



KIDS CENTRAL, INC.

A COMMUNITY APPROACH TO THE WELFARE OF CHILDREN

Building Better Lives

Kids Central, Inc.

Request for Proposals

For

Community Assessment

RFP # KCI2010-001

Kids Central, Inc.
2117 SW Highway 484
Ocala, FL 34473

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1.0 Overview

1.1 Purpose

Kids Central, Inc. is soliciting proposals from consultants/organizations that are qualified to provide a community assessment and survey for Citrus, Hernando, Lake, Marion and Sumter Counties (Circuit Five). Consultants/Organizations chosen shall provide an annual assessment of the community awareness and knowledge of Kids Central, Inc. and the resident's satisfaction with the Kids Central, Inc. service delivery in meeting community needs. This Request for Proposal (RFP) is open to all eligible consultants/organizations that meet the qualification requirements.

1.2 Background

Kids Central, Inc. is the private, non-profit organization selected by the Florida Department of Children and Families (DCF) as the lead agency responsible for the privatization of child protection services in Citrus, Hernando, Lake, Marion and Sumter Counties (Circuit 5). The agency develops and manages a comprehensive, community-based system of care for abused, neglected and abandoned children and their families. Kids Central, Inc. is committed to promoting the welfare of children through abuse/neglect prevention services, in-home care, foster care, and adoption, as outlined in F.S. Section 409.1671. In order to insure the safety, security, and well being of every child, the Kids Central, Inc. Provider Network will build a continuum of care for Circuit 5 children and families to address the prevention, intervention and treatment of child abuse and neglect.

In 1999 the Florida Legislature enacted section 409.1671 of the Florida Statutes to implement a system redesign in which community-based care organizations would assume child protection services. The Florida legislature mandated that community based care would promote the safety of children, decrease the time it takes to achieve permanency for all children, promote adoption for children when that is the best permanency option and enhance the state's capacity and accountability for both safety and permanency. In accordance with Florida Statute 409.1671, Kids Central, Inc. was established as the lead agency for Citrus, Hernando, Lake, Marion and Sumter Counties to deliver prevention services, foster care and other related services, while ensuring each child's safety, permanency and well-being. On April 1, 2003, the Department of Children and Families (DCF) executed a contract with Kids Central, Inc. Kids Central, Inc. has an established local community board comprised of strong community advocates who represent diverse career leadership.

1.3 Mission

The Kids Central, Inc. mission is to develop and manage a child-centered community-based system of care for abused, neglected and abandoned children and their families, in order to strengthen families and prevent them from entering the child welfare system.

1.4 Vision

The Kids Central, Inc. vision is to be the most effective and recognizable lead agency for community-based care, providing child-centered practices that strengthen families and help create, support and maintain a safe environment for children. We are specifically committed to the following:

- *PREVENTION*

We accept our responsibility to build better lives for children by taking a community approach to their welfare. In order to achieve our vision of minimizing the number of children who require Kids Central, Inc. supervision, we will maintain a complete list of community prevention resources, function as a clearinghouse to access information on utilizing those assets, and act as a catalyst to identify and promote development of additional prevention programs, while effectively providing care to those children who require it.

- *SERVICE PROVISION*

We will continuously evaluate all options for the delivery of services and make recommendations for improvement in the quality and efficiency of our existing programs.

- *SERVICE EVALUATION*

We will constantly measure and evaluate service delivery and community environment using results to drive process improvement.

- *INVESTIGATIVE DECISIONS*

We will strive to perfect the investigative process, focusing on diversion staffings that make decisions to balance prevention and Kids Central, Inc. supervision.

1.5 Core Values

The Kids Central, Inc. core values include:

- Assure Child Safety
- Strengthen Families
- Manage Available Resources
- Diversify Funding

1.6 Major Goals

The Kids Central, Inc. endeavors to meet the following goals while ensuring the safety, well-being, and permanency of all children and families served.

