



**Eckerd Youth Alternatives, Inc. d/b/a
Eckerd Community Alternatives**

**Case Management and Adoptions
Pinellas and Pasco Counties
Request for Proposals**

RFP #ECACMOFY11

Table of Contents

Subsection	Title	Page(s)
Section A: Introduction		
1.	Statement of Need	3
2.	Background	3
3.	Statement of Purpose	4
4.	Analysis of Needed Capacity	4
5.	Term of Agreement	5
Section B: RFP Process		
1.	Schedule of Events and Deadlines	6
2.	Notice of Intent to Submit a Proposal	7
3.	Mandatory Solicitation Conference	7
4.	Inquiries	7
5.	Withdrawal of Proposal	7
6.	Proposal Deadline	8
7.	Receipt Statement	8
8.	Right to Reject or Waive Minor Irregularities Statement	8
9.	Addition, Deletion or Modification of Proposal	8
10.	Appeals	8
Section C: Minimum Programmatic Requirements		
1.	Major Program Goals	9
2.	Clients to be Served	10
3.	Manner of Service Provision	11
4.	Staffing Requirements	12
5.	Service Delivery Location	14
6.	Performance Specifications	15
7.	ECA Obligations	16
Section D: Financial Specifications		
1.	Invoices, Method of Payment and Payment of Invoices	16
Section E: Instructions to Prospective Respondents to the RFP		
1.	Title Page	17
2.	Response to RFP Mandatory Criteria	17
3.	Organizational Capacity and Collaborative Relationships	18
4.	Response to Introduction	18
5.	Description of Approach to Perform Required Tasks	19
6.	Transition	19
7.	Description of Financial Capability	20
8.	Required Respondent Statements and Certifications	20
Section F: Proposal Evaluation Criteria and Rating Sheet		
1.	Mandatory Evaluation Criteria Table	22
2.	Evaluation Criteria	22
Appendix A: Conflict of Interest Questionnaire		25
Appendix B: Certification Regarding Debarment		26
Appendix C: Civil Rights Certificate		27
Appendix D: Financial Strength Worksheet		28
Appendix E: Management and Control Worksheet		29
Appendix F: Human Resources Worksheet		30
Three 1 page letters of reference. Appendix G: Reference Survey		31
Appendix H: Certification as to Accuracy of Responses		33
Appendix I: ECA Case Management and Adoptions Budget Worksheet		34

Section A: Introduction

1. Statement of Need

Eckerd Community Alternatives (ECA) invites all agencies with extensive experience in the delivery of child welfare case management services to submit a proposal to provide Case Management and Adoptions services to eligible children and families residing in Pinellas and Pasco Counties. ECA's current system of care consists of a sole provider responsible for the delivery of Independent Living Services for all youth ages 13 to 22. As such, this provision of service has been excluded from the RFP process.

Eckerd Youth Alternatives, Inc. (EYA) is a community-based children's service agency. Designated as a private, not-for profit, 501(c) (3) organization, EYA is headquartered in Clearwater, Florida and currently operates 41 programs serving children and adolescents in nine states. Eckerd Youth Alternatives, d.b.a. Eckerd Community Alternatives (ECA) is the Community Based Care Lead Agency in Circuit 6, serving Pinellas and Pasco Counties. ECA is the 2nd largest child welfare agency in the State of Florida servicing over 3100 at-risk youth and their families. ECA has a proven history of community collaboration and will engage our community partners in helping to select qualified case management providers.

As the Community Based Care Child Welfare Lead Agency, ECA's role in the System of Care is to serve as a system administrator dedicated to building an integrated network of Case Management Organizations (CMO) and traditional/non-traditional providers.

ECA is interested in providers with expertise in the delivery of case management services who have also demonstrated an ability to improve outcomes for the children and families they have served. Qualified applicants will need to include in their responses:

- How the Executive Director and leadership team plan on being involved in the delivery of services and oversight of contract outcomes?
- How your agency plans on partnering with other case management providers within Circuit 6 to ensure both agency and circuit outcomes are achieved?

By soliciting proposals for major service needs, ECA will ensure that the most effective and cost efficient services are procured for the children and families of Pinellas and Pasco County.

2. Background

Circuit 6 serves Pinellas & Pasco Counties and has an estimated population of 1,187,092 and an estimated child population representative of 23% (272,013).

Per US Census Bureau, 2006-2008 American Community Survey, Pinellas County covers 279.92 square miles and has a total population of 915,079 residents. 84.2% of the population in Pinellas County have a race/ethnic designation of Non-Hispanic/White; 10% Black; 2.9% Asian; 0.1% Non Hispanic American Indian; 6.9% Hispanic/Latino Population; 1.5% Non Hispanic Multiracial and 1.1% other.

According to US Census Bureau, 2006-2008 American Community Survey, Pasco County covers 744.85 square miles and has a total population of 459,198 residents. 90.3% of the population in Pasco County have a race/ethnic background of Non-Hispanic White; 9.9% Hispanic/Latino; 3.9% Black; 2% Asian; 1.9% Multiracial; and .3% American Indian.

Of the approximately 2,960 children receiving child welfare services in Circuit 6, approximately 70% of the population (2,065) are served in out-of-home care. It is imperative that interested parties understand the need to reverse this trend.

ECA's current system of care consists of a sole provider responsible for the delivery of Independent Living Services for all youth ages 13 to 22 and four case management providers who are responsible for the delivery of case management services from initial case assignment to permanency, including Adoptions.

Pinellas County:

Gulf Coast Community Care:	Avg. Census	929
Directions for Mental Health:	Avg. Census	1131

Pasco County:

Baycare:	Avg. Census	414
Youth & Family Alternatives	Avg. Census	456

ECA's current case management methodology is based on the following factors**:

- 1 to 20 case manager to child ratio
- 1 to 6 supervisor to case manager ratio
- 1 Program Director for every 3 case management units
- 1 Family Support Worker for Each Case Management Unit
- 1 Administrative Assistant for Each Program Director

**ECA does not fund any positions not outlined in the methodology.

In accordance with ECA's System of Care, Respondents to this Request for Proposal (RFP) are encouraged to be creative in identifying cost effective ways to deliver case management services within the Circuit. ECA is looking to have no less than two child welfare agencies providing services in Pinellas County and a minimum of one provider in Pasco County. Interested bidders must be willing to provide a continuum of services from case initiation through permanency.

3. Statement of Purpose

The purpose of this RFP is to enable ECA to enter into a contract with a qualified organization that will be capable of providing quality Case Management and Adoptions services in Pinellas and Pasco Counties. These services include foster care and related services pursuant to Florida Statutes, Chapter 39 (Proceedings Related to Children) Section 409.1671, (Foster Care and Related Services; Privatization) and Chapter 65C F.A.C. as well as all applicable Federal Law and any specified ECA policy and procedures, while ensuring each child's safety, well being and permanency.

Service providers within the Circuit 6 System of Care must be committed to the families being served and be able to identify, assess, and implement strategies that are supported by scientific research as being effective in improving outcomes for children and families.

4. Analysis of Needed Capacity

As of December 2009, FSFN reflects that Circuit 6 (Pinellas and Pasco Counties) provide case management services to 2,930 children. Of the total number of children receiving services, Circuit 6 had

865 children receiving in-home services (30%) and 2,065 children receiving out-of-home services (70%). The number of children in out-of-home care reflects a reduction from FY 08-09 of approximately 4%.

Based on case data collected from July 2008 to December 2009, the number of new cases added by month of case initiation in Circuit 6 averaged 134. The total number of cases closed per month averaged 139. As a result, the average individual counselor caseload continues to decrease slightly in Pinellas & Pasco Counties, averaging 25 children per filled FTE in Pasco County and 20 children per filled FTE in Pinellas County.

