



Request for Proposal

RFP # 20-080

Request for Proposals for Therapeutic Foster
Care – Crisis, Emergency Placement, and
Respite Beds

Wake County, North Carolina
P.O. Box 550
Raleigh, North Carolina 27602

Proposals are due October 16, 2020 before
3:00 pm local time.

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1 Introduction

1.1 Introduction

Wake County, North Carolina (“The County”) is seeking proposals from qualified agencies interested in partnering with Wake County, through its Human Services Department (WCHS), to provide on demand placements for Crisis, Emergency, and Respite beds for Foster Children in Wake County. Throughout this request for proposals (“RFP”), the “Proposer” refers to qualified agencies that submit Proposals and the “Agency” refers to the Proposer who is selected to provide the services described within this RFP.

1.2 Project Overview

1.2.1 County Overview

Wake County: Wake County is the most populous county in North Carolina. The County consists of 12 municipalities and includes Raleigh, the County seat and State capitol. The County’s population is estimated at 920,307 residents.

1.2.2 Program Services

Child Welfare: Child Protective Services and Permanency Planning Services protect children and enhance their well-being by supporting and strengthening families. State and federal law require Child Welfare to:

- Receive and screen reports from the public of suspected child abuse, neglect and dependency to see if they meet legal criteria for Child Protective Services (CPS) assessments;
- Conduct CPS assessments to determine if children have been maltreated and need protective services;
- Provide protective services to help families keep children who have been maltreated safely at home whenever possible;
- Assume custody and place children in least-restrictive settings when no other means are adequate to protect them; and
- Quickly reunify foster children with their families whenever possible while looking for alternate permanent homes through adoption when necessary.

1.3 Scope of Services

The scope of services covered in this RFP is intended to provide the County with additional capacity for Crisis, Emergency Placement, and Respite Services for hard to place youth. WCHS is seeking to contract with two Therapeutic Foster Care (TFC)

agencies to provide on demand placements for Wake County children in the State of North Carolina. Placements will need to be available upon request. Placement stays will not exceed two weeks, unless Wake County and the contracted agency agree to an extension while alternative placement is secured. Reasons for services may include disruption, need of further assessment, awaiting a higher level of care, and/or respite. Services will be reimbursed on a fee-for-service basis. There are no guarantees regarding the minimum or maximum number of referrals or amount of billing that may be generated. Utilization is dependent upon fluctuations in the number of hard to place youth entering care, placement disruptions, and the availability of other services for which the child/youth may meet criteria. There is not a limit on the number of children/youth to be served in a home. However, the number of children/youth is dependent upon licensure requirements and clinical appropriateness for all children/youth in the home. Whenever possible and appropriate, it is WCHS' goal to keep siblings together.

1.3.1 Minimum Agency Requirements

Proposers agree to:

- Maintain all licensing and qualifications as currently required by the State of North Carolina;
- Maintain a current, standard WCHS Foster Care contract in good standing;
- Be a current Alliance Behavioral Healthcare In-Network TFC Placement Provider in good standing;
- Have at least one TFC placement available within the State of North Carolina, to provide twenty-four hours a day / seven day a week (24/7) services;
- Provide 24/7 availability of agency staff and TFC placement for immediate response and placement;
- Provide 24/7 emergency/crisis support from provider agency to TFC placement; and
- Provide transportation to and from appointments, school, visitation, and other appointments deemed necessary.

1.3.2 Deliverables

The selected agency(ies) will:

- Provide emergency placements for identified Wake County children in the Foster Care system as requested by WCHS;
- Meet with WCHS staff as needed, in addition to regular phone calls monitoring the contracted placements. WCHS staff will participate in the initial placement, follow-up visits after placement, and child and family team meetings, if applicable;
- Attend WCHS Child Welfare Quarterly Placement Provider Meetings; and
- Permit an onsite review(s) to determine the quality of service delivered. The onsite review should include but is not limited to foster home licensing

compliance i.e. documentation of all state and agency licensing, required training, review and documented recruitment activities child and contract specific. Other items that may be assessed during onsite visit are policy and procedure manual, and foster care training manual.

1.4 General Proposal Requirements

When responding to this RFP, please follow all instructions carefully. Please submit proposal contents according to the outline specified and submit documents according to the instructions. Failure to follow these instructions will be considered a non-responsive proposal and may result in immediate elimination from further consideration.

