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**Community
Alternatives**

**ECKERD COMMUNITY ALTERNATIVES
(A D/B/A FOR ECKERD YOUTH ALTERNATIVES, INC.)**

**COMMUNITY-BASED CARE LEAD AGENCY FOR
CIRCUIT 06 – PASCO AND PINELLAS COUNTIES
CIRCUIT 13- HILLSBOROUGH COUNTY**

ITN #ITN-ECA-ILS-FY20

**To Provide Independent Living Services
Circuit 06: Pasco & Pinellas Counties
Circuit 13: Hillsborough County**

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I. Statement of Need

Eckerd Community Alternatives (ECA) (a d/b/a for Eckerd Youth Alternatives, Inc. “Eckerd”) is the Community-Based Care Lead Agency in Circuit 6 effective July 1, 2014 under Master Agreement #QJ511 and in Circuit 13 effective July 1, 2012 under Master Agreement #QJ3E0.

In accordance with the Master Agreements noted above, ECA is seeking to contract for the delivery of Independent Living Services (ILS) with a provider that offers a program that is innovative, responsive to the Lead Agency and DCF, efficient, cost effective, and will meet applicable Federal, State, and County requirements for the provision of services.

This ILS program must include transition services from foster care to self-sufficiency, individualized academic and vocational support services for dependent children in foster care ages thirteen (13) to seventeen (17) years old, and young adults, ages eighteen (18) to twenty-three (23).

A critical component of this program is to ensure strong collaboration with ECA, DCF, Case Management Organizations and their Case Managers, as well as other traditional and non-traditional community resources and partners to effectively meet the needs of the ILS target population.

ECA is seeking a provider that will establish an effective public-private partnership to implement an outcome based ILS program. The successful provider will develop an IL program that improves outcomes for youth while leveraging additional funds and community resources in addition to what ECA provides. Interested parties should be familiar with and able to incorporate solutions to the [Auditor General’s Independent Living Transition Services Report # 2011-176](#), dated April 2011.

ECA will provide data weekly on performance, based on provider input into Florida Safe Families Network (FSFN), and other reports provided by the selected ILS provider and Case Management Organizations (CMO’s). ILS data will be discussed weekly during the ECA data calls, and publicized weekly at www.Eckerd.org.

II. Terms of Agreement and Estimated Contract Amount

- A. The initial term of this agreement shall be for no more than thirty-six (36) months, subject to the availability of funds beginning on July 1, 2017 and ending on June 30, 2020. The agreement may be renewed for an additional twenty four (24) months, subject to the availability of funds. Unless renewed, this agreement will end on June 30, 2020. Any such renewal shall be contingent upon satisfactory performance evaluations of the provider by ECA and shall be subject to the availability of funds.
- B. The estimated value of the total services described in this ITN is a total annual amount of \$1,390,264.73 (Circuit 6 annual amount of \$626,417.22 and Circuit 13 total amount of \$763,847.51), or \$4,170,794.19 for the initial 36 month term of the intended contract. This amount represents the maximum amount to be paid by Eckerd Community Alternatives, subject to the availability of funds.
- C. This is a fixed payment reimbursement intended contract to be paid during the month of service. The monthly payment amounts shall be as follows:

<u>Circuit 6</u>		<u>Circuit 13</u>	
July 2017	\$52,201.49	July 2017	\$63,654.06
August 2017-June 2018	\$52,201.43	August 2017-June 2018	\$63,653.95

- D. Administrative costs shall not exceed Respondent’s Federal Indirect Rate. If Respondent does not have a Federal Indirect Rate, the administrative costs shall not exceed the 10% De Minimis rate of the Modified Total Direct Costs in compliance with Code of Federal Regulations (CFR) 200.

III. Definitions

- A. Aftercare – Services for young adults age eighteen (18) up to their twenty-third (23rd) birthday, which include referrals to needed community resources or temporary cash assistance for the purpose of preventing homelessness.
- B. Aftercare support services – Services available to young adults between the ages of 18 to 23 who were formerly in foster care and meet requirements as detailed in 409.1451 F.S. Short-term funding and services may include financial, housing, counseling, employment, education, mental health, disability, and other services, if the young adult demonstrates that the services are critical to the young adult's own efforts to achieve self-sufficiency and to develop a personal support system.
- C. Case Management Organization (CMO) – an agency in which ECA enters into a contract with to provide Case Management and Adoptions Services in Circuit 6 and Case Management Services in Circuit 13. At the time of this ITN, the current providers of Case Management and Adoptions in Circuit 6 are: Directions for Living and Lutheran Services of Florida in Pinellas County, and Youth and Family Alternatives in Pasco County. The providers of Case Management in Circuit 13 are Devereux Foundation, Gulf Coast Jewish Family and Community Services, and Youth and Family Alternatives.
- D. Case Management Organization Case Manager (CMO Case Manager) – A person who is responsible for the coordination of all services rendered to the child and/or family and who serves as the single and continuous point of contact for the child and system to the extent feasible. The CMO case manager is an employee of one of the Case Management Organization that contracts with ECA.
- E. Circuit – DCF's territorial boundaries pertaining to the assignment of geographical service areas for Community Based Care. Circuit 6 = Pinellas and Pasco Counties; Circuit 13= Hillsborough County.
- F. Community Based Care Lead Agency- A provider in Circuit 6 and Circuit 13 with whom DCF contracts for the provision of child welfare services.
- G. Contract – An agreement between ECA and an individual or organization for the procurement of services. (A formal contract consists of the Core Contract, Scope of Services Attachment, plus additional attachments and exhibits.)
- H. Eckerd Community Alternatives (ECA) - The Community-Based Care Lead Agency for Circuit 6 and Circuit 13 in Florida. At the time of this ITN, the contract number in Circuit 6 is #QJ20R, a renewal of contract #QJ511, which took effect on July 1, 2014. The contract number in Circuit 13 is #QJ3E0, which took effect on July 1, 2012.
- I. Extended Foster Care (EFC)- Service for young adults remaining in licensed care under the jurisdiction of the court and in the care of the Department who are residing in licensed care on his or her 18th birthday, but are not yet 21 years of age or 22 with a qualifying disability, who have not achieved permanency under 65C-41, F.A.C. and who are: Residing in a supervised living environment that is approved by the Department or a community based care lead agency; completing secondary education or a program leading to an equivalent credential; enrolled in an institution that provides postsecondary or vocational education; are participating in a program or activity designed to promote or eliminate barriers to employment; employed for at least 80 hours per month; or unable to participate in such programs or activities due to a physical, intellectual, emotional, or psychiatric condition that limits participation.
- J. ILS Clients – Individuals (children, adults and/or families) within ECA's System of Care who meet the eligibility criteria for the Independent Living Service Program.
- K. Independent Living Service Case Plan (Case Plan) –The ILS plan should include, information pertaining to the youth's educational and life skills needs and goals and should be reviewed and updated at least annually, or at any point where a need and/or goal is changed. The case plan must be filed with the court within 30 calendar days of completion, unless there is a Judicial Review held prior.