Ensure safety and stability for all children under the legal custody of DCF while promoting permanency for all children by following the Florida Statutes, Florida Administrative Code, and Kids Central, Inc. Operating Procedures.
Ensure protective supervision for all children under the legal custody of DCF.
Ensure the protection and safety of children by providing timely, integrated services for children and family members. Such services shall meet each family's unique needs and capitalize on the family's strengths.
Ensure that children in out-of-home placements experience the minimum number of placements necessary, by making appropriate placements, matching the child's strengths and challenges to the appropriate setting and caregiver, and supporting the placement.
Ensure that services provided during out-of-home care placements enable children to reunify with their families or achieve other permanency within twelve (12) months of entering care unless extraordinary conditions exist.
Support and promote Independent Living services that continue the development of program capacity; enhance and maintain a provision of supportive services; actively engage the youth in the development of their programmatic plan; coordinate and provide a high quality, relevant education plan; offer information related to employment choices; provide opportunities to develop social, civic and leadership skills; and provide a connection to a caring adult.

2.0 PROCUREMENT DETAILS AND QUALIFICATIONS

2.1 Details

Authority: This Request for Proposal (RFP) is issued under the provisions of the Kids Central, Inc. and the Department of Children and Families contract PJH04, FL Statutes and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal application by a prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant. The intent of this proposal is to establish a firm price for the Community Assessment Project.

Submission of Questions: Applicants may submit written questions to the RFP Contact Person(s) identified in Section 4.0 of this RFP.

Discussions with Applicants: Discussions may be conducted with potential applicants to promote understanding of Kids Central, Inc.'s requirements prior to the submittal deadline. Discussions may also be conducted with applicants whose proposals are determined to be

reasonably susceptible of being selected for award, but proposals may be accepted without discussion.

Multiple or Alternate Proposals: Multiple/alternate proposals are not applicable to this RFP.

Public Inspection: Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

RFP Addenda: Kids Central, Inc. reserves the right to amend this RFP at any time.

Final Revised Proposals: If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by Kids Central, Inc. If a final revised proposal is not submitted, the previous submittal shall be construed as the best and final offer/proposal.

Cancellation of Request for Proposals: The request for proposals may be canceled when it is determined to be in the best interests of Kids Central, Inc.

Costs for Proposal Preparation: Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

Rejection of Proposals: A proposal offering a set of terms and conditions contradictory to those included in this RFP may not be considered. A proposal may not be considered for any of the following reasons: 1) Failure to cooperate or deal in good faith 2) Inadequate budget explanation and documentation 3) Inadequate response to request for proposals.

Evaluations of Proposals: All valid proposals received will be evaluated by the Kids Central, Inc. Proposal Evaluation Committee. All requests made in the RFP and corresponding responses received from the Applicant will be assigned a points value. Although the total number of points will assist in the decision making process; it will not be the only factor considered.

Notice of Award: Decisions shall be provided to all applicants by email or mail, upon completion of the evaluation. Any agreement arising out of this solicitation is subject to the approval of Kids Central, Inc. as to form, and to all further approvals, including any approvals required by statute, regulation, rule, order or other directive. No work is to be undertaken by the awardees prior to the contract commencement date. Kids Central, Inc. is not liable for any costs incurred prior to the official starting date.

Availability of Funds: The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Kids Central, Inc. Chief Financial Officer and subject to the availability of State and/or Federal funds.

Wages and Labor Law Compliance: Prior to contract execution for service contract in excess of \$1.00, the provider shall certify, if applicable, that it complies with all state of Florida labor and wage regulations, "Wages, hours, and working conditions of employees of contractors performing services."

Compliance with all Applicable State Business and Employment Laws: All providers shall comply with all laws governing entities doing business in the State and must be in good standing. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be register and in good standing with the FL Department of Corporations, Business Registration Division. Foreign entities companies must register with the Florida Department of State, Division of Corporations. More information is available at the Florida Department of Corporations website.