County	Average # of New Cases Added Per Month	Average # of Cases Closed per Month	+/- Net Reduction or Increase
Pinellas	95	96	-1
Pasco	39	43	-4
Circuit 6	134	139	-5

Total # of Children Receiving Services as of December 2009 Pinellas & Pasco Counties

County	Average In-Home	Average OHC	Average
Pinellas	647	1413	2060
Pasco	218	652	870

5. Term of Agreement

The contract for this project will be a fixed rate agreement contract that may be adjusted for position vacancies.

The target date for the initial term of this agreement will be **July 1, 2010**. Any agreements executed as a result of this process may be renewed on the same terms and conditions upon mutual agreement. Unless renewed or extended, the initial agreement will end on **June 30, 2011**. Any such renewal or extension shall be contingent upon satisfactory performance evaluations of the Respondent by ECA and shall be subject to the availability of funds.

ECA reserves the right to reduce or increase the amount of funding available prior to awards, contingent upon funding availability and expenditure deadlines.

Section B: The RFP Process

This RFP is being issued by Eckerd Youth Alternatives Contract Management Department. The sole point of contact for this RFP is:

Patsy Stills
 Contracts Manager
 Eckerd Youth Alternatives, Inc.
 100 N. Starcrest Dr.
 Clearwater, FL 33765
 pstills@eckerd-eca.org

1. Schedule of Events and Deadlines

ACTIVITY	DUE DATE	TIME	ADDRESS
A. Advertise and release RFP on the ECA website	Tuesday 1-26-10	5PM	http://www.eckerd.org/ECA
B. Receive Notice of Intent to Submit a Proposal	Friday 2-5-10	5PM	Certified mail, delivered in person or email: Patsy Stills, Contracts Manager Eckerd Youth Alternatives, Inc. 100 N. Starcrest Dr. Clearwater, FL 33765 pstills@eckerd-eca.org
C. Hold Mandatory Solicitation Conference	Friday 2-12-10	9AM-11AM	ECA Largo office 6451 126 th Avenue North Suite 300 Largo, FL 33773 (727) 456-0600
D. Receive all inquiries	Wednesday 2-17-10	5PM	Certified mail, delivered in person or email: Patsy Stills, Contracts Manager Eckerd Youth Alternatives, Inc. 100 N. Starcrest Dr. Clearwater, FL 33765 pstills@eckerd-eca.org
E. Respond to inquiries	Tuesday 2-23-10	5PM	Via email with return receipt; hard copy will be available upon request
F. Receive all sealed proposals	Monday 3-15-10	4PM	Eckerd Youth Alternatives, Inc. 100 N. Starcrest Dr. Clearwater, FL 33765
G. Open proposals, review mandatory criteria	Monday 3-15-10	4:01PM	Eckerd Youth Alternatives, Inc. 100 N. Starcrest Dr. Clearwater, FL 33765
H. Evaluation Team Initial Meeting	Tuesday 3-16-10	10AM	Eckerd Youth Alternatives, Inc. 100 N. Starcrest Dr. Clearwater, FL 33765
I. Evaluation Team Debriefing	Monday 3-29-10	3 PM	Eckerd Youth Alternatives, Inc. 100 N. Starcrest Dr. Clearwater, FL 33765
J. Post the Notice of Intent to Negotiate	Wednesday 3-31-10	4PM	http://www.eckerd.org/ECA
K. Protest Deadline	Friday 4-2-10	4PM	Certified mail, delivered in person or email: Patsy Stills, Contracts Manager Eckerd Youth Alternatives, Inc. 100 N. Starcrest Dr. Clearwater, FL 33765 pstills@eckerd-eca.org
L. Potential Negotiation Meetings	Monday 4-5-10 to Friday 4-30-10	TBA	Eckerd Youth Alternatives, Inc. 100 N. Starcrest Dr. Clearwater, FL 33765
M. Anticipated effective date of contract	Thursday 7-1-10		

2. Notice of Intent to Submit a Proposal

The Notice of Intent to Submit a Proposal will be submitted in letter form via certified mail, email with return receipt, or in person to:

Patsy Stills
Contracts Manager
Eckerd Youth Alternatives, Inc.
100 N. Starcrest Dr.
Clearwater, FL 33765
pstills@eckerd-eca.org

The Notice of Intent to Submit a Proposal will be submitted no later than 5PM on February 5, 2010. Information regarding any addenda to the RFP and copies of written ECA responses to questions resulting in clarifications or addenda to the RFP, will only be sent to those prospective Respondents submitting a Notice of Intent to Submit a Proposal and attending and registering at the Mandatory Solicitation Conference.

3. Mandatory Solicitation Conference

The Mandatory Solicitation Conference will be used to identify interested parties, discuss expectations in the RFP, and to answer and collect inquiries raised by interested parties. All questions raised at the Mandatory Solicitation Conference will be classified as inquiries and as such will be included in the ECA response to all inquiries. No qualifications or prejudgments will be made at this conference. The Mandatory Solicitation Conference will take place from 9AM-11AM on February 12, 2010 at 6451 126th Avenue North, Suite 300, Largo, FL 33773 (727) 456-0600

4. Inquiries

All inquiries must clearly identify the name, address, organization and other identifiers of the inquirer. ECA will accept written inquiries submitted in person or via certified mail to Patsy Stills at Eckerd Youth Alternatives, Inc., 100 N. Starcrest Drive, Clearwater, FL 33765 (727) 461-29904100. **Inquiries may also be sent via email with return receipt to pstills@eckerd-eca.org.** All inquiries must be received by ECA no later than 5PM on February 17, 2010. Copies of responses to all inquiries, and clarifications and/or addenda if made to the RFP, will be sent via email with return receipt by 5PM on February 23, 2010 to those persons or firms who sent in writing a Notice of Intent to Submit a Proposal by February 5, 2010, and those attended and registered at the Mandatory Solicitation Conference, who in writing, requested copies of information concerning this RFP. Hard copies will be made available upon request to all qualifying parties.

5. Withdrawal of Proposal

A written request for withdrawal, signed by the Respondent, must be received by EYA no later than seventy-two (72) hours after the proposal opening time and date indicated in the Schedule of Events and Deadlines. Requests must be sent to the attention of Patsy Stills at Eckerd Youth Alternatives, Inc., 100 N. Starcrest Drive, Clearwater, FL 33765.

6. Proposal Deadline

Replies must be received by ECA no later than 4PM on March 15, 2010. Replies must be received in person or via certified mail at Eckerd Youth Alternatives, Inc., 100 N. Starcrest Drive, Clearwater, FL 33765. Any reply submitted shall remain a valid offer for at least ninety (90) days after the proposal submission date. No changes, modifications, or additions to the proposals submitted after the deadline for proposal opening will be accepted or be binding on ECA.

7. Receipt Statement

Proposals not received at either the specified place, or by the specified date and time, or both, may be rejected and returned unopened to the Respondent by ECA.

8. Right to Reject or 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 ECA. Minor irregularity is defined as a variation from the RFP terms and conditions which does not impact the cost associated with any resultant subcontract, or give the Respondent an advantage or benefit not enjoyed by other Respondents, or does not adversely impact the interest of ECA. At its option, ECA may correct minor irregularities, but is under no obligation to do so.

9. Addition, Deletion or Modification of Proposal

ECA reserves the right at its sole discretion to increase, decrease or delete any portion of this RFP at any time without cause. The deadline for a Respondent to issue a protest after the Notice of Intent to Negotiate has been posted is forty-eight (48) hours.