By submitting a proposal, Proposers acknowledge that:

- 1.4.1 The County reserves the right to reject any or all proposals if it determines that select proposals are not responsive to the RFP. The County reserves the right to reconsider any proposal submitted at any phase of the procurement. It also reserves the right to meet with select Proposers at any time to gather additional information.
- 1.4.2 Proposals will be received by Wake County Government at the time noted on the cover page of this document. At that point, Wake County will close the receipt of proposals and begin the evaluation process. The only information that will be released will be the names of the respondent(s). No other information will be disclosed, except as required by the evaluation process, until a contract is awarded.

Wake County, solely at its option, may disclose the name(s) of any firms or companies being considered or elevated during the process. Proposers are not to contact any county staff or elected official in reference to the process due to the nature of a competitive environment and to protect the integrity of the RFP process. As information becomes available and is relevant for release, that information will be shared with respondents.

2 General Submittal Requirements

2.1 Proposal Contact

This RFP and any subsequent action taken as a result thereof is issued by the Wake County Procurement Services in accordance with North Carolina General Statutes on behalf of the County. Proposal responses should be directed to Procurement

Services, specifically to the Purchasing Director, as outlined below. In regard to this RFP and subsequent procurement process, Proposers shall make NO CONTACTS, either written or verbal, with any Wake County employee, staff member, or Board of Commissioner members during the period beginning with the issuance of this document through approval of award unless authorized by the proposal contact. **Any attempt by a Proposer to contact or influence a member or members of the aforementioned will result in the immediate disqualification of the Proposer from award for items or services on this RFP.**

Proposal Contact:

Melissa England
Wake County Finance Dept - Procurement Services
Wake County Justice Center, 2nd Floor – Ste 2900
301 S. McDowell Street
Raleigh, NC 27601
Melissa.England@wakegov.com
919-856-6327

2.2 Proposal Submittal Requirements

Proposers are required to prepare their proposals in accordance with the instructions outlined in this part and elsewhere in this RFP. In lieu of hard copies, proposers should submit an email response to the following email address Bids@wakegov.com, enter RFP #20-080 in the subject line.

By virtue of submitting an electronic response, you agree to the following:
Response to be submitted to: Bids@wakegov.com
Acceptable file types are: PDF, Word, Excel, and like. Zip files will be rejected. All files will be submitted for virus scan. Any files containing such will be rejected with no automatic re-submittal. Files submitted are to be directly related to the subject RFP. No promotional type material will be considered. Vendors should submit their responses via email to the mailbox listed above. File size limits are limited, the default maximum size supported for the entire email would be 35MB. Any failure of a file to be received, for any reason, will be totally a vendor / submitter responsibility.

The County must receive proposals no later than 3:00 PM on October 16, 2020. *The Proposer's name, RFP number, and proposal closing time and date must be in the email submission.* The time of receipt shall be determined by the time in the email message. The County will not be held responsible for the failure of any file to be received prior to the proposal due date and time. It is solely the Proposer's responsibility to: (1) Ascertain that they have all required and necessary information, documents and addenda, prior to submitting a response; (2) Ensure that the response is received at the correct location and time. Late responses, regardless of delivery means, will not be accepted.

2.3 Proposer Expenses

The County will not be responsible for any expenses incurred by any Proposer in the development of a response to this Request for Proposal or any other activities associated with this procurement including but not limited to any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Wake County and/or its representatives. Further, the County shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended Proposer even if the Board of Commissioners has formally accepted a recommendation.

2.4 Interpretations, Discrepancies, and Omissions

Should any Proposer find discrepancies, omissions or ambiguities in this RFP, the Proposer must at once request in writing an interpretation from proposal contact listed in Section 2.1. The deadline for submitting questions is October 2, 2020 by 3:00 PM. All questions will be answered to the extent possible in the form of addenda to the specifications. The addenda will be available within 7 calendar days following the question deadline. All written requests for clarification should be addressed to the attention of Melissa England.

Failure to request an interpretation will be considered evidence that the Proposer understands the provision of the RFP.

The issuance of a written addendum is the only official method by which interpretation, clarification or additional information will be given by the County. Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarification will be without legal effect. It is the County's intent not to issue any addenda after October 9, 2020.

