



ECKERD CONNECTS

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

**COMMUNITY-BASED CARE LEAD AGENCY FOR
CIRCUIT 13- HILLSBOROUGH COUNTY**

ITN #ITN-ECA-C13-GAP-FY22

**To Provide Guardianship Assistant Program (GAP) Licensing and Support
Circuit 13: Hillsborough County**

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I. Statement of Need

Eckerd Youth Alternatives, Inc. d/b/a Eckerd Connects is the Community-Based Care Lead Agency in Circuit 13 effective July 1, 2012 under Master Agreement #QJ3E0.

In accordance with the Master Agreements noted above, Eckerd Connects is seeking to contract for the delivery of Guardianship Assistance Licensing and Support Services to relatives and fictive kin who make long term commitments to children in the foster care system with a provider that offers a program that is innovative, responsive to the Lead Agency and the Department of Children and Families, efficient, cost effective, and will meet applicable Federal, State, and County requirements for the provision of services.

Eckerd Connects' Guardianship Assistance Licensing and Support Services are comprehensive services for families with children who have been removed from their homes as a result of abuse, neglect or abandonment and who are placed with an eligible relative or fictive kin caregiver.

II. Terms of Agreement and Estimated Contract Amount

- A. The initial term of this agreement shall be for no more than twenty-five (25) months, subject to the availability of funds beginning on June 1, 2019 and ending on June 30, 2022. The agreement may be renewed for an additional two (2) years, subject to the availability of funds. Unless renewed, this agreement will end on June 30, 2022. Any such renewal shall be contingent upon satisfactory performance evaluations of the Respondent by Eckerd Connects and shall be subject to the availability of funds.
- B. The estimated compensation for the services described in this ITN, including funds for the implementation of services, is a total annual amount of \$911,232.00. This amount represents the maximum amount to be paid by Eckerd Connects, subject to the availability of funds.

The funding methodology is based on the following:

1. There have been 954 new child entries into Out of Home Care (OHC) for the time period of July 2018 through February 2019
 2. The projected annualized total number of new entries into OHC for July 2018 through June 2019 is 1,431
 3. Based on the average of 1.57 youth per home, the total number of families is 911
 4. If 40% of the total number of families (911) participate in the Guardianship Assistance Program, this would equal 364 homes requiring initial licensure
 5. The workload would be approximately 30 homes per month, an average of 7.5 homes per licensing counselor
- C. 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) 200.414(f).

III. 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 |
| Email: | jthomas@eckerd.org |

IV. Eligible Respondents

Organizations/Agencies eligible to submit proposals include:

- A. Agencies with a history of delivering Foster Home Licensing Services for at-risk children and families, including those served by the child welfare system.
- B. Agencies with a history of working with Relative and Non-Relative Caregivers.
- C. Agencies who currently maintain a Child Placing Agency (CPA) License from the Florida Department of Children and Families.
- D. Florida-based businesses and minority owned businesses encouraged to respond and may be given preferential treatment in contracting when all else is considered equal.
- E. Agencies/Community Organizations/Individuals that DO NOT meet the disqualification criteria as defined in Section V. Disqualification.

V. Disqualification

- A. Failure to have performed any previous contractual obligations with the Department of Children and Families or Eckerd Connects in a manner satisfactory to the Department of Children and Families or Eckerd Connects 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 the Department of Children and Families or Eckerd Connects, been notified by the Department of Children and Families or Eckerd Connects of the unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of the Department of Children and Families or Eckerd Connects; or (2) had a contract terminated by the Department of Children and Families or Eckerd Connects 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 Connects Personnel
 - 5. Inquiries
 - 6. Notice of Intent to Submit a Proposal
 - 7. Acceptance of Proposals
 - 8. Negotiation Process
 - 9. Mandatory Criteria