Confidentiality of Information: Kids Central, Inc. reserves the right to retain all copies of vendor proposals submitted in response to this Request for Proposals. You are hereby notified that under FS 119.07, ("Florida's Sunshine Law") proposals submitted in response to this solicitation cannot be granted immunity from public scrutiny. All information submitted must be made available to the public for examination, if so requested. Vendor requests to hold certain submitted materials in confidence cannot be honored. If it is essential to your organization that certain materials are kept confidential, and they are a required element of this Request for Proposal, it is recommended that you decline to respond to this solicitation.

Campaign Contributions by State and County Contractors: Contractors are hereby notified that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, visit the Florida Department of State Website.

Subcontractors: Vendor must describe in the proposal, all responsibilities that vendor anticipates assigning or subcontracting, identify the subcontractor and also describe how vendor will manage these subcontractors.

Licenses and Permits: Vendor shall obtain and pay for all necessary licenses, permits, and related documents, required; to comply with the proposal. Vendor shall save and hold harmless Kids Central, Inc. as a result of any infraction of the aforementioned. Vendor shall provide all applicable licenses as a part of the proposal.

2.2 Qualification Requirements

All organizations interested in submitting a proposal must meet the following qualification requirements in order for their proposal to be reviewed and considered for contract. Organizations not meeting these minimum requirements need not apply. Failure to have performed any previous contractual obligations with Kids Central, Inc. or the State of Florida in a manner satisfactory to Kids Central, Inc. or DCF may be sufficient cause for disqualification. To be disqualified as a Respondent under this provision, the Respondent must have:

1) previously failed to satisfactorily perform in a contract with Kids Central, Inc. or DCF, been notified by Kids Central, Inc. or DCF of unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of Kids Central, Inc. or DCF; or

2) had a contract terminated by Kids Central, Inc. or DCF.

Per DCF requirements, Kids Central, Inc. will not intentionally award contracts to any agency or its Providers and/or sub-providers that:

- Have been barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local Department or agency;
- Have within a 3-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- Are presently indicted or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated in the paragraph above; and
- Have within a 3-year period preceding this proposal, had one or more public transactions terminated for cause or default.

3.0 SCOPE

3.1 Community Survey

The annual assessment will identify (1) knowledge and awareness of Kids Central, Inc.; (2) unmet community needs; (3) strengths and assets related to child/family welfare services. The assessment will help Kids Central, Inc. identify and prioritize areas for change and allow us to better leverage identified assets as a means for addressing existing needs. The community assessment process will be designed by the Kids Central, Inc. Board of Directors and senior leadership in collaboration with key network partners including: DCF leadership, Network Service Provision Partners, Community Alliance members, and Guardian Ad Litem.

3.2 Approach

The proposed approach to completing the assessment is presented in the table below:

Steps	Description
1. Form Partnership	The Kids Central, Inc. Community Assessment Team enlists the cooperation of DCF, CMAs, community partners, and formal / informal service providers in conducting the needs assessment. As a collaborative effort, we intend to collect community data that is informative for multiple stakeholders in the Circuit 5 system of care.
2. Define Focus	Specific focus area of the assessment may vary from year to year although it will always revolve generally around the topic of child safety/welfare and family resources within Circuit 5 with the goal of identifying community assets and the degree to which they are accessible to the people who can benefit from them.
3. Define Data Sources	Data sources will include both primary data sources (e.g., informant perspectives; families) as well as secondary data sources (e.g., census data)
4. Data Collection	Data collection methods will include key informant interviews, focus groups, provider surveys, family exit interviews, and service/asset mapping, although this may vary depending on the specific focus area for each year's assessment.
5. Data Analysis	Data analysis will involve qualitative analysis of interview and open-ended survey data with the goal of identifying trends or key issues that occur most frequently in the data. Quantitative analysis of survey data and compilation of secondary data will also be used as appropriate to the focus of the assessment and the type of indicators used (e.g., average level of satisfaction with services across counties; compilation of education and health data)
6. Reporting	A full report of the needs assessment results as well as an executive summary / fact-sheet will be completed and distributed to DCF, the Kids Central, Inc. Board of Directors, Kids Central, Inc. management team, and other key stakeholders (community stakeholders and service providers) by October of each year.
7. Integration into Kids Central Strategic Plans	The results of the needs assessment will be addressed during annual strategic planning meetings. Strategies for meeting identified service gaps and community needs will be developed.