- L. Independent Living Service Program – This program is available to any foster care youth ages 13 - 23 who are/were in foster care. The purpose of the ILS program is to provide such youth with the opportunity to obtain life skills and education for independent living and employment, as well as to have a quality of life appropriate for their age, and to assume personal responsibility of becoming self-sufficient adults (F.S. 409.145). This includes youth that were adopted after age 16, or voluntarily exited foster care. They are eligible for the services outlined in the Chafee Federal grant as long as those funds are available. Besides the Independent Living Transition Services that teens in foster care receive, they are also able to request funds for housing assistance.
- M. Independent Living Service Staffing – Within 181 days of the youth’s seventeenth birthday, conduct a transition staffing at which time a formal, written transition plan is developed. The transition plan shall be developed jointly with the youth and shall describe how the youth will successfully move from foster care to independence.
- N. Inactive Status – A child who remains in foster care, but has been determined by ECA and/or the Department to have run away or to be otherwise unavailable to participate in program services for a minimum of thirty (30) calendar days.
- O. Life Skills Services – A continuum of services which may include, but are not limited to, independent living skills training, educational support, employment training, and counseling. The specific services to be provided to a child shall be determined using an independent life skills assessment.
- P. Outcomes – Quantitative indicators used by ECA to objectively measure a provider’s performance toward a stated goal.
- Q. Outputs – Process measures of the quantity (ies) of services delivered, clients served, or similar units completed.
- R. Performance Measures - Quantitative indicators, outcomes, and outputs used by ECA to objectively measure a provider’s performance.
- S. Permanency Planning – Goal-directed time-limited practice of providing services for dependent children who are removed from their home and placed in a child caring facility. Permanency planning services are based on the child’s court approved case plan.
- T. Post-Secondary Education Support Services (PESS)- Service for young adults who meet the eligibility requirements for Postsecondary Education Services and Support (PESS) under 65C-42, F.A.C. as follows: who turned 18 while residing in licensed care and who have spent at least six months in licensed out of home care; OR who were adopted after the age of 16 from foster care or placed with a court-approved guardian after spending at least six months in licensed care within twelve months immediately preceding such placement or adoption; AND who have earned a standard high school diploma or its equivalent; AND Who are enrolled in at least 9 credit hours and attending a Florida Bright Futures eligible educational institution. If the young adult has a documented disability or is faced with another challenge or circumstance that would prevent full-time attendance and the educational institution approves, the young adult may attend fewer than 9 credit hours.
- U. Provider - An individual or organization contracted to provide services or materials to ECA, in accordance with the terms specified in the contract.
- V. Reinstatement Application - The application must be submitted by a former recipient of the Road-to-Independence scholarship prior to their twenty-third (23rd) birthday in order to reinstate their scholarship award after an interruption of benefits.
- W. Renewal Application – The application must be submitted by the Road-to-Independence Scholarship recipients on an annual basis in order to continue the scholarship award. Reviewing Authority – the Provider staff member who reviews the applications and determines eligibility.
- X. Road to Independence Scholarship (RTI) – Financial assistance for eligible young adults between the ages of 18 and 23, who are formerly in foster care and meet requirements of ECA and FS 409 who are attending an educational program, supporting them in educational and vocational training

to achieve independence (remains in effect for service dates through December 2018 for those young adults who were enrolled as of December 31, 2013 **ONLY**).

- Y. Runaway – In accordance with CFOP 175-85, Prevention, Reporting and Services To Missing Children, a runaway means a child who has left a relative placement, non-relative placement, shelter home, foster home, residential group home or any other placement alternative without permission of the caregiver and who is determined to be missing.
- Z. Student Profile Summary – A written summary based upon independent living skills, career and educational assessments that provides a description of a child’s or young adult’s current functioning in academic, career preparation and self-care and is the basis for the development of a skills plan designed to address the individualized needs and goals of a child or young adult participating in the Independent Living Program.

IV. Contact Person

The designated “single point of contact” for this ITN is:

Name:	Jason Thomas
Title:	Director of Contract Management
Address:	9393 N. Florida Ave., Suite 1100 Tampa, FL 33612
Phone:	813-225-1105, ext. 1249
Email:	jthomas@eckerd.org

V. Eligible Respondents

Organizations eligible to submit proposals include:

- A. Agencies with a history of delivering Case Management or Independent Living Services to at-risk children and families, including those served by the child welfare system.
- B. Community Organizations or Individuals with a history providing services other than Case Management or Independent Living for families involved in the Child Welfare System.
- C. Florida-based businesses and minority owned businesses encouraged to respond and may be given preferential treatment in contracting when all else is considered equal.
- D. Agencies/Community organizations/Individuals that DO NOT meet the disqualification criteria as defined in Section VI. Disqualification.