VI. Schedule of Events and Deadlines

All times identified are Eastern Standard Time

| ACTIVITY | DUE DATE | TIME | LOCATION |
|--|-----------|---------|--|
| A. ITN posted on the Eckerd Connects website. | 3/15/2019 | 5:00 pm | http://https://eckerd.org/contract-procurement/ |
| B. Pre-Proposal Conference: <u>Mandatory</u> (open to the public) Q&A and General Information- Unofficial | 3/20/2019 | 1:00 pm | 9393 N. Florida Avenue DCF Conference Room 806 Tampa, FL 33612 Conference Line: 1-866-479-6576 Access Code: 7862833# |
| C. Deadline for submitting written questions | 3/25/2019 | 4:00 pm | 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 | 3/27/2019 | 4:00 pm | 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> | 3/29/2019 | 4:00 pm | 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> | 4/17/2019 | 4:00 pm | Hard copy only: 9393 N. Florida Avenue Suite 1100 Tampa, FL 33612 Proposals submitted past the established deadline will not be accepted |
| G. Proposal opening and review of mandatory criteria. | 4/17/2019 | 4:01 pm | Eckerd Connects 9393 N. Florida Avenue Suite 1100 Tampa, FL 33612 |
| H. Proposal Scoring | 4/18/2019 - 4/24/2019 | 4:00 pm | Eckerd Connects 9393 N. Florida Avenue Suite 1100 Tampa, FL 33612 |
| I. Post the Notice of “Invitation to make Oral Presentation”. | 4/25/2019 | 4:00 pm | http://https://eckerd.org/contract-procurement/ |
| J. Oral Presentations (limited to 2 hours each) - Evaluation Team judges Oral Presentation(s) and makes recommendation to Eckerd Leadership | 5/2/2019 | 8:00 am – 4:00 pm | 9393 N. Florida Avenue Conference Room E Tampa, FL 33612 |
| K. Post Notification of the Negotiations | 5/3/2019 | 4:00 pm | http://https://eckerd.org/contract-procurement/ |
| L. Negotiations | 5/8/2019 | 8:00 am – 4:00 pm | Eckerd Connects 9391 N. Florida Avenue Conference Room E Tampa, FL 33612 |
| M. Post Intent to Award Notice | 5/10/2019 | 5:00 pm | http://https://eckerd.org/contract-procurement/ |
| N. Protest Deadline | 5/13/2019 | 5:00 pm | 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. Transition Implementation | 5/14/2019 | 12:00 am | Eckerd Connects 9393 N. Florida Avenue |

| | | | |
|--|----------|----------|--|
| | | | Suite 1100 Tampa, FL 33612 |
| P. Anticipated effective date of contract | 6/1/2019 | 12:00 am | Eckerd Connects 9393 N. Florida Avenue Suite 1100 Tampa, FL 33612 |

VII. Limitations on Contacting Eckerd Connects Personnel

Respondents are prohibited from contacting Eckerd Connects’ personnel regarding this Invitation to Negotiate 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.

VIII. Inquiries

Inquiries must be submitted in writing to the contact person identified in Section III. of this ITN on or before the time and date specified in Section VI. 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 <https://eckerd.org/contract-procurement/>. **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 Eckerd Connects ITN contact person as indicated in Section VII. of this ITN.
- B. All inquiries must be accepted by deadline date stated in Section VI. 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 inquires will be posted at <https://eckerd.org/contract-procurement/>.

IX. Guardianship Assistance Program Support and Licensing Services Authority

The Guardianship Assistance Program and Licensing Services to provide additional services and supports to relatives and fictive kin who make long term commitment to children in the foster care system pursuant to: Federal Statutes, regulations and policy statements including Social Security Act, 42 United States Code (U.S.C.) 471; Florida State Statutes, Administrative Rules and plans including Section [39.6225](#), Florida Statute (F.S.), Section 409.175, F.S, Rule 65C-13.025, Florida Administrative Code (F.A.C.).

X. Notice of Intent to Submit a Proposal

Respondents shall submit a Notice of Intent to Submit a Proposal as referenced in Section VI. 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.

Notice of Intent shall include Respondent’s statement as to the eligibility and non-disqualification of agency and shall include full contact information, including email information for the Respondent’s single point of contact (to be determined by the authorized representative of the responding agency). Upon receipt and review, Eckerd Connects will issue, via email, confirmation of receipt of the Respondent’s Notice of Intent to Submit a Proposal, and if Eckerd Connects identifies any disqualification at that time Eckerd Connects will indicate such in its response.

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 <https://eckerd.org/contract-procurement//contract-procurement>. Respondents are encouraged to check the website daily.