4.0 PROPOSAL PROCESS, FORMAT, EVALUATION

4.1 RFP Process

Proposals must be received by 5:00PM on January 28, 2010. Proposals may be hand-delivered, mailed or emailed to:

EMAILS: rfp@kidscentralinc.org

MAIL-INS: Kids Central, Inc.
Attn: Rick Parker
2117 Southwest Highway 484
Ocala, Florida 34473

HAND DELIVERIES: Kids Central, Inc.
Attn: Rick Parker
2117 Southwest Highway 484
Ocala, Florida 34473

INQUIRIES: Inquiries regarding this RFP must be in writing and must be directed to one of the following individuals:

Rick Parker
RFP Project Manager
2117 SW Highway 484
Ocala, FL 34473
rfp@kidscentralinc.org

AND/OR

Susan Graymire
Contracts Supervisor
2117 Southwest Highway 484
Ocala, FL 34473
susan.graymire@kidscentralinc.org

4.2 Tentative Schedule

Date	Action
January 7, 2010	RFP Release
January 18, 2010	Final Questions from Bidders
January 21, 2010	Final Answers
January 28, 2010	Proposals Due
February 5, 2010	Proposal Evaluation Complete
February 10, 2010	Notice of Intent to Negotiate
February 17, 2010	Negotiations Complete
February 19, 2010	Contract Award

4.3 Proposal Format

4.3.1 Content

Proposals shall be submitted to Kids Central Inc. addressing the items as shown below. A written response is required for each item. Failure to answer any of the items will impact upon an applicant's score. Applicants are strongly encouraged to review evaluation criteria when completing the proposal.

Qualifications/Experience: Describe your expertise in performing community-wide assessments and leading focus groups. Provide the qualifications of the personnel assigned to carry out the requirements of this RFP. The following factors will also be considered.

- Must be in good standing with the Department of Children and Families (DCF).
- Must never have had a contract with DCF terminated prematurely due to mismanagement of the contract or services.
- Applicant does not have an Abuse Registry report on file where the investigation was closed with Findings. (if currently under investigation, this must be reported in the response to this RFP)
- All staff members must have successfully completed a Level II Background Screening.

Approach: Describe your approach to meeting the requirements of the RFP and include a schedule for completing the survey/assessment of Circuit Five.

Pricing Structure: Provide an all-inclusive price for performing the services as stated in this RFP.

4.3.2 Organization

The proposals shall be organized as follows:

- Cover Page with the following information
 - o Name and Address of Respondent (Organization)
 - o Federal Employer ID # (FEIN)
 - o Point of Contact Name, Title, Telephone Number, E-mail Address
- Proposal Narrative (maximum length is 10 pages)
 - o Qualifications and Experience
 - o Approach
- Pricing Structure
- Attachments as necessary

Proposals shall be printed on “8 ½ x 11” paper only, using no less than 12 pitch font with one inch page margins. Narrative sections should be single-spaced, with each section clearly defined. One original and three (3) copies shall be submitted.

4.4 Proposal Evaluation

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. An evaluation committee of designated reviewers shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing. A sample of the evaluation sheet that will be used to evaluate proposal applications is shown below.

Evaluation Criteria	Possible Score	Score
Qualifications/Experience	25	
Approach	50	
Pricing	25	
Total	100	