VI. Disqualification

- A. Failure to have performed any previous contractual obligations with DCF or ECA in a manner satisfactory to DCF or ECA will be a sufficient cause for disqualification. To be disqualified as a offeror under this provision, the offeror must have: (1) previously failed to satisfactorily perform in a contract with DCF or ECA, been notified by DCF or ECA of the unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of the Department or ECA; or (2) had a contract terminated by the Department or ECA for cause.
- B. The prospective bidder will be disqualified for failing to meet the instructions/qualifications/timeframes/format and contact rules as described in this ITN, to include:
 - 1. Contact Person
 - 2. Eligible Respondents
 - 3. Schedule of Events and Deadlines
 - 4. Limitation on Contacting Eckerd/ECA Personnel

5. Inquiries
6. Notice of Intent to Submit a Proposal
7. Acceptance of Proposals
8. Negotiation Process
9. Mandatory Criteria

VII. Schedule of Events and Deadlines

ACTIVITY	DUE DATE	TIME	LOCATION
A. ITN posted on the Eckerd Kids website.	04/05/17	8:00am	http://www.Eckerd.org
B. Pre-Proposal Conference: <u>Mandatory</u> (open to the public) Q&A and General Information- Unofficial	04/12/17	1:00pm	9391 N. Florida Avenue Conference Room TBD Tampa, FL 33612
C. Deadline for submitting written questions	04/14/17	4:00pm	Certified mail, in person, or via email: Jason Thomas, Director of Contracts 9393 N. Florida Avenue Suite 1100 Tampa, FL 33612 jthomas@eckerd.org
D. Official Response to written questions	04/19/17	4:00pm	Via email with delivery receipt; hard copy will be available upon request
E. Notice of Intent to Submit a Proposal due. <u>Must be submitted on Agency Letterhead to the proposal contact listed in the ITN.</u>	04/21/17	4:00pm	Certified mail, in person, or via email: Jason Thomas, Director of Contracts 9393 N. Florida Avenue Suite 1100 Tampa, FL 33612 jthomas@eckerd.org Confirmation of Intent to Submit proposal will be submitted via email with return receipt; hard copy will be available upon request.
F. Deadline to submit Proposals. <u>Must be submitted to the proposal contact listed in the ITN in a sealed container and adhere to ITN mandatory criteria.</u>	05/19/17	4:00pm	<u>Hard copy only:</u> Eckerd Youth Alternatives, Inc. 100 N. Starcrest Dr. Clearwater, FL 33765 Proposals submitted past the established deadline will not be accepted.

G. Proposal opening and review of mandatory criteria.	05/19/17	4:01pm	Eckerd Youth Alternatives, Inc. 100 N. Starcrest Dr. Clearwater, FL 33765
H. Proposal Scoring	05/22/17 – 06/02/17	4:00pm	Eckerd Youth Alternatives, Inc. 100 N. Starcrest Dr. Clearwater, FL 33765
I. Post the Notice of “Invitation to make Oral Presentation”.	06/05/17	4:00pm	http://www.Eckerd.org
J. Oral Presentations (limited to 2 hours each) - Evaluation Team judges Oral Presentation(s) and makes recommendation to Eckerd Leadership(open to the public)	06/13/17	8:00am – 5:00pm	8550 Ulmerton Road Conference Rooms 1 and 2 Largo, FL 33771
K. Post Notification of the Negotiations	06/16/17	4:00pm	http://www.Eckerd.org
L. Negotiations	06/21/17	8:00am – 5:00pm	Eckerd Youth Alternatives, Inc. 100 N. Starcrest Dr. Clearwater, FL 33765
M. Post Intent to Award Notice	06/30/17	4:00pm	http://www.Eckerd.org
N. Protest Deadline	07/03/17	5:00pm	Certified mail, in person, or via email: Jason Thomas, Director of Contracts 9393 N. Florida Avenue Suite 1100 Tampa, FL 33612 jthomas@eckerd.org
O. Anticipated effective date of contract	01/01/18	12:00am	Eckerd Youth Alternatives, Inc. 100 N. Starcrest Dr. Clearwater, FL 33765

VIII. Limitations on Contacting Eckerd Kids/ECA Personnel

Prospective bidders are prohibited from contacting Eckerd/ECA personnel regarding this Invitation to Negotiate (ITN) other than the contact person identified in this document. Contact with the contact person must be in writing and may be submitted by e-mail or mail delivery services. Any occurrence of a violation may result in the disqualification of the prospective bidder.

IX. Inquiries

Inquiries must be submitted in writing to the contact person identified in Section IV. of this ITN on or before the time and date specified in Section VII. Schedule of Events and Deadlines.

Copies of responses to all inquiries which involve clarifications and/or changes to this ITN will be made available at www.Eckerd.org. **No questions related to this ITN will be accepted after the date specified above. Oral inquiries will not be accepted at any time.**

All inquiries will only be considered if the following are completed:

- A. All inquiries must be in writing to the ECA ITN Contact Person indicated in this document.
- B. All inquiries must be accepted by deadline date stated in Section VII. Schedule of Events and Deadlines.
- C. All inquiries must include organization name, contact name and title, address, telephone number, facsimile number and e-mail address of the individual to whom all correspondences should be forwarded.
- D. Responses to all properly submitted inquiries will be posted at www.Eckerd.org.

X. Independent Living Services Authority

The successful vendor must comply with all applicable Federal laws, regulations, action transmittals, program instructions, review guides and similar documentation related to the following:

- A. F.S. 39.4092
- B. F.S. 39.6035
- C. F.S. 39-6251
- D. F.S. 39.701
- E. F.S. 409.1451
- F. F.S. 409.15
- G. F.S. 409.903
- H. F.S. 1009.25
- I. F.S. 409.175
- J. 45 C.F.R. 1356.10
- K. 45 C.F.R. 1355.30
- L. 45 C.F.R. 205.10
- M. 65-2 F.A.C
- N. 65C-41 F.A.C.
- O. 65C-42 F.A.C.
- P. Draft rule 65C-28.200 F.A.C

XI. Notice of Intent to Submit a Proposal

Offerors shall submit a Notice of Intent to Submit a Proposal as referenced in Section VII. – Schedule of Events and Deadlines. The Notice of Intent shall be on agency letterhead, from an authorized representative with contracting signature authority. The submission of a Notice of Intent to Submit a Proposal does not obligate the Respondent to submit a proposal.