XI. Withdrawal of Proposals

A written request for withdrawal, signed by the Respondent's single point of contact, may be considered if received by Eckerd Connects within 72 calendar hours after the proposal opening time and date indicated in Section VI of this ITN. A request received in accordance with this provision may only be granted by Eckerd Connects upon proof of the impossibility to perform based upon an obvious error on the part of the Respondent. Such withdrawn proposals may be retrieved from Eckerd Connects at the expense of the Respondent.

XII. Acceptance of Proposals

All proposals must be received by Eckerd Connects, addressed to the ITN contact person, named in Section III., on or before the following date and time at the designated location:

April 17, 2019

4:00 pm Eastern Standard Time

Eckerd Connects

9393 North Florida Avenue, Suite 1100

Tampa, FL 33612

No changes, modifications or additions to the proposals submitted, will be accepted by or be binding to Eckerd Connects 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 Respondent.

XIII. Right to Waive Minor Irregularities Statement

Eckerd Connects 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 children 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 Eckerd Connects or the Department of Children and Families. At its option, Eckerd Connects may correct minor irregularities but is under no obligation whatsoever to do so. All replies accepted by Eckerd Connects are subject to Eckerd Connects' terms and conditions and any and all additional terms and conditions submitted by the respondents are rejected and shall have no force and effect. Eckerd Connects reserves the right to withdraw this ITN at any point in time, including after an award is made.

XIV. Evaluation Process

An Evaluation Team, consisting of at least three (3) community members and four (4) Eckerd Connects employees will score the written and oral presentations.

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.

A representative from the Eckerd Connects Finance Department will review the submitted budget proposal and finance related documentation in accordance with the provisions of Section XX. Budget and Financial

Documents of this ITN. The evaluator will score the response as well as any corresponding exhibits identified in this section. The total maximum points for the Budget Response represents 10% of the total points.

The Evaluation Team will review the submitted written proposals and score them in accordance with the provisions of Section XIX. Mandatory Criteria, of this ITN. Evaluators will score the written response on the parts A, B and C, and D as well as the corresponding exhibits. The Written Response represents 60% percent of the total maximum points. Up to three (3) respondents will be invited to the oral presentation phase.

The oral presentation phase is not open to the public for observation pursuant to F.S. §286.0113. 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. The Oral Presentation represents 30% percent of the total maximum points. 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 Connects Leadership for negotiations.

The Eckerd Connects ITN contact person will certify that the tabulated scores are correct and forward the tabulation and identification of their recommended respondents to the Eckerd Connects Leadership Team for their final decision, which will be posted at <https://eckerd.org/contract-procurement/> as indicated in Section VI. Schedule of Events and Deadlines. The Eckerd Connects Leadership team reserves the right to accept or reject the recommendation of the evaluators for negotiations and to negotiate with up to two (2) parties until a decision of "contract award" is made.

XV. Negotiation Process

At least one, possibly two, agencies will be invited to negotiate for the contract. Negotiation plans will be posted at <https://eckerd.org/contract-procurement/> in the timeframe indicated in Section VI. Schedule of Events and Deadlines. At the conclusion of the negotiations, a notice of contract award will be posted as outlined in section XVI. Notice of Contract Award, and implementation services will begin.

XVI. Notice of Contract Award

Official notice of any anticipated award made pursuant to this ITN will be electronically posted in accordance with Section VI. Schedule of Events and Deadlines. The aggregate scores will be posted at <https://eckerd.org/contract-procurement/>.

The electronic notice posted at <https://eckerd.org/contract-procurement/> will remain for seventy-two (72) hours. It is the responsibility of those submitting a response to obtain the results from the 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 Eckerd Connects will enter into contract negotiations. The posting is the official posting for the purpose of determining deadlines for further proceedings including protests.

XVII. 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 seventy-two (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.