10. Appeals

Any Respondent who is allegedly aggrieved in connection with the solicitation or pending intent to negotiate or pending award must file a formal written protest with ECA within forty-eight (48) hours of posting of the notice of intent to negotiate or of the posting of a pending award. The posting of the intent to negotiate and the posting of the pending award shall be treated as separate activities with separate deadlines.

The formal written protest shall reference the Name and Closing Date of the RFP, and shall state with particularity the facts and laws upon which the protest is based, including full details of adverse affects and relief sought.

An ECA Appeals Committee will review appeals within ten (10) working days of the appeal. The EYA Chief Financial Officer records the meeting and provides any information as the committee may request. The purpose of an appeals hearing is to provide an opportunity to:

- a. Review the basis of the protest
- b. Evaluate the facts and merits of the protest
- c. If possible, to reach a resolution of the protests that is acceptable to the affected parties

In the event the matter is not resolved with the Respondent's acceptance of the ECA Appeals Committee decision, the ECA Chief Financial Officer will present the recommended award

including the details of the protest and the ECA Appeals Committee recommendation to the ECA Chief Executive Officer or their designee, as a final means of administrative remedy within fifteen (15) work days of the ECA Appeals Committee decision.

Section C: Minimum Program Requirements

1. Major Program Goals:

A. Philosophical Guidelines

The Network Provider Shall:

1. Ensure children live with their families. Exceptions will only be made where the provision of services to include intensive in-home services will not protect them from further harm.
2. Ensure that children and their families, along with their natural support systems, will participate in service/case planning. The services offered will be both comprehensive and unique to the child and family and based on their unique strengths and needs.
3. Ensure children and families are engaged, encouraged and supported in the execution of their service plan.
4. Ensure children removed from their families are placed in their community, with their siblings and in the least restrictive setting that meets their needs.
5. Reduce/Eliminate placement disruptions by providing timely supports to foster parents, relatives and other caregivers in the system.
6. Ensure foster parents, relatives/non-relatives and residential providers are involved in service/case planning for children and their families and will actively participate in the delivery of those services.
7. Ensure children have regular visitation/contact with their families and their siblings. Foster parents, relatives and residential providers will be active participants in this process.
8. Ensure children removed from their families shall be integrated to the maximum extent possible into normalized educational, leisure and work activities. All caregivers, foster parents, relatives / non-relatives and residential providers shall be an active participant in providing these opportunities for children.
9. Ensure that any behavior modification program employed in the treatment or management of a child's behavior shall be individualized and meet generally accepted professional standards including that:
 - a. The program relies primarily on rewards instead of punishment;
 - b. The program be based on a careful assessment of the antecedents of the behavior that the program is designed to change; and
 - c. The program shall be consistently implemented throughout the day, including in school, residential and leisure activity settings.
10. Ensure children who "age out" of the system shall be provided:
 - a. Adequate opportunities to prepare to leave foster care that will include assistance to promote educational success, work experience and opportunities to engage in basic life skills activities. Caregivers, foster parents, relatives and residential providers will be an active participant in these efforts.
 - b. Transition plans that support the child's objectives whether it is continuing education or employment.
 - c. All personal health and other service records they will require in managing their affairs.

- d. A smooth transition to adult mental health and / or developmental disability services where they are required.

B. Best Practices

The Network Provider Shall:

1. Maintain a 24-hour on-call system to ensure that personnel have access to a case manager and supervisory staff at all times.
2. Submit all judicial review reports to the State Attorney's Office at least 10 days prior to the scheduled court hearing.
3. Ensure participation in Monthly Foster Parent Association & Task Force Meetings
4. Ensure Program Director participation at stakeholder meetings (i.e Alliance, Dependency Court Improvement Brown Bag Luncheons and Foster Parent Association Meetings).
5. Ensure a supervisory review is completed on all cases no less than every 60 days and more frequently depending on the risk level of the case and the provider's assessment of the assigned worker. A monthly supervisory review is required on the following types of cases:
 - a. Cases involving a child ages 0 to 5 residing in-home with a parent or legal guardian
 - b. Cases involving a missing youth
 - c. Cases involving a child prescribed psychotropic medication
6. Pursuant to ECA's QM Plan, ensure that at least once a quarter during the life of the case, the unit supervisor will review all open cases in the unit and subsequently facilitate a qualitative discussion with the assigned case manager to assure needed safeguards and services are in place and casework activity is moving the child toward an appropriate safe and permanent living arrangement. Cases that have been open for at least 45 days in any given quarter are required to be reviewed in the quarter.

2. Clients to be Served

a. General Description

The provider shall accept any referrals involving children ages (0) to (18) who resides in the county in which they are providing services or have legal jurisdiction in Pinellas or Pasco County.

b. Client Eligibility

The following are eligibility requirements for youth served under this contract:

- Children, young adults, and families who are in need of foster care and related services as described in Chapters 39 and 409, F.S. as a result of child maltreatment.
- Children placed with foster families and other substitute caregivers and their families as described in section 409.175, F.S. and Chapters 65C-12 and 65C-13, F.A.C.
- Children in need of, or placed with adoptive families pending adoption legalization as described in Chapters 63 and 409, F.S. and Chapters 65C-13 and 65C-16, F.A.C.
- Children in need of the following services: out-of-town inquiry, courtesy supervision, or Interstate Compact for the Placement of Children (I.C.P.C.) as described in chapter 409, F.S.
- Children in need of assessment or services as a result of a Special Condition referral.

- Foster families and other substitute caregivers as described in Chapter 409, F.S. and Chapters 65C-13, 65C-14, and 65C-15, F.A.C.
- Post-finalization adoptive families requesting services as described in Chapter 65C-16, F.A.C. and Title IV-B of the Social Security Act, as amended (42 U.S.C. 670-679a).
- Children and families in need of prevention services prior to the occurrence of abuse, neglect or abandonment to prevent child maltreatment.
- Children, young adults, and families who are in need of foster care and related services as described in Chapters 39 and 409, F.S. as a result of child maltreatment.

c. Client Determination

ECA will determine the assignment of cases in accordance with the Policies and Procedures of ECA. In the event of any disputes regarding the eligibility of clients, following attempts to resolve the dispute through the transfer staffing process, the determination made by ECA is final and binding on all parties.

3. Manner of Service Provision

a. Task List

1. Assist with the transportation of clients who are in shelter status and placed in a licensed placement, prior to the Early Services Intervention Staffing. The provision of this transportation will be in accordance with local agreements between the Lead Agency and the Department of Children and Families or Sheriff responsible for Protective Investigations
2. Assure that the child, caregiver or parent receiving services is engaged through out supervision to include a minimum of documented diligent attempts to make weekly telephonic contact to address needs and/or case plan compliance. Visitation is determined based on level of risk. Risk levels are: low (1-2 face-to-face visits each month), moderate (3 face-to-face visits each month) and high (weekly face-to-face visits or more). In cases where children are out of the area and/or have existing circumstances that indicate a less intensive approach than the risk levels stated above, the need for, type and frequency of contacts by the case manager shall be made on a case-by-case basis through supervisory and case staffing processes.
3. Complete initial face-to-face contact for each child assigned to Network Provider within 48 hours unless the child is out of the area and/or have existing circumstances that indicate contact is needed sooner.
4. Maintain face-to-face contact at least every 30 days with each parent for all cases in which the parental rights have not yet been terminated.
5. Conduct/facilitate permanency staffings for all children in OHC no later than the 8th month of removal and every six months thereafter until permanency has been obtained.
6. Strive to achieve and maintain maximum caseloads of 15-20 children.
7. Assure that no supervisor will carry cases as the primary worker. Special circumstances must be approved by the ECA Director of Programs.
8. Ensure all children who enter the system in licensed care age 13 and above or who turn age 13 while receiving services are referred to Camelot Community Care (the Independent Living Provider Agency for Circuit 6) through completion of the Independent Living Referral Form within 30 days of their 13th birthday or within 30 days of adjudication and placement in foster care for those teens ages 13 and older.

