



Community Based Care: Hardee, Highlands & Polk Counties

**Request for Proposals (RFP)  
#FY14/15-001  
Grant**

**Foster Parent Support Services**

Heartland for Children recognizes the need for quality foster parent support group facilitation in Circuit 10. Heartland for Children (HFC) is seeking one (1) or more individuals or organizations that are qualified and interested in facilitating Foster Parent Support Groups in Polk, Highlands and Hardee Counties (Circuit 10). This RFP is open to all eligible organizations and individuals in Florida that meet the qualification requirements specified in this procurement announcement.

The date and time of the first official posting of this RFP is March 19, 2015 at 1:00PM local time in Bartow, Florida.

Submission Deadline: April 30, 2015

Anticipated Grant Start Date: June 15, 2015

Anticipated Number of Awards: One (1) or more

Anticipated total funding available for award through this RFP is to be determined. Multiple recipients may be selected.

Payment methodology: Fixed monthly payments.

Actual payment for services will be contingent on HFC's receipt of funding from the State of Florida Department of Children and Families.

Current data related to the advertised service(s):

- **HFC currently has 178 licensed foster homes in Circuit 10 (Polk = 154, Hardee = 5, and Highlands = 19)**

HFC will begin accepting responses immediately and no responses will be accepted after 4:00PM local time in Bartow, Florida on April 30, 2015. All responses must be in writing.



Community Based Care: Hardee, Highlands & Polk Counties

**General description of the nature of the services being sought:**

**Foster Parent Support Services**

Heartland for Children recognizes that our network of quality foster parents need the opportunity to share information, experiences, and offer support to one another. The need for support is critical, and parents regularly turn to parent groups to find this support. Parent support groups are an effective means of providing information and on-going support to families.

This procurement along with all questions, answers, notices, and modifications will be posted at [www.heartlandforchildren.org](http://www.heartlandforchildren.org).

In order to respond to this RFP, interested applicants must:

- Submit a detailed proposal of how you will support foster parents in Circuit 10 including, but not limited to, frequency of foster parent support sessions, methods of communicating with foster parents, support of the children in their care during foster parent support sessions, locations of foster parent support sessions, methods for marketing to and engaging foster parents, etc.
- This proposal is open to various options of providing support, including, but not limited to, use of technology, face to face, other media, or any other means that provides a viable support network.
- Complete and submit the Network Provider Application (Exhibit A) and associated documents/information.

Respondents should consider the large geographical area of Circuit 10. Proposals need not provide for support for the entire circuit. Proposals that intend to provide support to specific areas of Circuit 10 will also be considered.

The completed application and all applicable documents must be submitted to the Procurement Manager and received at the address below by 4:00 PM local time in Bartow, Florida on April 30, 2015. Documents may be hand delivered or submitted to the



Community Based Care: Hardee, Highlands & Polk Counties

Procurement Manager via email at the email address below. It is the responsibility of the applicant to verify HFC's receipt of their proposal. If hand delivered, the applicant must obtain a signed receipt from the receiving HFC staff person indicating the date and time of delivery and who received the application for HFC. All submitted applications should be clearly marked **on the outside of the packaging or in the email subject line** with the following:

**“RESPONSE TO RFP #FY14/15-001”**

Each proposal should provide sufficient information and detail to:

1. Describe the support services to be rendered and describe in detail how the meetings will meet the support needs of foster families in Polk, Highlands and Hardee Counties.
2. Describe processes that will be established to ensure consistent and open lines of communication and to ensure alignment with HFC's philosophies of partnership, transparency, and trauma integration.
3. Describe an understanding of the impact of trauma on parents' behavior and coping strategies, as well as, the behavioral manifestation of toxic stress on children's behavior.
4. Describe the experience and backgrounds of the individual or individuals who will be facilitating the support group(s), where the facilitation will occur, and the method of facilitation.
5. Describe how you will recruit foster parents from the local communities to engage in and participate in the proposed support groups.
6. Detail a line item budget to support the proposal including, but not limited to, venue rental, child care expenses, travel, supplies, etc.

Each applicant will be evaluated on the above noted criteria.

The official posting of the contract(s) intent to award will be made at [www.heartlandforchildren.org](http://www.heartlandforchildren.org) on June 1, 2015 at 12:00 noon local time in Bartow, Florida.

Procurement Manager  
Kim Corpus  
Heartland for Children, Inc.  
1239 E. Main St.  
Bartow, Florida 33830  
[kcorpus@heartlandforchildren.org](mailto:kcorpus@heartlandforchildren.org)



Community Based Care: Hardee, Highlands & Polk Counties

Should you have any questions, please call Kim Corpus at (863) 519-8900 extension 206.

Upon closure of this procurement announcement, HFC Executive Management and designated reviewers will evaluate the proposals to select one (1) or more recipients to receive a grant award from this procurement process. At HFC's discretion, **some applicants may be invited** to meet with HFC management and/or designated reviewers to elaborate on their proposal before a final determination of award recipients is made.

**Schedule of Events/Timeline:** (There will not be a public opening of proposals)

The tentative timeline for this procurement is below.