XVIII. Cost of Proposal Preparation

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

XIX. Mandatory Criteria

Submitted replies will be opened at the Eckerd Connects office beginning at 4:01 p.m. on April 17, 2019 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 Eckerd Connects with the proposal (Attachment A). Signature facsimile stamps will not be accepted. Each bidder must complete and submit all items referenced in this ITN.
- B. Format: The response content must be in accordance with section XIX. Proposal Format, and must be 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 seven (7) 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. Budget and Financial Documents (do not number)
 4. Proposal Format response (maximum of 45 pages)
 - a. Organizational Capacity...10 pages
 - b. Programmatic Proposal...20 pages
 - c. Outcomes...10 pages
 5. Implementation Plan...5 pages

6. Mandatory Attachments A-G (only required if not already on file with Eckerd Connects for a contract currently in effect)
7. Exhibits

XX. Budget and Financial Documents

The budget and required financial documentation is valued at 10% of the total scoring.

Maximum points possible = 70

1. Propose a plan and monetary goal for obtaining outside funding resources and community linkages to support the proposed service (other than Eckerd Connects).
2. Describe details around the current financial status of your organization to assure Eckerd Connects will be contracting with a financially secure and robust organization. Explain what expenses you plan on incurring during the implementation and where the funding to support this will come from.
3. The Respondent's twelve (12) month budget, to include a detailed narrative using Attachment G.

Related Exhibits (not required to be submitted if currently on file with Eckerd Connects):

1. Exhibit 1 - Provide the Respondent's latest audited financial statement, independent audit and management letter.
2. Exhibit 2 – Provide board member list, terms, meeting schedule, and past 12 months of board meeting minutes.

XXI. Written Proposal Format and Written Evaluation Scoring

The written proposal is valued at 60% of the total scoring. If not selected for the oral presentation phase, the evaluation phase is complete at the conclusion of the review of the budget and financial documentation and 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 = 70

1. Describe the Respondent's mission, philosophy, and purpose and how it pertains to Guardianship Assistance Program Services. Describe the Respondent'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. Describe the Respondent's ability, proposed service locations and plan to begin service delivery on June 1, 2019. The plan shall include an implementation timeline for May 14, 2019 through June 1, 2019 and provisions for immediate service delivery to new clients.

Related Exhibits:

1. Exhibit 3 - Provide an organizational chart for the agency including the proposed Guardianship Assistance Program Services structure.
2. Exhibit 4- Provide the Respondent's proposed GAP Licensing job descriptions
3. Exhibit 5 - Provide three (3) one-page letters of support, preferably from a financial or collaborative partnership.

B. Programmatic Proposal 5 to 20 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”.

Maximum points possible = 245

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

1. Describe the organization’s staffing structure and staff competency/ability, 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 Respondent shall ensure all staff to be employed under this agreement meet the minimum qualifications required as outlined in Florida Administrative Code 65C-15.017.
 - b) Respondent shall ensure that all Child Welfare staff are appropriately licensed and/or certified, as required. Additionally, Respondent will ensure that employed or subcontracted staff performing services on behalf of Respondent have also successfully complied with the requirements set forth by all Department of Children and Families and Florida Certification Board requirements and any other relevant legal or contractual authority, to include Eckerd Connects Policies and Procedures.
2. Describe how the organization will provide a service that is community based, responsible and affordable.
 - 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”

3. Circuit Overview & Program Objectives

| As of January 2019 | # | % |
|---|------|-------|
| Number of children in Out of Home Care | 2420 | |
| Number of Children in Licensed Care | 1006 | 41.6% |
| Number of Children in Non-Licensed Care | 1414 | 58.4% |
| | | |
| Number of children moved from R/NR Placement to LFC-FY17-18 | 153 | |
| Number of children moved from R/NR Placement to LFC-FY18-19 YTD | 102 | |

1. Guardianship Assistance Program (GAP) Eligibility Determination

Respondent shall perform the following tasks in accordance with Eckerd Connects policies and procedures and other relevant legal and/or contractual authority:

- a. Inform prospective guardianship caregivers of the availability of all benefits of the GAP program, to include: Guardianship Assistance payment, other medical services, tuition fee exemption, and nonrelative caregiver financial assistance payments.
- b. Advise permanent guardians of the availability of a guardianship assistance payment and the purpose for which it is intended, which is to provide financial assistance to permanent guardians to enable them to provide quality care for qualifying children.
- c. Assist caregivers in the completion of the application for GAP to ensure eligibility in the program prior to the execution of the Guardianship Assistance Agreement.