9. Ensure case transfer to Camelot Community Care for all children in licensed care turning age 18 that are eligible for continued services under the contract.
10. Recruit, train and complete an adoption study for families interested in adopting a special needs child.
Develop a system for the management of adoptive families, as well as the management of children available for adoptions.
11. In coordination with ECA, maintain an ongoing recruitment campaign for children awaiting adoption, including public speaking engagements with community groups, media publicity and other initiatives. Identify and select the adoptive family in coordination with input from the child's therapist and other service providers, as applicable.
12. Complete a monthly review of all TPR cases, ensuring a specific plan is in place to achieve finalization within 90 days of the issuance of the Final Judgment Order (for children who are in an adoptive placement). Begin all child studies within 30 days of a child's parental rights being terminated.
13. Follow-up on all adoption inquiries within 3 to 5 working days from the date the initial call was processed and assigned by ECA.

4. Staffing Requirements

A. Professional Qualifications

The Network Provider shall comply with the staffing qualifications and requirements (including background screening) required by Rules 65C-14, F.A.C., and/or 65C-15, F.A.C., Section 435.04, Florida Statutes, Section 402.731, Florida Statutes, Section 491.012, Florida Statutes and any applicable law, statute, rule, or regulation .

- a. The Network Provider staff, student interns and volunteers shall successfully comply with the good moral character and required background screening in accordance with Florida Statute, Sections 435.01 – 435.11, prior to employment. The Provider must conduct Level 2 background checks on all staff and volunteers within a maximum of ten (10) calendar days from date of hire. Local background checks must also be completed on all provider staff, student interns and volunteers and must be requested through the appropriate county sheriff's office(s) for any county (in state or out of state) the staff, intern, or volunteer has resided in or worked in during the past twelve (12) months.
- b. The Network Provider shall ensure that any relevant subcontractor staff and the Provider's subcontractor's student interns and volunteers, meet the qualification, screening, and certification requirements as required by Rules 65C-14, Florida Administrative Code and/or 65C-15, Florida Administrative Code, sections 39.001 (2), 435.04, 402.731, 402.40, and 491.012, Florida Statutes.
- c. Personnel records shall, at a minimum, contain job descriptions, applications, Level 2 background screenings, local law enforcement background checks, educational achievements and qualifications, training records (related to certification and re-certification), evaluations, confidentiality form and security agreement form; and shall be maintained and accessible for periodic review by ECA.

- d. The Network Provider is required to track certification and recertification training for all Child Welfare professionals. The Network Provider will update the monthly status on the FTE Unit Rate Vacancy Report.
- e. The CMO Case Manager and CMO Supervisor must have minimally a Bachelor's degree in social work or related area of study from an accredited college or University (as outlined in 65C-15.017 of Florida Administrative Code) and must meet other minimum qualifications required for a CMO Case Manager/CMO Supervisor.
- f. All employees having access to such information and/or direct contact with clients served under this Standard Subcontract must sign the Confidentiality Statement, and the Non-Disclosure Agreement.
- g. The Network Provider or its subcontractor shall conduct a reference check of any current or former department or any Lead Agency or subcontractor employee who applies and is being considered for employment prior to the appointment of the individual. The reference check will be documented in writing and maintained in the employee's personnel file. The department will not give a neutral reference, and the provider will not accept a neutral reference, for any current or former employee of the department seeking employment with the provider or its subcontractor.
- h. The Network Provider shall maintain and provide evidence upon request that each Child Welfare Case Manager/Worker spends 100% of his or her time providing services described in and funded under the subcontract agreement.
- i. The Network Provider shall Record all travel expenses on a Department of Children and Families travel voucher, DFS-AA-15 (State of Florida Voucher for Reimbursement of Traveling Expenses). Original receipts for expenses incurred during officially authorized travel (items such as car rental and air transportation, parking and lodging, tolls and fares) are required for reimbursement. Subsection 287.058(1)(b), F.S., requires that bills for any travel expense shall be submitted in accordance with section 112.061, F.S., governing payments by the state for traveling expenses. DCF Travel & Transportation Policy CFOP 40-1 (Official Travel of the Department of Children and Families Employees and Non-Employees), provides further explanation, clarification and instruction regarding the reimbursement of traveling expenses necessarily incurred during the performance of official state business.

B. Staffing Levels

Respondent will recruit and hire staff sufficient to provide the Services as set forth herein for all Qualified Individuals identified in this RFP to provide all supervision and expenses related to the Services, including supplies, mileage, benefits and other support services, and ensure sufficient professional expertise so as to enable staff to deliver services under the provisions of this Agreement. All staff shall successfully pass the required background screening prior to employment. All case managers and supervisory staff shall pass the written competency exam and field exam as required by the Master Agreement.

Prior to employment, all new Respondents shall comply with the good moral character screening in accordance with Sections 435.04-435.11 Florida Statute.

The staffing pattern is at the discretion of the respondent however, the educational requirements for positions are as follows:

- a. The Family Support Worker shall have a minimum of a high school diploma or equivalent and two years experience working in a social services, child development, family services or childcare setting.
- b. The Case Manager must have a bachelor's degree in human services or a related area of study from an accredited college or university.
- c. The Case Management Supervisor must have a bachelor's degree in human services or a related area of study from an accredited college or university.
- d. The Case Management Program Director must have a master's degree in human services or a related area of study from an accredited college or university and at least two years' experience in human services or child welfare programs. A bachelor's degree in human services or a related area of study from an accredited college or university and four years of experience in human services or child welfare programs may be substituted. A doctorate degree in human services or a related area of study may be substituted for one year of the required experience.

5. Service Delivery Location

The Respondent shall administer, coordinate, and ensure availability and delivery of the services specified in this subcontract in Pinellas and Pasco County. The Respondent's primary service delivery address will be co-located with ECA:

Pinellas:

ECA Largo Office
8550 Ulmerton Road
Suite 130
Largo, FL 33771

Pasco:

ECA Pasco Office West
7601 Little Road
New Port Richey, FL 34654

ECA Pasco Office East
36739 State Road 52
Dade City, FL 33525

Note: 2 Pasco offices are currently available; Respondent does not have to specify which office they would work out of.

6. Performance Specifications

a. Required Outcomes

As described in and through the methodology depicted in the Master Agreement between ECA and the Department, the Respondent will be required to meet performance standards listed below. ECA reserves the right to modify or add any performance measures that are required by federal funding sources to comply with federal requirements. Any change in performance measure data/requirements by DCF will automatically be incorporated as a part of the Case Management and Adoptions contract. Organizations providing Case Management and Adoptions services in the ECA System of Care shall be required to perform specified services at levels that meet the standards below.

- (1) The percentage of children served in out-of-home care who are not maltreated by their out-of-home caregiver shall be at least 99.68%.
- (2) The percentage of children under supervision who are required to be seen each month who are seen each month shall be at least 100%.
- (3) The percentage of children reunified who were reunified within 12 months of the latest removal shall be at least 72%.
- (4) The percentage of children reunified who re-entered out-of-home care within 12 months shall not exceed 9.9%.
- (5) The percentage of children adopted who were adopted within 24 months of the latest removal shall be at least 29.3%.
- (6) The percentage of children in out-of-home care for at least eight days, but less than 12 months, who had two or fewer placement settings, shall be at least 86%.
- (7) The percentage of children in out of home care twenty-four (24) months or longer on July 1, 2010 who achieved permanency prior to their 18th birthday and by June 30, 2011 shall be at least 29.1%.

Additionally, the following Best Practice Performance Measures will be tracked by ECA.