Timeline EVENT	DATE
Release RFP	March 19, 2015 at 1:00pm
Solicitation Conference (open question and answer session) 1239 E. Main St. Bartow, FL Conference call #: 1-866-946-1739 Participant Number: 7936917#	April 6, 2015 at 11:00am
Answers to all questions asked posted on <a href="http://www.heartlandforchildren.org">www.heartlandforchildren.org</a>	April 10, 2015
Application submission deadline	April 30, 2015 at 4:00pm
Application review and scoring	April 30, 2015 through June 1, 2015
Notice of intent to award	June 1, 2015 at 12:00 noon
Negotiations (if needed)	TBD
Grant Begin Date	June 15, 2015

**Mandatory Qualification Requirements:**

- The respondent must have knowledge and skill relating to facilitating groups comprised of individuals from diverse backgrounds and unique experiences.



Community Based Care: Hardee, Highlands & Polk Counties

**Disqualification Criteria:**

- Failure to have performed any previous contractual obligations with Heartland for Children, Inc. or the State of Florida in a manner satisfactory to Heartland for Children, Inc., another Lead Community Based Care Agency, or DCF may be sufficient cause for disqualification. To be disqualified as a Respondent under this provision, the Respondent must have:
  - previously failed to satisfactorily perform in a contract with Heartland for Children, Inc., another Lead Community Based Care Agency, or DCF, been notified by Heartland for Children, Inc. or DCF of unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of Heartland for Children, Inc. or DCF; or
  - had a contract terminated by Heartland for Children, Inc., another Lead Community Based Care Agency, or DCF.
  
- Heartland for Children, Inc. will not 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.

**Disclaimer:**

“Please note that this and all other postings are secondary to the electronic posting on [www.heartlandforchildren.org](http://www.heartlandforchildren.org), which is the sole official posting for this advertisement.



Community Based Care: Hardee, Highlands & Polk Counties

Communication of any protest regarding this advertisement must be made to the HFC Procurement Manager and documented within 72 hours of the first official posting. Physical posting will not extend that 72-hour deadline. Likewise, it is the responsibility of those submitting a response to this advertisement to obtain the results from the [www.heartlandforchildren.org](http://www.heartlandforchildren.org) official posting site in sufficient time to protect their own interests should they care to do so.”

Any contract or agreement with Heartland for Children will require applicant’s performance to be in compliance with all applicable federal and state laws, regulations, agency rules and procedures, and Heartland for Children policies and procedures.

Any actual or potential conflict of interest must be declared at the time of initial application submission or immediately upon discovery of any such conflict of interest.

Participation by smaller businesses and organizations and by minority and women’s business enterprises certified as such by the State of Florida is encouraged. Anyone is eligible to submit a proposal for contracted services. HFC shall not discriminate against a potential provider or proposal for service on the basis of race, creed, sex, religious orientation, or affiliation.

All inquiries and protests regarding this competitive procurement announcement or solicitation document must be made in writing to the Procurement Manager, and received before a specified deadline. Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes.

HFC reserves the right to reject any and all responses to the competitive procurement solicitation document, and to ignore or correct minor irregularities when it is in the best interest of HFC, the network and its clients to do so.



Community Based Care: Hardee, Highlands & Polk Counties

## **EXHIBIT A**

### **Network Provider Application**

**(The following application must accompany each proposal submitted)**



Community Based Care: Hardee, Highlands & Polk Counties

## Network Provider Application

### Background

HFC is the non-profit lead agency overseeing Community Based Care in Circuit 10, which encompasses Polk, Hardee and Highlands Counties. HFC is responsible for the provision of services for children who have been abused and/or neglected. These services include foster care, case management, independent living and adoption.

Since 2004, Heartland for Children has been in operation in the community implementing the new System of Care to better service children and families that are in need of support and services to prevent child abuse and neglect getting help to families before harm occurs through our prevention efforts.

As the Child Welfare Lead Agency, Heartland is concerned with the safety and well-being of children in our community. HFC is charged with the responsibilities of ensuring that the children in Circuit 10 (Polk, Hardee and Highlands Counties) are safe from abuse/neglect and are receiving services for their mental health and physical well-being.

### Mission

Improving safety, permanency and well-being for all children in Hardee, Highlands and Polk Counties.

### Vision

To eliminate child abuse and neglect in Hardee, Highlands and Polk Counties.

### Values

Heartland for Children will

- approach relationships with **respect, integrity** and **transparency**
- utilize **innovation** and **excellence** to promote best practices
- approach work and problem solving with **creativity** and **flexibility**
- utilize **resourcefulness, accountability** and **efficiency**

In an effort to streamline the credentialing, negotiation and contracting processes, Heartland for Children has developed this Network Provider Application Packet. Completion of this packet will serve as a request from the Provider to become a member of the Heartland for Children Provider Network. Should HFC determine additional documentation is needed, this documentation must be provided upon request before this application may be considered fully.





Community Based Care: Hardee, Highlands & Polk Counties

**Directions:**

Please complete the application below and submit the following documents along with any additional supporting documentation you or your agency feels would be beneficial in Heartland for Children’s review:

- Detailed description or proposal for the services you are seeking to provide to Heartland for Children

**Representative and Contact Information**

<b>Name:</b>	
<b>Title:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	
<b>Fax Number:</b>	
<b>Email:</b>	

**Authorized Signature**

I attest that I have reviewed and will comply with “Requirements of Contracting with Heartland for Children, Inc.” which is maintained at [www.heartlandforchildren.org](http://www.heartlandforchildren.org). I attest to the fact that the information provided by me in this application and all other documents submitted by myself or my agency are true and correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or any document can be grounds for rejection of this application or termination of any contract/grant awards.

\_\_\_\_\_  
**Name** **Title**

\_\_\_\_\_  
**Signature** **Date**