- d. Determine the child's and family's need of guardianship payment prior to the court case closing in permanent guardianship and ensure payments are not made prior to all parties signing the Guardianship Assistance Agreement.
- e. Ensure medical and mental health evaluations, completed within the last twelve (12) months of initial guardianship assistance payment determination, are completed in order to document the need for any guardianship assistance payment that exceeds the statewide standard foster care board rate.
- f. Ensure the initial monthly guardianship assistance payment is based on the needs of the child at the time of the negotiation and the projected future needs of the child based on the family and medical history of the child and birth family, or for cases that meet GAP program requirements and are closed in permanent guardianship on or after July 1, 2019.
- g. Ensure no payments are made to caregivers for any months in which there is no Guardianship Assistance Agreement in place.
- h. Ensure the Guardianship Assistance Agreement is terminated for the following reasons: death or incapacity of the guardian(s) if no successor legal guardian is named; death of the child; when it is determined that the child is no longer the legal responsibility of the guardian(s); when it is determined that the child is no longer the legal responsibility of the guardian(s); or upon request of the guardian(s).
- i. Notify families of the Extension of Guardianship Assistance Payment when they are entering into an agreement for a child who has attained 16 or 17 years of age.
- j. Ensure the Extension of Guardianship Assistance Agreement is executed prior to the child's 18th birthday.
- k. Ensure the young adult whose caregiver is receiving payment through an Extension of Guardianship Assistance Agreement meets the initial eligibility criteria as stated in Section 39.6225, F.S.
- l. Ensure any required documentation is entered into the Florida's Safe Families Network (FSFN) database.

2. Licensing General Tasks

Respondent shall:

- a. Maintain a valid Child-Placing Agency (CPA) license per Florida Administrative Code.
- b. Schedule and facilitate Professional Parenting Training (PPT) at least quarterly or more frequently as needed to meet the needs of caregivers.
- c. Respondent staff and/or the caregiver shall attend each child's scheduled staffings when notified.
- d. In the event of a child abuse or neglect allegation involving one of the Respondent's caregivers and upon the Respondent being informed, the Respondent shall:
 - 1) Send a staff member to accompany Child Protective Investigation staff to any meetings with the caregiver(s) to support the caregiver.
 - 2) Maintain neutrality in regard to the substance of the allegation(s).
 - 3) Investigate all foster care concerns regarding the Respondent's caregiver(s) in accordance with CFOP 175-12.
 - 4) Respond to any Foster Care Referral within twenty-four (24) hours of receipt of the referral by the licensing unit and complete an assessment within five (5) business days from the date of initiation and input all case related information into Florida Safe Families Network (FSFN) case shell and notify the Eckerd Connects' designee once the information has been entered.
 - 5) Attend staffings and other meetings as requested by Eckerd Connects.
- e. Ensure that services provided in a caregiver's home are in compliance with all applicable laws.

- f. Ensure that each caregiver provides adequate food, clothing, shelter, transportation, medical care, education, nurturing, safety from further abuse, neglect and abandonment, and supervision appropriate to the child's level of development.
- g. Not communicate with the media about any cases (prior to finalized adoption) that the Respondent is assigned to, as a result of the contractual relationship between Respondent and Eckerd Connects, without prior notification and collaboration with Eckerd Connects' Director of Public Relations (or designee within Eckerd Connects). Additionally, the Respondent will not plan or attend media-related events involving dependent children in Eckerd Connects' system of care without prior consent by Eckerd Connects' Director of Public Relations (or designee within Eckerd Connects).

3. Pre-Licensing Tasks

Respondent shall:

- a. Utilize an Eckerd Connects and Department of Children and Families approved curriculum as the required training for all Level I Foster Parents while conducting training. Training must include the following:
 - 1) The reasonable and prudent parenting standards, pursuant to Sections 39.4091 and 409.145, F.S., and the balance of normalcy for children in care and their safety;
 - 2) Legal rights, roles, responsibilities and expectations of Caregivers;
 - 3) The social and emotional development of children and youth;
 - 4) Agency policies, services, laws and regulations;
 - 5) Development of life skills for teens in care;
 - 6) The caregiver's role in supporting and promoting the educational progress of the child;
 - 7) Trauma-informed care, including recognizing the signs, symptoms, and triggers of trauma;
 - 8) The Multiethnic Placement Act and the Americans with Disabilities Act;
 - 9) The administration of psychotropic medication, including the use of psychotropic medications to treat children, the proper dosage of medication, the importance of monitoring for possible side effects, and timely reporting of side effects and adverse reactions. Training on psychotropic medications shall also include an overview of Section 39.407, F.S., and Rule Chapter 65C-35, F.A.C., which govern the administration of psychotropic medication