Best Practice Performance Measures	Target
Percentage of children who are not victims of reports of verified or indicated maltreatment within 6 months of termination of services.	95%
Average daily rate of children missing from care per 100 children in-home and out-of-home care.	Not to exceed 10
Percentage of children required to be seen by the case manager each week in their current placement whom are shelter legal status.	100%
Chronological notes entered within 48 hours	95%
Fingerprints	95%
Birth Verification	99%
Photos	99%
Visits with mothers	90%
Visits with fathers	40%

Children with both parents visited	30%
Judicial Review Report submitted on time	100%
Quarterly Supervisor Reviews maintained every day of the month	100%
Facilitate reunification and or closure or permanent guardianship of dependent or non-dependent children that have been placed in out of home care.	Avg. of 4.5 children per month minimally per Case Management and Adoptions unit.
Case Management and Adoptions Supervisors and/or Dependency Case Managers will attend required Mediation Staffings for assigned cases.	100%

7. ECA obligations

- a. ECA shall provide successful Respondent staff located in ECA service centers and otherwise funded by the subcontract with office space, computers, network equipment, information technology (I.T.) support, and telephone lines. During the term of any resultant subcontract and any renewals, ECA is financially responsible for insurance and maintenance of computer and network equipment.
- b. ECA shall advise the Respondent when there is a consumer complaint.
- c. ECA shall process applications for the Interstate Compact for the Placement of Children and the Interstate Compact for Adoption and Medical Assistance.
- d. ECA is responsible for all Revenue Maximization functions.
- e. ECA will maintain foster care board payments and placement responsibility for each child receiving case management services through this subcontract.
- f. ECA will accept referrals from the Pinellas and Pasco Sheriff's Office, and ECA will ensure equitable assignment of referrals to the Case Management Organizations.

Section D: Financial Specifications

1. Invoices, Method of Payment and Payment of Invoices

- a. The payment for any subcontract resulting from this RFP will be a fixed amount which may be reconciled quarterly to account for the difference between the Respondent's actual salary expenditures for the quarter and the quarterly dollar amount budgeted for salaries. This reconciliation is only applicable if the amount budgeted in the ECA Case Management and Adoptions Budget Worksheet, (Appendix I) or the quarter being reconciled is greater than the Respondent's salary expenditures for that quarter. ECA, at its sole discretion, may allow the successful Respondent to reinvest the lapsed dollars into retention of staff activities or other activities that will benefit the ECA System of Care.
- b. A unit of service is defined as one month of case management services and at ECA's discretion may be dependent upon position vacancies. ECA shall pay the successful

Respondent(s) a unit of service each month for the delivery of case management and adoptions services in accordance with the terms and conditions of an executed subcontract. The total dollar amount available for Circuit 6 (Pasco and Pinellas Counties) case management and adoptions services is limited to **\$11,931,038** and subject to the availability of funds.

Section E: Instructions to Respondents to the RFP

ECA is not liable for any costs incurred by responses to this RFP.

ECA requires one original and **12** copies of the proposal. All responses should be stapled in the upper left hand corner or bound in a single three-ring binder or spiral bound. The proposal must be assembled in the order outlined below with each section tabulated accordingly. The original must be stamped “original” on the title page. The original must contain an original signature of an official of the Respondent Organization who is authorized to bind the Respondent to their proposal (Appendix H).

Responses should not exceed 40 pages without appendices; only the first 40 pages will be evaluated if respondent exceeds the 40 page limit.

Respondent responses to the topics in this section will provide the basis upon which proposals will be evaluated. Each item should be addressed in as much detail as necessary while avoiding the inclusion of extraneous information. The proposal must be submitted in the following format and should address each individual item listed. The information included should be comprehensive and include detailed examples of experience.

1. Title Page

Ensure that each copy of the proposal has a title page that contains the following:

- Title of the proposal;
- Geographical Area of Proposed Services (Pinellas or Pasco County);
- Respondent’s name;
- Specify that the proposal is being submitted to Eckerd Community Alternatives;
- Name, title, phone number, and address of person(s) who can respond to inquiries regarding the proposal; and,
- Name of the Respondent’s project director (if known).
- Indicate if this is a “copy” or the “original”

2. Response to RFP Mandatory Criteria

List all mandatory criteria on the ratings sheet, requiring “yes” or “no” responses and indicate your response. Mandatory criteria may not be waived as minor irregularities. If mandatory criteria are not met the proposal will be rejected.

3. Organizational Capacity and Collaborative Relationships

Provide a description of the organization that includes but is not limited to the following:

- a. A synopsis of the respondent's organizational qualifications and experiences with State and Federal Funding; i.e. child welfare, TANF, Prevention/Diversion, and/or Mental Health.
- b. A description of the proposed approach to the integration of the respondent's Case Management and Adoptions program with the communities' current programs and services, including linkages with existing service providers within the ECA System of Care.
- c. A description of the experience of the respondent's project director (if known) and key project staff, including their qualifications and prior experience with community-based care management programs.
- d. Ability to support a staffing pattern consistent with the specifications in the RFP allowing for manageable caseloads and routine supervision.
- e. If the respondent's administrative offices are not located in Pinellas or Pasco County then the Respondent must detail how an out of district organization can effectively oversee a project of such local importance.
- f. Demonstration the Respondent has a history of being able to maintain a stable workforce.

4. Response to Introduction

Include a discussion which evidences that the Respondent understands the purpose of the project as presented in the RFP. The Respondent must demonstrate an understanding of the challenges faced by the System of Care in Pinellas & Pasco County that are reflective of a culturally and ethnically diverse population located in urban, suburban and rural areas. The Respondent must articulate a vision in which these challenges are met within the context of a program design which incorporates the values ECA wishes to instill in its System of Care.

Challenges faced by the current Circuit 6 System of Care include:

- a. Substance abuse and domestic violence as core issues leading to removal of children and as barriers to reunification.
- b. Significant Delays in a child's navigation through the dependency system to permanency.
- c. High number of children with goal of APPLA.
- d. Intense issues stemming from rural and urban poverty including but not limited to lack of stable housing and employment, literacy, transportation, lack of access to child care and a large number of children in licensed out of home care due to difficulty in finding suitable relatives capable of passing home studies or supporting additional children in a household.
- e. Difficulty in maintaining large sibling groups in proximate placements and in ensuring appropriate visitation services are rendered.
- f. A large service delivery area that has inadequate public transportation and is difficult to navigate without a working automobile.
- g. Inordinate number of adolescents placed in licensed out of home care outside of the Circuit.
- h. Historically unpredictable and inconsistent trends in removal rates.

- i. Lack of stability, consistency and tenured, experienced staff on the Case Management and Adoptions workforce that has impacted the System of Care's ability to effectively close cases.

5. Description of Approach to Performing Required Tasks

The Respondent's comprehension of the tasks identified in Section C, Minimum Program Requirements, along with their proposed approach to accomplishing those tasks and meeting the detailed performance requirements will be discussed in this section. Minimally this section will include:

- a. An understanding of the scope of work as outlined in the Major Program Goals and Tasks in the Minimum Program Requirements.
- b. Description of a service delivery system that can meet all legal requirements as set forth by the Florida Statutes, Florida Administrative Code and this RFP.
- c. A plan detailing how compliance with ASFA permanency standards will be ensured for children and youth in out of home care.
- d. The Executive Leadership's team involvement in ensuring quality services are delivered and contract outcomes are met.
- e. A description of how the agency will ensure collaboration and partnership with other case management agencies within the circuit to ensure both agency and circuit outcomes are achieved.

