Indicate ability and willingness to provide additional hours at other times or days if necessary.
3. Identify each location where services will be provided. Include the street address, city, and zip code for all locations.
4. Do facilities and services allow/encourage participation by clients with disabilities? That is, are training facilities accessible by wheelchair? Are restrooms accessible, etc?
5. Indicate ability to arrange transportation for clients to receive services, such as convenience to public transportation, bidder-owned vehicles, etc.
6. Access to public transportation.
7. Outreach
   Indicate ability to provide outreach services in clients' homes or mutually agreed-upon locations if this is requested in the service description. Ability to respond to crisis situations.
8. Special assistance
   - How available
   - How used and when
9. Other
   Based on DHS' description of the client population, describe any special considerations in the quotation or plans for providing services.

## E. Budget Completion

Complete the following Price Quotation sheet and a Budget Statement (CM-468) and Budget Detail Sheets (CM-468A) which can be found at the following web site (http://www.michigan.gov/documents/CM-468ex_15681_7.xlt) in accordance with instructions. The bidder should complete the Budget forms only for the first 12 months if the bid response is for a multi-year period. **The bidder should prepare a 12 month budget even if the first year is less than 12 months.**

The bidder should submit price quotation and budget in an envelope separate from the rest of the bid response.

- If the initial period of the contract is for less than 12 months, a prorated contract amount will be calculated accordingly.

- The price established and approved by DHS will be in effect for the entire period of the contract and cannot be changed during that time.

## F. Budget Narrative

Use the attached Resource Grid (CM-0043), (attachment B) to provide a narrative description of all resources the bidder requires to meet the requirements of the contract. Please be as brief as possible, while including all pertinent information.

1. Itemize (without indicating actual dollar amounts) the types of employees benefits offered, the square footage of each facility, supplies, travel mileage and other resources included in your budget. Be as specific as possible and quantify all resources whenever possible.

2. If resources will be provided through another source, identify the source and type of funds to be used. All match and in-kind funding should be identified and explained.

   This information will be used to determine whether or not the resources included in the price quotation are adequate to provide the services DHS wishes to purchase as stated in the RFQ. The budget narrative will be compared to the price and budget documentation for each bid response submitted by an individual specifically assigned to conduct a fiscal review.

   NOTE: Do not include figures that would indicate the dollar amount of bid response or unit cost in this section. Dollar amounts should be stated in the sealed price/budget portion of your response.

**BIDDER NAME:**

## PRICE QUOTATION

## FAMILY TO FAMILY

## TARGET AREA FOUR
## WESTERN WAYNE COUNTY

Use this form to state the price offered to DHS for the service to be provided. The price quoted is to be per unit of service as defined in the service description in the RFQ and extrapolated from the budget information provided. Please identify the service being bid, using the title as shown in the RFQ.

Service #1: Foster Care Recruitment

Unit Definition: One unit equals the issuance of one foster care home license.

a. Price per unit of service: $_____/unit

Service #2: Foster Care Retention

Unit Definition: One unit equals the participation of one licensed foster care family in F2F activities.

a. Price per unit of service: $_____/unit

Service #3: Supportive Services

Unit Definition: One unit equals the recruitment of one Family To Family community partner.

a. Price per unit of service: $_____/unit

Service #4: Parent Advocacy

No maximum number of units shall be established for the Parent Advocacy service in this Agreement except that the total payments shall not exceed the contract amount

a. Price per unit of service: N/A

**BIDDER: SUBMIT THIS FORM IN A SEPARATE ENVELOPE WITH THE BUDGET.**

Attachment A

# BIDDER RESPONSE: STAFFING ALLOCATION AND QUALIFICATIONS

Michigan Department of Human Services

| Bidder Name * | |
|---|---|
| County | Type of Service |

| CATEGORY | POSITIONS | RATE/ HOUR | HOURS/ WEEK | # OF WEEKS | QUALIFICATIONS |
|---|---|---|---|---|---|
| **MANAGERIAL/ SUPERVISORY | | | | | |
| DIRECT SERVICE | | | | | |
| SUPPORT STAFF | | | | | |

* Please provide information on staffing only for services to be provided for the request for quote/contract.

**Managerial/supervisory refers to administrative positions. If a position is both administrative and direct service, place the position in whatever category the bulk of the individual's time will be spent.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

# RESOURCE GRID

MICHIGAN DEPARTMENT OF HUMAN SERVICES

* Do not include dollar amounts.
** List any match resources your agency will be providing and the fund source of that match.

| Resource | Description |
|---|---|
| Employee Fringe Benefits (FTEs by position) | |
| Occupancy (square feet and number of Facilities) | |
| Communications (fax, telephone, number of lines and phones) | |
| Supplies (general, program, duplicating) | |
| Equipment | |
| Local Transportation (number of miles for client transportation) | |
| Contractual Services | |
| Specific Assistance to Individuals | |
| Miscellaneous | |

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