2.5 Tentative Schedule

Date	Event
9/4/2020	RFP Issued
9/30/2020	Questions due
10/9/2020	Final addenda posted
10/16/2020	Proposals due
10/30/2020	Contract awarded
12/01/2020	Services commence

2.6 Pre-Proposal Questions

The County will also make a good faith effort to provide other data or attachments, if the request will further clarify the project's scope. All requests for further information shall be received by the County by October 2, 2020 before 3:00 PM EST. A copy of all answers and further clarifications provided by the County to those making inquiries will be posted as an addendum to the RFP on the County's website on October 9, 2020.

2.7 Finalists and Interviews

From the proposals received, County staff will identify a short-list of finalists. The finalists *may* be asked to meet with staff and respond to questions, if necessary.

2.8 Award

Wake County reserves the right to award a contract, based on initial offers received from Proposers, without discussion and without conducting further negotiations. Under such circumstance, the acceptance of a proposal by the County shall be deemed to be an acceptance of an offer and that such acceptance will be binding upon both parties. The County may also, at its sole discretion, have discussions with those Proposers that it deems to fall within a competitive range. The County may enter into negotiations separately with such Proposers. Negotiations with a Proposer may continue with a Proposer that the County has tentatively selected to award a contract to. The County shall not be deemed to have finally selected a Proposer until a contract has been successfully negotiated and signed by both parties.

The County intends to award an initial one-year contract, followed by two annual renewals, contingent upon funding and upon program deliverables being met.

2.9 Non-disclosure of County Information

The Proposer and its agents shall treat all data and information gathered by the Proposer and its agents, including this RFP and all reports, recommendations, specifications, and data as confidential. The Proposer and its agents shall not disclose or communicate the aforesaid matters to a third party or use them in advertising, propaganda, and/or in another job or jobs, unless written consent is obtained from the County.

2.10 Retention of Proposer Material

Any and all information submitted in conjunction with this RFP and the evaluation process will not be returned to the respondent.

3 General Terms and Conditions

3.1 Certification

The Proposer hereby certifies that it has carefully examined this Request for Proposal and the Proposer certifies that it understands the scope of the work to be done and that the Proposer has knowledge and expertise to provide the scope of the work. By signature on the response to the RFP, the Proposer certifies that its proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud, so that all proposals for the purchase will result from free, open and competitive proposing among all Proposers. Further, the Proposer certifies that it understands that collusive bidding/proposing is a violation of Federal law and can result in fines, prison sentences, and civil damage awards.

3.2 Conflict of Interest

By submission of a response, the Proposer agrees that at the time of submittal, it: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Proposer's services, or (2) will not benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by Wake County. Proposers shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that the County, in consultation with legal counsel, may reject their proposal.

3.3 Assignment

No assignment of the Proposer's obligations or the Proposer's right to receive payment hereunder shall be permitted without prior consent of the County. The Proposer may not sell, assign, transfer or convey the contract resulting from this RFP, in whole or in part, without the prior written approval from the County.

3.4 Indemnification

The Consultant will indemnify and hold the County harmless from any and all liability, expense, judgment, suit, or cause of action for personal injury, death, or direct damage to tangible property which may accrue against the County to the extent it is caused by the negligence of Consultant, its sub-consultants, or their employees or agents, while performing duties under this Agreement, provided that the County gives the Consultant prompt, written notice of any such claim or suit. The County shall cooperate with Consultant in its defense or settlement of such claim or suit. This section sets forth the full extent of the Consultant's general indemnification of the

County from liabilities that are in any way related to Consultant's performance under this Agreement.

3.5 Independent Contractor

It is understood that in the performance of any services herein provided, the Proposer shall be, and is, an independent contractor, and is not an agent or employee of the County and shall furnish such services in its own manner and method, except as required by this contract. Further, the Proposer has, and shall retain the right to exercise full control over the employment, direction, compensation, and discharge of all persons employed by the Proposer in the performance of the services hereunder. The Proposer shall be solely responsible for, and shall indemnify, defend, and save the County harmless, from all matters relating to the payment of its employees, including compliance with Social Security, withholding, and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever.

3.6 Payment

Payment for the services rendered pursuant to the Agreement resulting from this RFP shall be made in amounts and at times set forth in the Agreement and shall be made upon receipt of original invoice(s) in accordance and in conformity with payment dates for bills and claims as established by the County. Prior to payment, the Consultant must submit an original dated itemized invoice of services rendered. (Photographs or facsimiles of invoices will not be accepted.) Any reimbursement for expenses as allowed in the Agreement that are included in the invoice(s) must be supported with attached original billings for such expenses.