6. Transition

If the Respondent is not the incumbent provider then the proposal must include a plan detailing the Respondent's strategy for transition and takeover of the Case Management and Adoptions services described in this RFP. The plan needs to be detailed as to logistics and will have to include the following stipulations:

- a. Current staff working within the ECA System of Care in Pinellas and Pasco County who desire to maintain their current positions within the ECA System of Care must be interviewed by the successful Respondent.
- b. At a minimum, 90% of the currently employed Case Management and Adoptions Staff interviewing with the successful Respondent must be hired. All transitioning staff shall be subject to the probationary periods, review practices and Human Resource policies of the successful Respondent.
- c. At the conclusion of negotiations, a final transition plan for phase-in to full operations will be mutually developed between ECA, the successful respondent, and the incumbent Case Management and Adoptions Provider should the incumbent Case Management and Adoptions Provider not be the successful respondent to this RFP.
- d. The Respondent shall detail any organizational experience and history they have had with large scale transitional processes' such as are being contemplated by this RFP.

7. Description of Financial Capability

In this section the Respondent will provide information about their financial capability for undertaking the project as further described in the ECA Case Management and Adoptions Budget Worksheet (Appendix I) in detail. The indirect administrative costs in the proposed operating budget must not exceed 10%. The Respondent must include a detailed budget narrative including substantiated documents, to support each line item under the cost categories.

As funds from ECA subcontracts cannot be used to purchase the following items these items should not be included as line items in the budget submitted to ECA for this project unless the Respondent details that funds from sources other than ECA are to be used for their purchase.

- a. Food or beverages
- b. Capital expenses
- c. Data processing
- d. Fund Raising activity

If a Respondent who is not the incumbent provider determines after reviewing the scope of this proposal that start up funding will be required to navigate the efficient and successful transition of services from the existing provider to a new provider then a separate, detailed budget and plan can be submitted on a format of the Respondent's choosing.

8. Required Respondent's Statements or Certifications

Mandatory criteria that is to be attached to the Respondent's proposal

- a. The **Conflict of Interest Questionnaire (Appendix A)** is mandatory criteria and must be submitted with the proposal.
- b. The **Certificate Regarding Debarment (Appendix B)** is mandatory criteria and must be submitted with the proposal.
- c. The **Civil Rights Compliance Form (Appendix C)** is mandatory criteria and must be submitted with the proposal.
- g. **Appendices D-H** are mandatory criteria and must be submitted with the proposal, specifically:
 - Financial Strength Worksheet (**Appendix D**)
 - Management and Control Worksheet (**Appendix E**)
 - Human Resources Worksheet (**Appendix F**)
 - Three letters of reference, limited to one page per reference. Respondent is to insert letters as (**Appendix G**). If selected as a provider for this RFP, ECA will send a reference survey in accordance with Appendix G - Reference Survey
 - Certification as to accuracy of required financial and organizational information (**Appendix H**)
- d. The ECA Case Management and Adoptions Budget Worksheet (**Appendix I**) is mandatory criteria and must be submitted with the proposal.
- e. **Accreditation** is mandatory criteria and must be submitted with the proposal. Respondent is expected to have accreditation through the Council on Accreditation (COA) or the Joint Commission on Accreditation of Healthcare Organizations (JCAHO). The proposal must include the following:

- (1) Accrediting body
 - (2) Accreditation status
 - (3) Expiration date
 - (4) Date of most recent site visit
 - (5) Date of next scheduled site visit
 - (6) Site(s)/program(s) surveyed during the most recent site visit
 - (7) Most recent survey report
- e. **Current licensure for existing licensed services** is mandatory criteria and must be submitted with the proposal. The proposal must include copies of all Florida and/or other state licenses held by the Respondent. The following information should be clearly identifiable from the license copy or listed in an attached table for explanation:
- (1) License type and number
 - (2) Licensing organization
 - (3) State in which the license is held
 - (4) Expiration date
 - (5) Program(s) licensed under each number
- f. **Proof of insurance** is mandatory criteria and must be submitted with the proposal. Documentation must include proof of insurance and coverage limits for the following categories of insurance:
- (1) General Liability
 - (2) Property Casualty
 - (3) Directors and Officers
 - (4) Professional Liability
 - (5) Sexual Abuse and Molestation
 - (6) Umbrella
 - (7) Worker's Compensation
- c. The Respondent organization's **Articles of Incorporation, By-Laws and the Department of State certification letter or other proof of incorporation** is mandatory criteria and must be submitted with the proposal.
- d. A current administrative table of organization is mandatory criteria and must be submitted with the proposal.
- e. The most recent **Independent Audit and Management Letter** are mandatory criteria and must be submitted with the proposal.
- f. **A list of current Board Members, their affiliations and county of residence, including officer delineations, terms of service and frequency/dates of board meetings** is mandatory f mandatory criteria and must be submitted with the proposal.

Section F-Proposal Evaluation Criteria and Rating Sheet

1. Mandatory Evaluation Criteria Table

Mandatory Criteria	Yes	No
The proposal was received by the time and date required in the RFP		
The proposal includes one original (with original signatures as required) and 12 copies		
The proposal is submitted in the exact format as specified in Section E, “Instructions to Respondents to the RFP”, specifically, sections 1-7: Title Page; Response to RFP Mandatory Criteria; Organizational Capacity and Collaborative Relationships; Response to Introduction; Description of Approach to Performing Required Tasks; Transition; and Description of Financial Capacity		
The proposal is submitted in the exact format as specified in Section E, “Instructions to Respondents to the RFP”, specifically, sections 8: Required Respondent’s Statements or Certifications, Appendices A, B, C, D, E, F, G, and I		
The proposal is submitted with required mandatory criteria, in the exact format as specified in Section E, “Instructions to Respondents to the RFP”, specifically, sections 8: Required Respondent’s Statements or Certifications: Accreditation; Licensure; Insurance; Articles of Incorporation; By-Laws and Department of State certification letter or other proof of incorporation; Independent Audit and Management Letter; List of Current Board Members and Terms		

After determining that a proposal satisfies the mandatory requirements stated in the RFP, the comparative assessment of the relative benefits and deficiencies of the proposal in relationship to evaluation criteria shall be made by using subjective judgment.

ECA reserves the right to consider historic information and fact, whether gained from the Respondent’s proposal, references or any other source, in the evaluation and/or negotiation process.

The Respondent is cautioned that it is the Respondent’s sole responsibility to submit information related to the evaluation categories and ECA is under no obligation to solicit such information if it is not included with the Respondent’s proposal. Failure of the Respondent to submit such information may cause an adverse impact on the evaluation of the Respondent’s proposal.

2. Evaluation Criteria

There will be 12 evaluators, representing ECA and other community stakeholders. Evaluators may be charged with evaluating the entire proposal or just a portion. To ensure the greatest degree of consistency possible, a scale of 0-3, whole numbers only, will be used for each area evaluated. The “total” will be the evaluator’s scores, per section, multiplied by the assigned weighted value.