Letter shall include a statement as to the eligibility and non-disqualification of agency and shall include full contact information for the Respondent's single point of contact (to be determined by the authorized representative of the responding agency). Upon receipt and review, ECA will send a "Pre-Qualified Respondent" or "Disqualified Respondent" response only to the single point of contact.

Information regarding any addenda to the Invitation to Negotiate and copies of written responses to questions resulting in clarifications or addenda to this ITN will be posted at www.Eckerd.org. Likewise, only the ECA single point of contact should be communicated with regarding this ITN from the Respondent.

XII. Withdrawal of Proposals

A written request for withdrawal, signed by the Respondent's single point of contact, may be considered if received by ECA within 72 calendar hours after the proposal opening time and date indicated in the Schedule of Events and Deadlines. A request received in accordance with this provision may only be granted by ECA upon proof of the impossibility to perform based upon an obvious error on the part of the Respondent.

XIII. Acceptance of Proposals

All proposals must be received by ECA, addressed to the ITN Contact Person, named in Section IV., on or before the following date and time at the designated location:

May 19, 2017

4:00 pm Eastern Standard Time

Eckerd Kids

100 N. Starcrest Dr.

Clearwater, FL 33765

No changes, modifications or additions to the proposals submitted, will be accepted by or be binding on ECA after the deadline for submitting proposals has passed.

Proposals not received at either the specified place, or by the specified date and time, or both, will be rejected and returned unopened to the offeror. ECA will retain one copy for use in the event of a dispute.

XIV. Right to Waive Minor Irregularities Statement

ECA reserves the right to reject any and all replies or to waive minor irregularities when to do so would be in the best interest of the youth to be served. Minor irregularities are defined as a variation from the ITN terms and conditions, which does not affect the price of the services, delivery of quality of the services, or give the respondent an advantage or benefit not enjoyed by other respondents, and does not adversely impact the interests of ECA or DCF. At its option, ECA may correct minor irregularities but is under no obligation whatsoever to do so. All replies accepted by ECA are subject to ECA's terms and conditions and any and all additional terms and conditions submitted by the respondents are rejected and shall have no force and effect. ECA reserves the right to withdraw this ITN even after an award is made.

XV. Evaluation Process

An Evaluation Team, consisting of at least four (4) community members and three (3) Eckerd/ECA employees will score the written and oral presentations, and if available, a young adult who previously "aged out" of foster care will sit in on the evaluation process as a non-scoring consulting participant.

Each of the evaluation components, both written and oral, are weighted and assigned a maximum number of points. Proposals will be evaluated in each of the categories and scored by each evaluator independently. The evaluators' total scores will be added to get the final score for each respondent.

The Evaluation Team will review the submitted written proposals and score them in accordance with the provisions of Section XX. – Mandatory Criteria, of this ITN. Evaluators will score the written response on the parts A, B and C, as well as the corresponding exhibits. The total maximum points for the Written Response are 70 points. Up to three respondents will be invited to the oral presentation phase.

The oral presentation phase is open to the public for observation. Evaluators will score the oral presentation(s) based on the ability of the presenter(s) to clearly articulate how the information presented in the ITN response will come to life if the respondent is presented with a contract. During this phase, the respondent's oral presentation score will be added to the written evaluation score. At the conclusion of the presentation(s), the Evaluation Team will submit their total scores, the Contact Person will calculate the scores and will prepare a recommendation to Eckerd Community Alternatives' Leadership for negotiations.

The ECA ITN Contact Person will certify that the tabulated scores are correct and forward the tabulation and identification of their recommended respondents to the Eckerd Community Alternatives' Leadership Team, for their final decision, which will be posted at www.Eckerd.org as indicated in Section VII. Schedule of Events and Deadlines. The Eckerd Community Alternatives' Leadership team reserves the right to accept or reject the recommendation of the evaluators for negotiations, and to negotiate with up to two parties until a decision of "contract award" is made.

XVI. Negotiation Process

At least one, possibly two agencies will be invited to negotiate for the contract. Negotiation plans will be posted at www.Eckerd.org in the timeframe indicated in Section VII. Schedule of Events and Deadlines. At the conclusion of the negotiations, a notice of contract award will be posted as outlined in section XVII. Notice of Contract Award, and transitional services (if applicable) will begin.

XVII. Notice of Contract Award

Official notice of any anticipated award made pursuant to this ITN will be electronically posted in accordance with Section VII. Schedule of Events and Deadlines. The aggregate scores will be posted at www.Eckerd.org.

The electronic notice posted on the Internet will remain for seventy-two (72) hours. It is the responsibility of those submitting a response to obtain the results from the Internet posting in sufficient time to protect their own interests. If no written notice of protest is received during this posting, the anticipated contract award becomes final and ECA will enter into contract negotiations. The Internet posting is the official posting for the purpose of determining deadlines for further proceedings including protests.

XVIII. Protest or Disputes

Any person who is adversely affected by the terms, conditions and specifications contained in this solicitation, including any provisions governing the methods for ranking this proposal, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract shall file a notice of protest in writing within 72 hours after the posting of the solicitation or decision or intended decision.

When protesting a decision or intended decision the protestor must post a bond equal to one percent (1%) of the estimated contract amount. The estimated contract amount shall be based upon the contract price submitted by the protestor. FAILURE TO FILE THE PROPER BOND AT THE TIME OF FILING THE FORMAL WRITTEN PROTEST WILL RESULT IN A REJECTION OF THE PROTEST.