4. Licensing Tasks

Respondent shall:

- a. Submit completed initial licensing packets to the Eckerd Connects' Licensing Department within forty-five (45) calendar days of completion of the Professional Parenting Training or within sixty (60) calendar days if the Professional Parenting Training was an expedited class. Any delay in submission shall be communicated to the Eckerd Connects Director of out of Home Care or designee at a minimum of fourteen (14) calendar days prior to the submission due date. The delivery of the licensing packets is not be construed as acceptance of those packets. The acceptance of the required packets will constitute a separate act and must be approved by Eckerd Connects. Eckerd Connects reserves the right to reject any packets as incomplete, inadequate, or unacceptable, according to the limits set forth in this Subcontract or other binding authority. Upon notification by Eckerd Connects of missing or incorrect items in the packet, the Respondent will submit corrected items within two (2) business days. In order to ensure licensing packets are processed timely and accurately, the assigned Eckerd Connects'

- Licensing Specialist will make minor changes to the packet submissions when possible and agreed upon by Respondent and the Eckerd Connects Director of Licensing or designee.
- b. Coordinate the licensing activities for Caregivers(s) to meet the placement needs of the children served under this Contract. This shall include, but not be limited to, the completion of the Unified Home Study in FSFN.
 - c. Enter new foster homes, to include the profile, into CareMatch within one (1) business day of the home becoming licensed by the Department of Children and Families.
 - d. Utilize the Traditional Foster Home Licensing File Format to organize initial and relicensing Level I Foster Parent files. Upon approval from Eckerd Connects, the Respondent may develop and utilize its own file indexing system. Licensing files must include, at a minimum, all components outlined in Florida Administrative Code for the initial licensing year and subsequent years.
 - e. Complete child care referrals for Level I Foster Parents as needed for children who have been assigned to a Case Management Organization.
 - f. Utilize all forms required by Florida Administrative Code for appropriate documentation.
 - g. Ensure items not related to safety that can be waived for Level I licensure requirements are approved in writing by the Department of Children and Families Regional Managing Director or designee.

5. GAP Caregiver Support

Respondent shall:

- a. Serve as an advocate/liaison between Eckerd Connects, the Caregiver(s) and the child's assigned CMO Assigned Case Manager for all matters of technical assistance and conflict resolution.
- b. Complete home visits at a minimum of every thirty (30) days per Florida Administrative Code 65C-30.007 on select cases and document all visits in Florida's Safe Families Network (FSFN) within two (2) business days of the event.
- c. Support Caregivers by establishing referrals for services, assisting with clothing, bedding, food and housing when needed.
- d. Respond to Caregiver inquiries and requests for assistance, support case management and assist with transportation, if needed.
- e. Attend staffings and court hearings when necessary and/or appropriate.
- f. Ensure certified employees complete visits at least once every ninety (90) days at all Level I Foster Parent homes, regardless of the presence of foster children in the home.
- g. Maintain regular contact with Caregivers(s) following placement to assess and ensure if all needs of child and family are being met and provide appropriate support. Follow up with the assigned Child Protection Investigator or Case Management Organization when additional resources are needed.
- h. Contact Caregiver(s) within twenty-four (24) hours of a new placement to assess and ensure if all required documents at time of placement have been received (i.e. Child Resource Record, Custody Letter, Medicaid information). Respondent will communicate any outstanding documentation needs to the appropriate CMO and/or to placement services in an effort to obtain the information for the Caregiver(s).
- i. Communicate with the Eckerd Connects Out of Home Care Supervisor if Respondent is unable to obtain any documents that are needed or when any concerns are not addressed within twenty-four (24) hours regarding the assigned Case Manager. If the concerns continue following this communication, Eckerd Connects Out of Home Care Supervisor shall contact Eckerd Connects' Senior Director of Growth and Transformation or designee for resolution.
- j. Support Eckerd Connects' effort to maintain sibling groups and long-term placements.
- k. Adhere to any applicable waiver requirements in accordance with Eckerd Connects Operating Guidelines.