3.7 Insurance

The Provider shall obtain, at its sole expense, all insurance required in the following paragraphs and shall not commence work until such insurance is in effect and certification thereof has been received by Wake County's Finance Office. If any required insurance policy expires during the term of this agreement, Provider must provide a certificate of insurance to the Wake County Finance Office as evidence of policy renewal prior to such policy expiration.

Provider signature on this agreement indicates that Provider agrees to the terms of this insurance section and understands that failure to comply may result in cancellation of this agreement at Wake County's option.

Workers' Compensation Insurance, with limits for Coverage A Statutory- for State of North Carolina and Coverage B - Employers Liability \$500,000 each accident/disease each employee/disease policy limit.

Commercial General Liability - with limits no less than \$1,000,000 per occurrence and \$2,000,000 aggregate, including contractual liability.

Commercial Automobile Liability, with limits no less than \$1,000,000 per occurrence for bodily injury and property damage for any vehicle used during performance of contract services, including coverage for owned, hired, and non-owned vehicles. Evidence of commercial automobile coverage is only necessary if vehicles are used in the provision of services under this Agreement.

Professional Liability Insurance, applicable to any professional services provided under this Contract with limits of no less than \$1,000,000 per claim and \$2,000,000 aggregate.

Sexual Abuse/Molestation Coverage, with limits no less than \$300,000 per wrongful act/\$500,000 aggregate. Coverage can be provided either by endorsement to a policy listed above or under a separate policy and must be specifically referenced on the certificate of insurance provided.

If any coverage is on a claims-made basis, Provider agrees to maintain a retroactive date prior to or equal to the effective date of this Agreement and to purchase and maintain Supplemental Extended Reporting Period or 'tail coverage' with a minimum reporting period of not less than three (3) years if the policy expires or is cancelled or non-renewed. If coverage is replaced, the new policy must include full prior acts coverage or a retroactive date to cover the effective dates of this Agreement. Provider shall provide a Certificate of Insurance annually to Wake County indicating any claims made coverage and respective retroactive date. The duty to provide extended coverage as set forth herein survives the effective dates of this Agreement.

All insurance companies must be authorized to do business in North Carolina and have an AM Best rating of "A-/VII" or better; or have reasonable equivalent financial strength to the satisfaction of the County's Finance Office. Proof of rating shall be provided to the county upon request.

Insurance with limits no less than those specified above shall be evidenced by a Certificate of Insurance issued by a duly authorized representative of the insurer. In the case of self-insurance, a letter of explanation must be provided to and approved by Wake County Risk Management.

The Provider shall be responsible for providing immediate notice of policy cancellation or non-renewal during the term of this Agreement to the Wake County Finance Office and for three years subsequent for any claims made coverage.

If Provider does not meet the insurance requirements specified above, alternate insurance coverage satisfactory to Wake County may be considered. Any requests for consideration of alternate coverage must be presented by Provider PRIOR TO provision of any services associated with this Agreement.

In the event that Provider uses subcontractors to perform any of the services under this Agreement, then and in that event, Provider shall contractually require such subcontractor(s) to meet all of the requirements of this section.

3.8 Governing Law

This RFP and any contract resulting therefrom shall be governed by and construed according to the laws of the State of North Carolina. Should any portion of any contract be in conflict with the laws of the State of North Carolina, the State laws shall invalidate only that portion. The remaining portion of the contract(s) shall remain in effect.

3.9 Confidential Information/Public Records Law

The County assumes no responsibility for confidentiality of information offered in a proposal. The RFP does not intend to elicit proprietary information. However, if proprietary information is submitted as part of the proposal, the information is to be labeled as such. Proposals are not subject to public inspection until after the contract award. Wake County reserves the right to share any information submitted in response to this RFP or process with any person(s) or firm(s) involved in the review and evaluation process. **Proprietary or confidential information must be clearly labeled as such at the time of initial submission and to the extent provided by N.C.G.S. Chapter 132, will not be made available for public inspection. In the event that a request for inspection is made under public records law, the Proposer will be notified of the request and may participate in any subsequent civil action to compel disclosure of confidential information.**

3.10 Compliance with Laws and Regulations

Proposer must comply with all applicable State and Federal Laws. In the event any Governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this proposal prior to their delivery, it shall be the responsibility of the successful Proposer to notify Wake County at once, indicating in their letter the specific regulation which required such alterations. The County reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the contract.