XIX. Cost of Proposal Preparation

ECA is not liable for any costs incurred by an offeror in responding to this Invitation to Negotiate under any circumstances.

XX. Mandatory Criteria

Submitted replies will be opened at the Eckerd Kids office beginning at 4:01 p.m. on May 19, 2017 to verify that the replies meet the mandatory criteria requirements of this ITN. Replies that do not meet the Mandatory criteria will be rejected, and the respondent will be required to retrieve their proposals at their own cost within ten (10) calendar days, or forfeit them. Replies that meet the mandatory requirement will be forwarded to the ITN Evaluation Team for consideration and scoring.

A. Original Signature and Authorization: Proposals must be submitted in the legal entity name of the agency or organization, or an authorized representative. Proposals submitted must be signed by the corporation officer/representative authorized by the organization. A copy of such authorization must be submitted to ECA with the proposal (Attachment A). Signature facsimile stamps will not be accepted. Each bidder must complete and submit all items referenced in the ITN.

B. Format: The response content must be in accordance with section XXI. Proposal Format, and must formatted as follows:

Typed in Times New Roman font size 12

- Use only 8 ½ X 11 paper with a one (1) inch margins, double-sided
- All pages must be clearly and consecutively numbered
- One (1) original and six (6) copies of the proposal
- For ease of handling, please do not use binders, staples, or rings. Please bind with paper clips and/or binding clips.

C. Face Sheet: All proposals must include a face sheet, and must identify the following:

- Name of Organization
- Name of ITN contact person and title
- Address
- Telephone number
- Facsimile number
- E-mail address
- Proposed annual budget amount
- Marking with “Original” or “Copy #__”
- Signature – The “Original” proposal must be signed by the officer/representative authorized by the organization, as listed in Attachment A. Signature facsimile stamp will not be accepted.

D. Order of Documents: All proposals must be in the following order:

1. Face Sheet page(do not number)
2. Table of Contents page(do not number)
3. Proposal Format response (maximum of 35 pages)
 - a. Organizational Capacity...10 pages...worth 20 points written evaluation
 - b. Programmatic Proposal...15 pages...worth 40 points written evaluation
 - c. Outcomes...10 pages...worth 10 points written evaluation
4. Mandatory Attachments A-G (from Eckerd – completed by Respondent)
5. Exhibits (from Respondent – not mandatory, as listed in the ITN)

XXI. Written Proposal Format and Written Evaluation Scoring

The written proposals are valued at 70%, while the other 30% is reserved for the oral presentation, if selected for the oral presentation phase. If not selected for the oral presentation phase, the evaluation phase is complete at the conclusion of the written evaluation.

The order of information provided in the response must correspond to the outline that follows and shall be labeled accordingly.

A. Organizational Capacity and Collaborative Relationships limited to 10 pages, excluding related Exhibits.

Maximum points possible = 20

1. Describe the agency's mission, philosophy, and purpose and how it pertains to ILS services. Describe the agency's experience with this population.
2. Provide a brief overview statement on past success that will demonstrate the potential to successfully contract for a Child Welfare service and provide supporting evidence where necessary. List all current child welfare contracts by service type/location/Funder/annual budget/end date.
3. Describe the agency's ability, proposed service locations and plan to begin service delivery on January 1, 2018. The plan shall include an implementation timeline for July 3, 2017 through December 31, 2017, and provisions for immediate service delivery to new clients, as well as for the continuity of care for existing clients.
4. Propose a plan and monetary goal for obtaining outside funding resources and community linkages to support the proposed service (other than ECA).
5. Describe details around the current financial status of your organization to assure ECA will be contracting with a financially secure and robust organization. Explain what expenses you plan on incurring during the 6 month transition and where the funding to support this will come from.

Related Exhibits:

1. Exhibit 1 - Provide the Agency's latest audited financial statement, independent audit and management letter.
2. Exhibit 2 - Provide an organizational chart for the agency including the proposed ILS services structure.
3. Exhibit 3- Provide the Agency's proposed job descriptions
4. Exhibit 4 – Provide board member list, terms, meeting schedule, and past 12 months of board meeting minutes.
5. Exhibit 5 - Provide 3 one-page letters of support, preferably from a financial or collaborative partnership.

B. Programmatic Proposal limited to 15 pages, excluding related exhibits. All responses in this section should be consistent with the information provided below in the sections labeled, "Circuit Overview & Program Objectives, and Related Independent Living Tasks" and "Performance Requirements for teens between the ages of 13 and 23".

Maximum points possible = 40

Provide a general overview of the service delivery structure. List and describe all service components to be provided as follows:

1. Describe how organization will provide services including frequency, duration, staff structure and ratios, staff competency/ability. Please also provide information on structure for the supervision of program.

2. Describe the organization’s staffing plan, indicating if possible, names and credentials of staff you would hire to manage and run this contract. The minimum professional qualifications and certification are required:
 - a) The Agency Director shall have a Bachelor’s Degree in social work or a related area of study from an accredited college or university and at least two years’ experience in human services or child welfare program.
 - b) Case Managers shall have minimally a Bachelor’s degree in social work or related area of study from an accredited college or University and must meet other minimum qualifications required as outlined in 65C-41, F.A.C. Case Managers who carry a caseload and serve the Extended Foster Care population, as well as their Supervisors, shall be certified certification pursuant to Florida Department of Children and Families and the Florida Certification Board requirements both initially and on an ongoing basis.