- l. Make, at a minimum, one (1) face to face contact with a child within thirty (30) calendar days following placement. If a home has more than five (5) children placed and/or more than two children younger than two (2) face to face visits shall be completed as identified in the Waiver Home Visit subsection of this Agreement. If not, then monthly face to face contact may continue beyond the first thirty days as needed but no less than every ninety (90) days. During the home visit, a Visitation Report shall be completed.
- m. All home visits shall be documented in FSFN within two (2) business days of the event.
- n. Ensure that all Caregiver(s) assigned to Respondent do not exceed maximum licensed capacity unless appropriate waivers are issued and maintained in the file.
- o. Be available 24 hours a day, 7 days a week including holidays to provide support to Caregivers.
- p. Schedule and facilitate licensing reviews for all eligible families as required in Operating Guidelines and invite the Eckerd Connects designee and community partners as required.
- q. Represent Respondent's Caregiver(s) at Licensing Review Committee Meetings.
- r. Attend Eckerd Connects Provider Meetings.
- s. Attend all meetings held by the Hillsborough County Family Partnership Alliance (HCFPA) held on the first Saturday of the month and coordinate supporting childcare at HCFPA meetings.
- t. Respond to requests for assistance by Eckerd Connects when issues arise in regard to Caregiver(s) assigned to Respondent.

C. Performance Outcomes and Quality of Services to be provided limited to 10 pages.

Maximum points possible = 70

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 Department of Children and Families outcome data as outlined below in "**Current Outcome and Performance Measures for Guardianship Assistance Program Services**".
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.

Related Exhibits

4. None

Outcome and Performance Measures for Guardianship Assistance Program Services:

The quality of service provision will be determined through measurement against the following performance targets:

| # | Contract Measures | Description | Targets-FY19 |
|---|---|--|--------------|
| 1 | Percent of children who are not neglected or abused during placement in a Level I Licensed home | Number of children served in Traditional Foster Homes who are not neglected or abused in Level I Licensed homes divided by the total number of children served in level I Licensed Homes | ≥95% |
| 2 | Children's placement moves per 1,000 days in Level I Licensed homes | TBD | TBD |

| | | | |
|---|---|--|------|
| 3 | Percent of sibling groups where all siblings are placed together in Level I Licensed homes | TBD | TBD |
| 4 | Submit accurate and complete license renewal packets to the Eckerd Connects Out of Home Care Department forty-five (45) days prior to the licensing expiration date | Number of accurate and complete license renewal packets submitted within the required timeframe divided by the total number of license renewal packets submitted | ≥99% |
| 5 | License Relative and Non-Relative Caregiver Homes | Number of Relative and Non-Relative Caregiver Homes licensed by June 30, 2020 divided by the total number of Relative and Non-Relative Caregiver Homes | ≥60% |
| 6 | Maintain children in Relative and Non-Relative Caregiver Homes | Number of children placed in Relative and Non-Relative Caregiver Homes divided by the total number of children in Out of Home Care | ≥65% |

D. Implementation Plan to be provided limited to 5 pages.

Maximum points possible = 35

The technical proposal must include a plan detailing the Respondent’s strategy for implementation of the Guardianship Assistance Program. Failure to submit an Implementation Plan will result in the disqualification of the proposal. The plan must include specific detail regarding implementation logistics and must also include the following stipulations:

1. The plan must be initiated no later than one (1) calendar week after the protest deadline as identified in Section VI. Schedule of Events and Deadlines at no cost to Eckerd Connects. The Respondent shall detail any organizational experience and history with any large scale implementation(s) similar to what is required by this ITN.
2. At the conclusion of contract negotiations, a final implementation plan detailing phase-in to full operations will be mutually developed between Eckerd Connects and the successful Respondent.

XXII. Oral Presentation Evaluation

The Oral Presentation is valued at 30% of the total scoring. 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 = 210

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

XXIII. Required Attachments

Note: Attachments A-G are available on individual forms, to be downloaded from the procurement section at <https://eckerd.org/contract-procurement/>. 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.

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