3.11 Acceptance

Submission of any proposal indicates a Proposer's acceptance of the conditions contained in this RFP unless clearly and specifically noted otherwise in the proposal.

Furthermore, the County is not bound to accept a proposal on the basis of lowest price, and further, the County has the sole discretion and reserves the right to cancel this RFP, and to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the County's best interests to do so. The County reserves the right to accept or reject any or all of the items in the proposal, and to award the contract in whole or in part and/or negotiate any or all items with individual Proposers if it is deemed in the County's best interest. Moreover, the County reserves the right to

make no selection if proposals are deemed to be outside the fiscal constraint or not in the best interest of the County.

3.12 Additional Services

The County reserves the right to negotiate additional services with the Proposer at any time after initial contract award.

3.13 E-Verify

To ensure compliance with the E-Verify requirements of the General Statutes of North Carolina, all contractors, including any subcontractors employed by the contractor(s), by submitting a bid, proposal or any other response, or by providing any material, equipment, supplies, services, etc, attest and affirm that they are aware and in full compliance with Article 2 of Chapter 64, (NCGS64-26(a)) relating to the E-Verify requirements.

3.14 Iran Divestment Act

By signing this agreement; accepting this contract/purchase order; or submitting any bid, proposal, etc., Proposers and contractors certify that as of the date of execution, receipt, or submission they are not listed on the Final Divestment List created by the NC Office of State Treasurer pursuant to [NCGS 147 Article 6E, Iran Divestment Act](#), Iran Divestment Act Certification. Proposers and contractors shall not utilize any subcontractor that is identified on the Final Divestment List. In addition, any organization defined under NCGS 147-86.80(2), Divestment from Companies Boycotting Israel, shall not engage in business totaling more than \$1,000 with any Agency/business, etc. that boycotts Israel. A list of companies that boycott Israel is maintained by the NC Office of State Treasurer, pursuant to NCGS 147-86.81(a)(1). Any Agency listed as boycotting Israel is not eligible to do business with any State agency or political subdivision of the State.

3.15 Federal Uniform Guidance:

If the source of funds for this contract is federal funds, the following federal provisions apply pursuant to 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II (as applicable):

Equal Employment Opportunity (41 C.F.R. Part 60); Davis-Bacon Act (40 U.S.C. 3141-3148); Copeland "Anti-Kickback" Act (40 U.S.C. 3145); Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708); Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387); Debarment and Suspension (Executive Orders 12549 and 12689); Byrd Anti-Lobbying Amendment (31 U.S.C. 1352); Procurement of Recovered Materials (2 C.F.R. § 200.322); and Record Retention Requirements (2 CFR § 200.324

Detailed Submittal Requirements

4.0 Proposal Format

Proposers shall prepare their proposals in accordance with the instructions outlined in this section. Each Proposer is required to submit the proposal in a sealed package. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of the RFP. Utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, and tables should be numbered and clearly labeled. The proposal should be organized into the following major sections with tabs for each section:

PROPOSAL	
<u>SECTION</u>	<u>TITLE</u>
	Title Page
	Letter of Transmittal
	Table of Contents
1.0	Executive Summary
2.0	Scope of Services
3.0	Agency Background and Relevant Experience
4.0	References for Similar Programs
5.0	Cost Proposal and narrative

Instructions relative to each part of the response to this RFP are defined in the remainder of this section. Response information should be limited to pertinent information only.

4.1 Executive Summary

(Proposal Section 1.0) This section of the response should be limited to a brief narrative summarizing the Proposer's proposal. The executive summary shall, at a minimum, include an identification of the proposed project team, responsibilities of the project team, and a summary of the proposed services. This section should highlight aspects of the proposal that make it superior or unique in addressing the needs of the County. Please note that the executive summary should identify the primary engagement contact. Contact information should include a valid e-mail address, fax number, and a telephone number.

4.2 Scope of Services

(Proposal Section 2.0) This section of the response should include a general discussion of the Proposer's overall understanding of the project and the scope of work proposed as outlined in Sections 1.3.1 and 1.3.2.