3. Describe how the organization will provide a service that is community based, responsible and affordable. The description should include how and where youth can access the service, and how the organization can provide cost effective service.
 - a) Describe the linkages that your organization has with community based resources from other sectors and how these links will be useful in providing this service.
 - b) How will program design meet the criteria of “*Circuit Overview and Program Objectives*”
 - c) How will program design meet the criteria of “*Related Independent Living Tasks and Performance Requirements*”

Circuit Overview & Program Objectives: ILS will be provided to an average number of youth and young adults ages 13-23, based on the following number served in February 2017:

	17 y/o	EFC	18-23 y/o (Non-EFC)
Circuit 6	96	53	90
Circuit 13	76	59	102

Program services must be provided in easily accessible locations in Pasco, Pinellas, and Hillsborough Counties proportionate to the number of youth residing in each county. The program should focus on the unique characteristics of the needs and specific problems of youth ages 13-23 in foster care transitioning into independent living and adult life and shall provide eligible youth the necessary skills and knowledge to become self-sufficient and independent prior to turning 18 years of age. Respondent is expected to involve the youth’s CMO case manager (including courtesy CMO case managers), caretaker and the community in the participation and delivery of the ILS program within Circuits 6 and 13. The selected bidder is expected to obtain youth input in formulating the ILS program and delivery of services. The selected bidder will be required to abide by ILS services and Florida Child Welfare related policies, laws and regulations. The selected bidder will also be required to participate in any ILS Coordinator conference calls and/or attend any ILS Coordinator training, or any program specific trainings for the ILS program as required by ECA and the Department of Children and Families.

Provider will assist eligible youth in foster care (ages 13 to 17) and young adults who exit foster care at age 18 in making the transition to independent living and self-sufficiency as adults, pursuant s. 409.1451, F.S. Provider shall provide such youth and young adults with opportunities to participate in life skills activities in their communities which are reasonable and appropriate for their respective ages, and shall provide them with services to build the skills and increase their ability to live independently and become

self-sufficient. Provider shall deliver services in accordance with the standards provided in “Community-Based Care Lead Agency Standards for Independent Living Transitional Services” (dated 5/01/09). Provider shall serve as the primary point of contact for providing support, resources and assistance for Independent Living (IL) specific activities.

1. General Independent Living Tasks and Performance Requirements:

- a) Provide youth ages 13-17 and young adults ages 18-23 with opportunities to participate in life skills activities which are reasonable and appropriate for their respective ages or for any special needs they may have and shall provide them with services to build life skills and increase their ability to live independently and become self-sufficient.
- b) Develop and maintain a list of age-appropriate activities to be offered to all children involved in independent living transition services and their foster parents or other caregivers. Further, Provider shall facilitate a minimum of three (3) events for youth aged 13 through 17 in regard to employment and other activities.
- c) Make and document efforts to ensure that youth and young adults are given the opportunity for expression and support of individual differences in ethnicity, spirituality, religion, gender identity and sexual orientation. Provider shall work with Eckerd Community Alternatives, the Case Manager and caregivers to ensure that youths’ and young adults’ living environments are sensitive to and supportive of the youth’s and young adults’ individuality, including his or her ethnicity, spirituality, religion, gender identity and sexual orientation.
- d) Assist in the development and presentation of a minimum of four (4) trainings for Eckerd Community Alternatives’ System of Care staff members, as well as foster parents, to address the issues faced by older children in foster care when transitioning to adulthood, which shall include, among other topics, information related to high school completion, grant applications, vocational school opportunities, supporting education and employment opportunities, and opportunities to participate in appropriate daily activities. Provider shall also post activities and trainings on the Florida Safe Families Network (FSFN) or other location designated by Eckerd Community Alternatives.
- e) Upon request by Eckerd Community Alternatives, actively assist in the development and implementation of Eckerd Community Alternatives System of Care policies and procedures related to IL services or the population served by the IL program staff.
- f) Coordinate activities and communication with Eckerd Community Alternatives, Case Management Organizations (CMOs), the Department, OAG/CLS, the Guardian ad Litem Program, and other applicable entities or agencies as they relate to the services required by this Subcontract.
- g) Collaborate with CMOs and Eckerd Community Alternatives Operations staff, as well as community providers, to support the progression of the case toward permanency and the preparation of the youth or young adult for independent living.
- h) Develop contacts with housing programs and develop working relationships with government housing authorities and/or landlords willing to set aside rental units for youth formerly in foster care and young adults currently in extended foster care or willing to waive income, credit, and co-signing requirements.
- i) Assist youth and young adults in accessing postsecondary education to increase the likelihood that foster youth and young adults will follow through on plans for future education. To encourage youth and young adults to go on to post-secondary education, Provider shall assist them with entrance and financial aid applications. Provider shall also arrange for visits to college campuses and maintain relationships with the financial aid offices of local colleges. Providers shall also document efforts to locate appropriate housing arrangements for those youth and young adults attending college during holidays and summer vacations.

- j) Ensure that youth are provided health care education prior to leaving the foster care system. Basic health care education includes first aid, nutrition, physical fitness, mental and emotional health, medication use, and basic methods of assessing one's own medical needs. As applicable, Provider shall offer basic health care management training consistent with a youth's specific health concerns. Provider shall assist youth with the development of a health plan as part of their transition plan from foster care.
- k) Ensure that attempts to complete the Florida National Youth in Transition Survey are completed one time per year for young adults ages 18 through 22.
- l) Operate a Teen Service Center (TSC) as an extension of the array of independent living services currently established in the Eckerd Community Alternatives system of care in a remote location, featuring a kitchen, full bath and resource center. Through the TSC, Provider shall furnish the following services to youth ages 13 through 17:
 - 1) Supervision for Youth and Young Adults in Extended Foster Care Awaiting Placement;
 - 2) Services to Youth Returning from Missing Child Status;
 - 3) Independent Living Skills programming; and
 - 4) Support to Youth and Young Adults in Extended Foster Care.
- m) Maintain client records in a way that evidences compliance with the terms of this contract and laws pertaining to this contract. This includes but is not limited to Chapter 65C-31, F.A.C. regarding client file requirements for young adults formerly in the custody of the Department.
- n) Enter service events into FSFN within two working days of the event. This entry includes the following steps:
 - 1) Selection of one "note type" per entry
 - 2) Entry of begin and end times for activity performed
 - 3) Narrative description of activity performed
 - 4) Participants of the event

Entries into FSFN must be completed for contacts with and about youth in the IL program, including but are not limited to: attendance at CMO staffings, Teen Center notes regarding youth at the Center and transition case plans.

