



## **Request for Proposal CARF Accreditation Consultant: Child & Youth Services**

### **I. Statement of Purpose**

Extraordinary Families, a 501(c)3 nonprofit organization formed as the result of a merger between Southern California Foster Family & Adoption Agency (SCFFAA) and Child Welfare Initiative (CWI), is seeking proposals for assistance with developing HIPAA policies and practices.

### **II. Background Information**

In 2014, SCFFAA entered into the merger process with CWI – both well-established nonprofits that share the vision of improving the lives of foster children and youth throughout LA County. SCFFAA brought to the table its 20-year history of providing direct foster care, adoption, and transition services to youth and families, and CWI seven years of implementing programs and practices that produced measurable improvements in policies that affect the lives of children and families involved in child welfare systems. This process confirmed that a merger of the two organizations would result in gained synergies, improved efficiencies, reduced costs, and complementary services that leverages resources and greatly increases the organizations' impact on the community. On December 2, 2014, both Boards signed merger documents and the merger, folding CWI into SCFFAA, was finalized on December 31, 2014, and a new name, Extraordinary Families, was selected as a D/B/A.

Extraordinary Families currently operates a foster family agency (FFA) providing foster care and adoption services to children, youth and families involved in foster care. In addition, we assist older foster youth with preparing for self-sufficiency. The project focuses on assisting the agency to prepare for accreditation as required by California's Continuum of Care Reform (CCR) also known as AB 403. Extraordinary Families has selected CARF as its accrediting body.

### **III. Scope of Work**

In cooperation with the Chief Executive Officer, Chief Operating Officer, Director of Foster Care and Adoption, and other staff as relevant, the selected bidder will:

- Complete a review of current practices, policies and procedures as they relate to CARF accreditation for ASPIRE, foster care, adoption, case management, and community youth development standards, particularly as they relate to the operation of these programs
- Submit a written summary of results and recommendations
- Collaborate and guide development of new policies, procedures, forms, etc. to facilitate preparation for accreditation in July/August 2017.

### **V. Term of Contract**

The work is to be completed by December 31, 2016.

### **VI. Cost Proposal**

Bidders are requested to submit a project price, include each service, and detailed fee schedule. Selected proposers will be paid net 10 monthly with an approved invoice that details specific activities accomplished during the period. Any adjustments, additional

expenditures, or other service outside of the scope of this proposal must be pre-approved.

## **VII. Proposal Contents**

Please use the following format when preparing your response. Please limit the proposal to three pages, excluding attachments.

Section 1: Proposer Information: Bidder name, primary contact, email, phone, etc.

Section 2: Scope of work/description of services, particularly as CARF accreditation for for private agencies providing services identified above

Section 3: Bidder qualifications: Summary of previous similar work for a foster family/ adoption agency

Section 4: Attachments:

- Cost Proposal: Budget and narrative
- Resumes: For key personnel working on this project
- Professional References: At least 3 references for which proposer has performed similar work; include the current contact information for each
- Other: Proposers may include a brief sample of their work, or other materials to demonstrate their capabilities to complete the work; not more than 3 additional pages

## **VIII. Selection Process**

Proposals will be reviewed for completeness, proposer experience, experience with previous similar work, excellent references, and reasonableness of cost proposal. Interviews may be requested will select proposers.

## **IX. Proposal Submission**

Questions and completed proposals shall be submitted electronically to Janet Marinaccio, Chief Operating Officer, [j.marinaccio@extraordinaryfamilies.org](mailto:j.marinaccio@extraordinaryfamilies.org).

**Questions** shall be submitted by 12:00 pm PST on Friday, July 1, 2016. Responses to individual questions will be emailed to all proposers no later than COB Friday, July 8, 2016. **Complete proposals** are due by 5:00 pm PST on July 15, 2016. **Selected bidder** will be notified in writing by July 25, 2016. **Work will begin** immediately after contract execution.