Scoring:

- 0=not found
- 1=found, lacking
- 2=found, meets minimum
- 3=found, exceeds minimum

Weighted Value:

- Determined by importance
- 300 = Maximum points obtainable (if all areas scored by an evaluator)

Evaluation Criteria	Evaluator's Score	Weighted Value	Total (Score x value)
<p>Organizational Capacity and Collaborative Relationships</p> <ul style="list-style-type: none"> • A synopsis of the respondent's organizational qualifications and experiences with State and Federal Funding; i.e. child welfare, TANF, protective supervision, foster care and adoption-related services, and/or Mental Health. • A description of the proposed approach to the integration of the respondent's Case Management and Adoptions program with the communities' current programs and services, including linkages with existing service providers within the ECA System of Care. • Ability to support a staffing pattern consistent with the specifications in the RFP allowing for manageable caseloads and routine supervision. • If the respondent's administrative offices are not located in Pinellas or Pasco County then the Respondent must detail how an out of district organization can effectively oversee a project of such local importance. • Respondent demonstrates a history of maintaining a stable workforce. <p style="text-align: right;">Total for this section</p>		<p>5</p> <p>5</p> <p>5</p> <p>3</p> <p>2</p> <p style="text-align: right;">20</p>	
<p>Response to Introduction</p> <ul style="list-style-type: none"> • Demonstrates an understanding of the unique challenges presented by Pinellas and/or Pasco County and offers a service delivery model effectively meeting these challenges. • Incorporates Family Centered Practices into service delivery model. <p style="text-align: right;">Total for this section</p>		<p>5</p> <p>5</p> <p style="text-align: right;">10</p>	
<p>Description of Approach to Performing Required Tasks</p> <ul style="list-style-type: none"> • An understanding of the scope of work as outlined in the Major Program Goals and Tasks in the Minimum Program Requirements. • Description of a service delivery system that can meet all legal requirements as set forth by the Florida Statutes, Florida Administrative Code and this RFP. • Demonstrates a solid plan of how the Executive Leadership team will be involved in the delivery of services and oversight of contract outcomes. • Incorporated a thorough plan outlining how the 		<p>10</p> <p>10</p> <p>10</p> <p>10</p>	

<p>agency would partner with other case management agencies to ensure both agency outcomes as well as the Circuit outcomes are achieved.</p> <p style="text-align: right;">Total for this section</p>		40	
<p>Transition Plan</p> <ul style="list-style-type: none"> The plan articulates a detailed strategy for taking over an existing Case Management and Adoptions Service from an incumbent provider and includes all required stipulations. Past organizational history and experiences with large scale transitional undertakings shall be discussed here as well. <p style="text-align: right;">Total for this section</p>		5	5
<p>Description of Financial Capability</p> <ul style="list-style-type: none"> Financial Strength Worksheet (Appendix D) and 3 letters of reference (Appendix G) demonstrate that the Respondent is a financially stable, strong and flexible organization. Management and Control Worksheet (Appendix E) demonstrates that the Respondent is operationally stable. Human Resources (Appendix F) demonstrate that the Respondent has the human resources structure to support the Case Management and Adoptions Service requirements. Case Management and Adoptions Budget Worksheet (Appendix I) demonstrates that the Respondent understands and is responsive to the cost methodology, allowable costs and additional resources to provide Case Management and Adoptions Services: <ul style="list-style-type: none"> Indirect costs are reasonable, allowable and do not exceed 10% Budget line items and accompanying narrative are clearly described, reasonable, allowable and realistic within the context of the ECA System of Care. Ability to cost share across certain line items and/or to incur costs for line items that ECA is not funding. <p style="text-align: right;">Total for this section</p>		5 2 2 2 12 2	25
<p style="text-align: right;">Total:</p> <p>Note: if an evaluation is performed on only part of the proposal, the total weighted value and associated calculations will be reflective of those sections only.</p>	0-1-2-3 scoring only	100 total weighted value	Out of 300 possible

Appendix A

CONFLICT OF INTEREST DECLARATION
for _____

- | | YES | NO |
|---|------------|-----------|
| 1. Do you, your immediate family, or your business partner have financial or other interests in Eckerd Community Alternatives (ECA) or the recipient(s) of the proposed services? | ___ | ___ |
| 2. Have gratuities or anything of monetary value been offered or exchanged between you, your immediate family, or your business partner and any employee of ECA? | ___ | ___ |
| 3. Within the last 24 months, have you been employed by, or do you plan to seek or accept future employment with, ECA or the recipient(s) of the proposed services? | ___ | ___ |
| 4. Are there any other conditions which may cause a conflict of interest? | ___ | ___ |

If you checked “yes” after any of the above questions, please explain your answer. Please attach additional sheets as necessary.

I declare that my answers and any related explanation(s) are true, correct and complete to the best of my knowledge.

Name

Date

Title

Company

Reviewed by ECA: Name _____

Date _____

Appendix B

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
CONTRACTS/SUBCONTRACTS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, signed February 18, 1986. The guidelines were published in the May 29, 1987 Federal Register (52 Fed. Reg., pages 20360-20369).

INSTRUCTIONS

- 1. Each Respondent whose potential contract/subcontract with Eckerd Youth Alternatives, Inc. d/b/a Eckerd Community Alternatives equals or exceeds \$25,000 in federal moneys must sign this certification prior to execution of each contract/subcontract. Additionally, Respondents who audit federal programs must also sign, regardless of the contract amount. Eckerd Community Alternatives cannot contract with these types of Respondents if they are debarred or suspended by the federal government.**
- 2. This certification is a material representation of fact upon which reliance is placed when this contract/subcontract is entered into. If it is later determined that the signer knowingly rendered an erroneous certification, the Federal Government may pursue available remedies, including suspension and/or debarment.**
- 3. The Respondent shall provide immediate written notice to the contract manager at any time the Respondent learns that its' certification was erroneous when submitted or has become erroneous by reason of changed circumstances.**
- 4. The terms "debarred," "suspended," "person," "principal," and "voluntarily excluded," as used in this certification, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.**
- 5. The Respondent agrees by submitting this certification that, it shall not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this contract/subcontract unless authorized by the Federal Government.**
- 6. The Respondent further agrees by submitting this certification that it will require each subcontractor of this contract/subcontract, whose payment will equal or exceed \$25,000 in federal moneys, to submit a signed copy of this certification.**
- 7. Eckerd Community Alternatives may rely upon a certification of a Respondent that it is not debarred, suspended, ineligible, or voluntarily excluded from contracting/subcontracting unless it knows that the certification is erroneous.**
- 8. This signed certification must be kept in the contract manager's contract file. Respondent's certification must be kept at the Respondent's business location.**

CERTIFICATION

- (1) The prospective Respondent certifies, by signing this certification, that neither he nor his principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract/subcontract by any federal department or agency.**
- (2) Where the prospective Respondent is unable to certify to any of the statements in this certification, such prospective Respondent shall attach an explanation to this certification.**

Signature

Date

Name and Title of Authorized Signee

Appendix C

CIVIL RIGHTS CERTIFICATE

ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, SECTION 504 OF THE REHABILITATION ACT OF 1973, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE DISCRIMINATION ACT OF 1975, AND THE OMNIBUS BUDGET RECONCILIATION ACT OF 1981.

The Respondent provides this assurance in consideration of and for the purpose of obtaining Federal grants, loans, contracts (except contracts of insurance or guaranty), property, discounts, or other Federal financial assistance to programs or activities receiving or benefiting from Federal financial assistance.

The Respondent assures that it will comply with:

1. Title VI of Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving or benefiting from Federal financial assistance.
2. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving or benefiting from Federal financial assistance.
3. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving for benefiting from Federal financial assistance.
4. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving or benefiting from Federal financial assistance.
5. The Omnibus Budget Reconciliation Act of 1981, P.L. 97-35, which prohibits discrimination on the basis of sex and religion in programs and activities receiving or benefiting from Federal financial assistance.
6. All regulations, guidelines, and standards lawfully adopted under the above statutes.

The Respondent agrees that compliance with this assurance constitutes a condition of continued receipt of or benefit from Federal financial assistance, and that it is binding upon the Respondent, its successors, transferees, and assignees for the period during which such assistance is provided. The Respondent further assures that all contractors, subcontractors, sub grantees or others with whom it arranges to provide services or benefits to participants or employees in connection with any of its programs and activities are not discriminating against those participants or employees in violation of the above statutes, regulations, guidelines, and standards. In the event of failure to comply, the Respondent understands that the Grantor may, at its discretion, seek a court order requiring compliance with the Terms of this assurance or seek other appropriate judicial or requiring compliance with the terms of this assurance or seek other appropriate judicial or administrative relief, to include assistance being terminated and further assistance being denied.