2. Services for Youth in Foster Care

- a) Validate the completion of life skills training by residential group care staff.
- b) Provide intensive life skills training for youth who return from runaway status who are placed in residential group care and are near the age of transition.
- c) Provide supports to stabilize youth in partnership with Case Management to ensure eligibility with EFC and PESS programs prior to the age of 18.
- d) Provide a copy of the youth's credit report to youth ages 14-17 residing in residential group care and provide education in this area as well as information related to Social Security benefits and public assistance.
- e) Identify and facilitate opportunities for older children in foster care to interact with mentors.
- f) Within 181 days of the youth's seventeenth birthday, conduct a transition staffing at which time a formal, written transition plan is developed. The transition plan shall be developed jointly with the youth and shall describe how the youth will successfully move from foster care to independence. The plan must indicate what steps the youth will take to meet his or her educational and vocational goals, identify community services the youth can access for assistance and outline individualized tasks the youth will undertake to meet specific challenges identified on his or her personal independent living assessment. Provider shall ensure that each youth's transition plan includes all previous health information (e.g., immunizations, past health care treatment), future routine health care needs (e.g., annual physicals and dental cleanings), health insurance options (Medicaid or private provider), and

specific health care providers the youth can visit to continue his or her health care, such as a primary care physician and dentist. Provider shall identify community health resources and link youth and young adults with these services.

3. Services for Young Adults enrolled in Extended Foster Care

a) Case Management Services

- 1) Ensure the young adult resides in an approved supervised independent living environment that offers developmentally appropriate freedom and responsibility to prepare the young adult for adulthood.
- 2) Ensure the Transition Plan is developed and coordinated with plans from other service providers and includes the young adult's short term and long term goals, the young adult's obligations, and the obligations to the young adult of the foster parent, the case manager, and any other service provider.
- 3) Ensure the case plan is developed as part of the initial transition planning process and includes the requirements as outlined in 65C-41.003 F.A.C.
- 4) Complete regular case management face to face contact, at least monthly, but more often as necessary as determined by a risk/needs assessment tool developed by the provider. At least one face to face contact quarterly shall be in the young adult's residence.
- 5) Provide services, including participation in programs and referrals to community resources, which are identified in the young adult's case plan.
- 6) Provide supervision to the young adult at a level that is consistent with the young adult's individual education, health care needs, permanency planning, and independent living goals as assessed with input from the young adult. Face to face contact shall be made at a minimum of one time per month for young adults residing in Hillsborough, Pasco, and Pinellas counties. Young adults living in a semi supervised living arrangement shall be seen face to face weekly within the first 30 days and monthly thereafter.
- 7) Provide life skills instruction, counseling, educational support, employment preparation and placement, and development of support networks that are consistent with the young adult's assessed needs and interests, and with the goals identified by the young adult in the transition plan and case plan.
- 8) Maintain monthly contact with a young adult who lives outside the service area, which may occur by telephone or other method that allows for live conversation, such as Skype or similar programs.
- 9) Assist the young adult in maintaining eligibility for extended foster care by meeting his or her obligations as provided in the young adult's transition plan and case plan.
- 10) Prepare prior to each judicial review hearing, in collaboration with the young adult, a report which includes the young adult's progress in meeting the goals in the transition plan and case plan and, as applicable, include any proposed modifications as necessary to further the young adult's goals.
- 11) Cases in which a baby is born into an extended foster care active case shall follow the reporting, staffing and safety assessment procedures outlined in CFOP 175-72. This process will ensure that the young mother has the services needed as well as account for the safety of the unborn/newborn child.
- 12) Ensure the young adult is able to practice budgeting and all other financial management skills by providing the young adult with an allowance on a weekly or monthly basis as outlined in 65C-41.003 F.A.C. and obtain electronic approval of the amount from Eckerd Community Alternatives prior to the distribution of funds.
- 13) Assist the young adult in completing the ACCESS application for food stamps, the Department of Health application for WIC, and/or the application for any other

nutritional programs the young adult is referred to.

- 14) Determine the amount of payment for in-home food expenses that are not covered by federal nutrition programs and obtain electronic approval of the amount from Eckerd Community Alternatives prior to the distribution of funds.

b) Initial Participation and Reentry Procedures for Extended Foster Care

- 1) Obtain approval of the transition plan at the final judicial hearing prior to the child's 18th birthday and the case plan within 30 days of turning 18 or reentry into the Extended Foster Care program.
- 2) Provide assistance to young adults who request to reenter extended foster care, to include assistance in completing the application and in choosing and enrolling in a qualifying activity.

c) Termination

Terminate the extended foster care services when the young adult is no longer eligible to participate in the program as outlined in 65C-41.005, F.A.C.

d) Appeals

Assist the young adult to request a fair hearing at any time that an adverse decision is made regarding the extended foster care program that is subject to the fair hearing process as outlined in 65C-41.006, F.A.C.