As the County is seeking an Agency(ies) that brings substantial expertise in Therapeutic Foster Care services, the Proposer should outline a recommended

approach for achieving the County's objectives in Sections 1.3.1 and 1.3.2 based on the Proposer's experience with organizations similar to the County.

Proposers are encouraged to provide examples of services provided to their clients and the impact of those services.

4.3 Agency Background and Agency Team Relevant Experience

(Proposal Section 3.0) Each proposal must provide the following information about the submitting Proposer's Agency, so that the County can evaluate the Proposer's stability and ability to support the commitments set forth in response to the RFP. The County, at its option, may require a Proposer to provide additional support or clarify requested information.

4.3.1 Agency Background

The following questions should be addressed in the response:

1. Describe why your agency should be awarded the contract for requested services.
2. Include your agency's experience in providing crisis/emergency placement/respite services to children/youth requiring out-of-home care. Include outcome data.
3. Describe your agency's experience providing services to special populations including children/youth with histories of significant trauma, aggressive behaviors, sexual reactivity/aggression, chronic runaway, delinquent/court involved youth, and/or IDD.
4. Define your agency's evidence-based model that directs and informs the interventions delivered by your agency's therapeutic parents and staff.
5. Describe your agency's training plan and curricula for staff and therapeutic parents working with special populations including children/youth with histories of significant trauma, aggressive behaviors, sexual reactivity/aggression, chronic runaway, delinquent/court-involved youth, and/or IDD. Include training expectations related to crisis services.
6. Define your agency's approach to clinical supervision of the therapeutic parents, and staff expectations regarding the structure and content of clinical supervision.
7. Describe your agency's approach to selecting existing, recruiting, and retaining licensed foster families to provide the requested services.
8. Describe your agency's process to ensure Medicaid-eligible services are submitted for authorization in the timeliest manner possible.
9. Describe your agency's processes to determine when a child/youth needs an emergency assessment for hospitalization. If a child/youth is assessed and not admitted, what services/supports could be provided to maintain the crisis placement.

10. Identify any litigation or governmental or regulatory action pending against your organization that might have a bearing on your ability to provide services to the County.
11. Describe your contractual relationships, if any, with other organizations that will provide services described in your proposal.

4.3.2 Agency Team Experience

- Identify your proposed team indicating who is responsible for the key roles; provide an organizational chart showing lines of communication and levels of authority.
- Include the résumés of staff who will work on the program. If they are working on only certain portions of the project, please indicate this on their résumé. Include the way staff background checks are conducted.
- Given that the County will be evaluating several proposals, describe why you feel that your services, from a professional and technical perspective, are the best fit for the County environment. Describe the distinguishing features the County should know about your services and Agency.

4.4 Client References

(Proposal Section 4.0) The County considers references to be important in its decision to award a contract. Failure to provide this information will result in the proposal being considered non-responsive.

Please provide a comprehensive listing with year(s) in which your agency provided services. Also provide at least three current clients who we may contact. References should be clients similar in size to the County. Please give their Agency name and mailing address, telephone, and email of the contact person. Written letters of reference may also be included

	Reference #1	Reference #2	Reference #3
AGENCY			
Contact Name			
Contact Title			
Contact Phone			
Mailing Address			
Email			

4.5 Cost Proposal

(Proposal Section 5.0) Proposers should submit a cost proposal that includes a Fee Schedule and narrative for a three-year period with years one through three broken out separately.

The County reserves the right to contact Proposers on cost and scope clarification at any time throughout the selection process and negotiation process. The County is asking Proposers to estimate costs for all categories with the understanding that they may have to make assumptions. Such assumptions should be stated.

Items that should be included in this cost section include:

- a. Cost of Services - Submit a budget using a fee-for-service model. Include a daily rate and the services provided within the daily rate.
- b. Provide a listing of any in-kind resources that will be provided by the agency

5 Evaluation Criteria

5.1 Selection Participants

The County has established a team of staff to evaluate Proposer responses. This team of employees will be responsible for the evaluation and rating of the proposals and conducting interviews if necessary.

5.2 Evaluation of Proposals

Responses will be evaluated based on the following criteria:

1. Compliance to the RFP requirements; quality, clarity and completeness of services proposed in relation the scope of work the response
2. Level of Experience and qualifications of Agency staff
3. Agency Capacity to add this program
4. Ability to provide evidence of required insurance
5. References
6. Cost effectiveness and value of proposal
7. Other criteria deemed appropriate by the County Project Team