The person(s) whose signature(s) appear(s) below is/are authorized to sign this application, and to commit the Respondent to the above provisions.

Authorized Official(s)

Date

For Respondent (Agency): _____

Grantor: Eckerd Youth Alternatives, Inc. d/b/a Eckerd Community Alternatives

Request for Proposal– Case Management & Adoptions
Appendix D

Financial Strength Worksheet

Please respond to all questions. Please complete all calculations based on most recent audit.

Liquidity		
1.	Cash	
2.	Short-Term Investments	
3.	Accounts Receivable (net)	
4.	Current Assets (Add Lines 1, 2, and 3)	
5.	Current Liabilities	
6.	Quick Ratio (Divide Line 4 by Line 5)	
7.	Working Capital (Subtract Line 5 from Line 4)	
8.	Total Expenses	
9.	Months of Working Capital (Divide Line 7 by 1/12 of Line 8)	
10.	Marketable Securities	
11.	Average Annual Available Line of Credit Authorization	
12.	Modified Current Assets (Add Lines 1, 10 and 11)	
13.	Modified Working Capital (Subtract Line 5 from Line 12)	
14.	Modified Months of Working Capital (Divide Line 13 by 1/12 of Line 8)	
15.	Allowance for Doubtful Accounts	
16.	Accounts Receivable	
17.	Credit Risk Ratio (Divide Line 15 by Line 16)	
Solvency		
18.	Total Assets	
19.	Total Liabilities	
20.	Debt to Total Assets Ratio (Divide Line 19 by Line 18)	
21.	Cash Provided by Operations	
22.	Capital Expenditures	
23.	Free Cash Flow (Subtract Line 21 from Line 22)	
24.	Cash Debt Coverage Ratio (Divide Line 21 by Line 19)	

Request for Proposal – Case Management & Adoptions
Appendix E

Management and Control

Please respond to all questions. Some items may require additional information to be provided.

1. Are there any recorded or unrecorded contingencies or commitments that could materially affect the respondent's operations, including:

<input type="checkbox"/> YES	<input type="checkbox"/> NO	Possible claims from disallowed costs or expenditures (e.g., lapsed funds) under a government grant or program or third-party arrangement, such as unresolved questioned costs.
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Communications from funding sources or regulatory agencies regarding possible violations of requirements, laws or regulations.
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Irregularities or fraud involving management or employees that could affect the financial statements.
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Resolved or unresolved payroll tax delinquencies and penalties.
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Pending or threatened litigation or unasserted claims.
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Other

If you answered "YES" to any of the above, please provide a brief written explanation.

2. Have there been material changes within the past year in the following:

<input type="checkbox"/> YES	<input type="checkbox"/> NO	Executive management personnel
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Board membership
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Awards from major funding sources
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Other changes in governance

If you answered "YES" to any of the above, please provide a brief written explanation.

Request for Proposal – Case Management & Adoptions
Appendix F

Human Resources

Please respond to all questions.

1. Are Personnel files maintained for all employees? YES NO

2. Is the following personnel-related documentation maintained – either in personnel files or elsewhere?

<input type="checkbox"/> YES	<input type="checkbox"/> NO	Employment Applications
<input type="checkbox"/> YES	<input type="checkbox"/> NO	New Employee Background Investigations (if applicable to position)
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Employee Start and Termination Dates
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Position Titles and Descriptions
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Immigration Documentation (Form I-9)
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Copy of Current Driver's License (if applicable to position)
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Evidence of Automobile Insurance Coverage (if applicable to position)
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Annual Performance Evaluations

3. Has the respondent missed any federal and state payroll tax deadlines in the past five years? YES NO

4. Please provide the following information for FY 2008-2009.

	Exempt (#)	Non-Exempt (#)
Number of Positions		
Number of Separations		

5. Please provide the following information for exempt and non-exempt staff within the respondent's organization and for the population served by the respondent's organizations for the most recent fiscal year.

Category	Exempt (#)	Non-Exempt (#)	Population Served
White (Non-Hispanic)			
Black			
Hispanic			
Asian			
Other			
Male			
Female			
Disabled			

Request for Proposal – Case Management & Adoptions
Appendix G

Reference Survey

You have been asked to complete the following survey as part of a Request for Proposal package from Eckerd Community Alternatives, Inc. (ECA) because you provided a letter of reference for _____. ECA is in the process of soliciting proposals from organizations that are qualified to provide child welfare case management and adoptions services in Pinellas and Pasco Counties. Organizations chosen will serve as partner agencies within the local network of Community-Based Care. You have been identified as a key participant in this system of care, and therefore can provide valuable insight regarding the applying organization. Please complete the following survey and return directly to ECA:

Patsy Stills
Eckerd Youth Alternatives, Inc.
100 N. Starcrest Drive
Clearwater, FL 33765
pstills@eckerd-eca.org

Name of Organization requesting reference:	
Date:	

Name of Organization/Individual completing reference survey:	
Please check most appropriate group that you/the organization belongs to:	
<input type="checkbox"/> Dependency Court Judge <input type="checkbox"/> Guardian ad Litem <input type="checkbox"/> CWLS <input type="checkbox"/> CPT <input type="checkbox"/> Mental Health Provider <input type="checkbox"/> Substance Abuse Treatment Facility <input type="checkbox"/> Domestic Violence Provider <input type="checkbox"/> Foster Parent Association Officer <input type="checkbox"/> Other (please describe) _____	
Street Address of Organization/Individual:	
City/State:	
Zip Code:	
Phone Number:	
Email Address:	

Instructions: Please answer each question to the best of your ability. Check the box that is most appropriate

1. The organization has a strong track record in the community
 Strongly Agree Agree Disagree Strongly Disagree
2. The mission of the organization is clear and aligns with the goals of Community-Based Care.
 Strongly Agree Agree Disagree Strongly Disagree
3. The organization communicates well with outside agencies/individuals.
 Strongly Agree Agree Disagree Strongly Disagree
4. The organization has established partnerships with other agencies/individuals to improve their inter-agency collaboration.
 Strongly Agree Agree Disagree Strongly Disagree
5. The organization appropriately manages fiscal responsibilities.
 Strongly Agree Agree Disagree Strongly Disagree
6. The organization conducts itself according to the highest level of ethical standards.
 Strongly Agree Agree Disagree Strongly Disagree
7. The organization's staff is well-qualified to carry out case management activities.
 Strongly Agree Agree Disagree Strongly Disagree
8. I would recommend this organization to be selected as one of ECA's partner agencies.
 Strongly Agree Agree Disagree Strongly Disagree

Please indicate your level of understanding of the organization's operations and the amount of experience/contact with the organization:

- High level of understanding; frequent contact with the organization
- Moderate level of understanding; somewhat frequent contact with the organization
- Low level of understanding; infrequent contact with the organization

Additional Comments:

We sincerely thank you for taking the time to complete this survey. You may contact ECA's Contracts Manager with any questions/concerns regarding this survey by emailing pstills@eckerd-eca.org

Complete Request for Proposal may be viewed online at

<http://www.eckerd.org//ECA>

Request for Proposal – Case Management & Adoptions
Appendix H

Certification

I hereby certify that I have reviewed the response to all of the questions and information requests herein and believe that those responses are true and accurate, to the best of my knowledge.

Signature

Print Name

Title

Date

This page must be signed by an individual holding signature authority according to the Articles of Incorporation and/or By-Laws of the respondent organization.

Request for Proposal – Case Management and Adoptions
Appendix I

*To be printed from the excel spreadsheet, “Case Management and Adoptions
Budget Worksheet”*