4. Services for Young Adults Formerly in Foster Care or Extended Foster Care

- a) Subject to the availability of funds, furnish, coordinate or facilitate Independent Living Services to young adults formerly in foster care who have reached 18 years of age but are not yet 23 years of age who leave foster care at 18 and are not receiving services through Extended Foster Care and request services prior to reaching 23 years of age. Young adults receiving services must meet the prescribed conditions and be determined eligible according to applicable law. Provider, in conjunction with Eckerd Community Alternatives, shall develop a plan to implement these services to eligible young adults.
- b) Accept the transfer of case management responsibilities from Eckerd Community Alternatives System of Care CMO's within five days of receipt of the completed transfer packet for those youth who have reached the age of 18. Written notice of acceptance shall be documented in FSFN, and denials shall be communicated in writing to the transferring agency for resolution.
- c) Determine the specific aftercare support services to be provided based on the results of an aftercare services assessment. Services shall include, but not be limited to:
 - 1) Mentoring and tutoring
 - 2) Mental health services and substance abuse counseling
 - 3) Life skills classes, including credit management and preventive health activities
 - 4) Parenting classes
 - 5) Job and career skills training
 - 6) Counselor consultations
 - 7) Temporary financial assistance
 - 8) Financial literacy skills training
 - 9) Homelessness prevention services

10) Ethnicity and Sexual Orientation Training

- d) Assist the youth with receiving cash assistance for things such as housing, gas, electric, water and food. Provider shall work with community agencies to waive or reduce fees when possible, and assistance shall be provided through existing community resources whenever possible.
- e) Determine eligibility and provide services and support for the following programs:
 - 1) Road to Independence (RTI) Program

For young adults currently enrolled in the RTI program as of December 31, 2013 **ONLY**, Provider shall:

- a) Ensure the young adult meets the criteria for eligibility as set forth in 409.1451, F.S., 65C-31 F.A.C., and Eckerd Community Alternatives system of care policies and procedures in an attempt to maximize benefits for each youth. This includes the completion of renewals for eligible youth, when applicable.
 - b) Ensure that RTI scholarship applications are signed by the applicant, reviewing authority and approving authority.
 - c) Establish procedures to determine the financial need of each RTI applicant. Provider shall assist young adults in the application process for any other grants and scholarships for which he or she may qualify, and Provider may use the federal financial aid grant process to determine the funding needs of the young adult.
- 2) Aftercare Services
 - a) Ensure the young adult meets the criteria for eligibility as set forth in 409.1451, F.S.
 - b) Offer and/or furnish other appropriate services and/or short-term funding to a young adult formerly in foster care, in to any services provided. Short-term funding and services may include financial, housing, counseling, employment, education, mental health, disability, and other services, if the young adult demonstrates that the services are critical to the young adult's own efforts to achieve self-sufficiency and to develop a personal support system. Provider shall include within the transition plan specific tasks for the young adult to complete or maintain. Provider shall also integrate accountability on the part of the young adult for making progress towards the completion of these tasks.
 - 3) Postsecondary Education Services and Support (PESS)

Ensure the young adult meets the criteria for eligibility as set forth in 409.1451, F.S., 65C-42 F.A.C., and Eckerd Community Alternatives system of care policies and procedures in an attempt to maximize benefits for each youth. This includes the completion of renewals for eligible youth, when applicable.

C. Performance Outcomes and Quality of the Services to be provided limited to 5 pages.

Maximum points possible = 10

- 1. Please provide detail on the formal quality mechanisms that are in place in your organization and how those formal quality mechanisms result in consistent high quality service provision. Please include information on who is responsible for ensuring that the quality standards in the organization are maintained.

2. Explain how you will meet the outcome measures and how you will capture and report on the DCF outcome data as outlined below in “**Current Outcome and Performance Measures for the ILS Program**”.
3. Explain how success of the proposed service delivery structure will be measured. List the expected outcomes, performance indicators, targets and description of how each measure will be calculated and tracked.
4. Include a description of your plan for linking outcomes and your evaluation system to the existing **CBC Lead Agency Quality Assurance Plan** and the **Child and Family Services Review (CFSR)** standards.
5. Explain your perspective and solutions to incorporating solutions to the [Auditor General’s Independent Living Transition Services Report # 2011-176](#), dated April 2011.

Related Exhibits

6. None

Current Outcome and Performance Measures for the ILS Program:

The quality of service provision will be determined through measurement against the following performance targets, which are set forth in the DCF Master Agreements #QJ511 and #QJ3E0:

#	Contract Measures	Current Target
1	Percent of children not neglected or abused during service provision (YTD)	≥95%
2	Percent of young adults in foster care at age 18 that have completed or are enrolled in secondary education (Rolling 12 month period)	≥80%
3	Percent of former foster youth ages 19-22 with a high school diploma or GED (Monthly)	≥65%
4	Percent of former foster youth ages 18-22 with stable housing (Monthly)	≥98%
5	Percent of former foster youth 18-22 who are employed (Monthly)	≥15%
6	Percent of Transition Staffings completed within 181 days of the youths’ 17 th birthday	≥99%
7	Percent of youth who receive court approval of transition plan and case plan within 30 days of their 18 th birthday who enter Extended Foster Care	≥99%
8	Percent of young adults enrolled in Post-Secondary Education Support Services who are notified of approval or denial of their application within 10 business days of application submission	≥99%

XXII. Oral Presentation Evaluation

Respondents who are invited to the oral presentation phase will have up to two hours to answer six questions – three of which are standard for each agency that is invited to make an oral presentation, and at least three questions specifically developed by the Evaluation Team to clarify elements of the agency’s written response.

Maximum points possible = 30

1. Based on your written response to Section A. and the related exhibits only, please describe why your organization should be chosen.
2. Based on your written response to Section B. and the related exhibits only, please explain your operational plan to execute the requirement of the pending contract.
3. Based on your written response to Section C., please explain your plan to ensure quality and exceptional outcomes.
4. Agency-specific question 1
5. Agency-specific question 2
6. Agency-specific question 3

Note: Attachments A-H are available on individual forms, to be downloaded from the procurement section at EckerdCBC.org. If you experience any difficulty in obtaining those forms, please contact Jason Thomas at jthomas@eckerd.org. Respondent is responsible for developing and submitting Exhibits 1-5.

XXIII. Required Attachments

A. Attachment A: Authorization

B. Attachment B: Affidavit of Service Provider Standards

C. Attachment C: Lobbying

D. Attachment D: Debarment

E. Attachment E: Convicted Vendor

F. Attachment F: Conflict of Interest

G. Attachment G: Proposed Budget Circuit 6

H. Attachment H: Proposed Budget Circuit 13