

REQUEST FOR PROPOSAL

LAWRENCE COUNTY
Parent Support Partner

LAWRENCE COUNTY
CHILDREN & YOUTH SERVICES

SEPTEMBER 10, 2026

1. Rationale

1.1 Purpose of Request for Proposal (RFP)

The Lawrence County Children and Youth Services (hereinafter referred to as “CYS”), New Castle, Pennsylvania is requesting proposals from qualified individuals who are interested and capable of providing Parent Support Partner services. The Parent Support Partner will utilize personal experience navigating the child welfare system, including successful reunification or resolution of issues related to termination of parental rights, to provide strengths-based mentoring, support, encouragement, and guidance to CYs-involved families. The Parent Support Partner will assist families in navigating the child welfare system and working toward positive outcomes for themselves and their children.

1.2 Background

The agency expects that 20 families will receive services.

2. Instructions

2.1 RFP Timeline

Action	Date
RFP Announcement	September 10, 2026 and September 17, 2026
Response Deadline	October 1, 2026 by 4:00 p.m.
Interview Invitation <i>(As Necessary)</i>	October 5-9, 2026
Contract Award Announcement	October 16, 2026

2.2 Required Review of RFP Package

CYS will thoroughly review all submitted proposals and determine the applicants who meet the criteria and requirements for the Parent Support Partner position.

A review by the RFP Committee will be conducted, and if necessary, CYs may contact applicants to request clarification or additional information regarding their qualifications, experience, and ability to provide Parent Support Partner services.

CYS may make inquiries, request revisions, and obtain additional information from applicants as needed to ensure a clear understanding of the proposed services and the applicant’s ability to fulfill the responsibilities of the position prior to extending an offer.

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2.3 Receipt of RFP Package

The Director of CYS is the sole authority to deliver the proposals too. Agencies are encouraged to obtain all information directly from the Director of CYS. Direct all questions regarding the RFP to the Director of CYS. Incomplete documents may be rejected, dependent upon the discretion of CYS.

2.4 Preparation Costs

CYS will not be responsible for any costs associated with the preparation, submittal, or presentation of any proposal. In addition, costs incurred from the preparation of the proposal should not be included in costs budgeted for the program.

2.5 Disclosure of Proposal Contents

All proposals and associated materials submitted to CYS become the property of CYS and will not be returned to the providing agency. Information contained within the proposals will not be shared during the evaluation of the competitive bid process but will be considered public knowledge following a formal decision. Under Pennsylvania's "Right to Know" laws (65 P.L. 390 § 66.1, 66.3, 21 June 1957) public records are required to be open to reasonable inspection. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter, the winning proposal will become public information. Copies of said public records may be requested through CYS.

2.6 Reservation of Rights

CYS reserves and may, at its sole discretion, exercise the following rights with respect to this RFP and all proposals/applications submitted pursuant to this RFP:

- a. To reject all proposals/applications or re-issue the RFP at any time prior to the execution of a final contract.
- b. To reject any proposal/application that CYS determines is incomplete, non-responsive, or does not meet the basic requirements or standards established by CYS.
- c. To supplement, amend, substitute, or otherwise modify this RFP at any time prior to the execution of a final contract.
- d. To accept or reject any or all proposals/applications and award a contract if CYS determines, at its sole discretion, that doing so is in the best interest of CYS.

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- e. To reject the proposal/application of any individual who, in CYS's sole judgment, has been delinquent or unfaithful in the performance of any prior contract with CYS, is financially or otherwise incapable of performing the required services, or is otherwise not a responsible applicant.
- f. To waive any informality, defect, non-responsiveness, and/or deviation from this RFP that is not, in CYS's sole judgment, material to the proposal/application.
- g. To permit or reject, at CYS's sole discretion, amendments, modifications, alterations, and/or corrections to proposals/applications following submission.
- h. To request that an applicant modify their proposal/application or provide additional information.
- i. To request additional or clarifying information from any applicant at any time, including information inadvertently omitted from the proposal/application.
- j. To require applicants to participate in an interview and/or provide a presentation regarding their qualifications and proposed services at a requested time and place.
- k. To conduct such investigations as CYS considers appropriate regarding the qualifications, experience, references, and suitability of any applicant and the information contained in any proposal/application.
- l. To contact references and other appropriate sources to verify information provided by an applicant and assess the applicant's ability to successfully perform the responsibilities of the Parent Support Partner position.

3. Submission Guidelines

3.1 Submission Guidelines

- CYS requests that applicants clearly identify all references and include any documentation necessary to support claims regarding their qualifications, experience, and ability to perform the Parent Support Partner services.
- All final proposal/application documents submitted become the property of CYS.
- Applicants agree that all communications regarding the RFP, proposal/application, and related inquiries will be directed to the designated RFP contact, CYS Director, John Bout. Failure to follow this communication requirement may result in disqualification of the proposal/application at the discretion of the Review Panel.

4. Method of Contractor Selection

4.1 Review Process

The CYS Director and Review Panel will review all submitted proposals/applications to ensure that required materials have been submitted

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and that applicants meet the qualifications outlined in this RFP. The Panel will review and consider the proposals/applications based on the criteria established by CYS, including the applicant's lived experience, qualifications, ability to provide Parent Support Partner services, and understanding of the role.

CYS will consider the applicant's ability to provide strengths-based mentoring and support to families involved with CYS, assist families in navigating the child welfare system, maintain appropriate boundaries and confidentiality, and work collaboratively with CYS staff and other professionals. CYS will also consider the applicant's ability to use available resources effectively while providing meaningful support to children and families in Lawrence County.

CYS may elect to conduct interviews and request revisions, clarification, or additional information from applicants who meet the basic qualifications. Interviews and discussions will provide CYS with an opportunity to further understand the applicant's experience, qualifications, and ability to fulfill the responsibilities of the Parent Support Partner position.

All applicants responding to the RFP will be treated fairly and equitably. The final decision will be based upon the criteria set forth in this RFP and CYS's determination of the applicant best qualified to provide the requested services. The applicant must be available to participate in an interview, should the Review Panel determine that an interview is necessary.

If an applicant chooses to withdraw from the process at any time, the applicant must provide written notification to the CYS Director.

4.2 Right to Negotiate

After completion of the evaluation process, including any interviews conducted with applicants, CYS may elect to initiate contract negotiations with the selected applicant. The decision to initiate contract negotiations and enter into a contract rests solely with CYS and the County of Lawrence.

4.3 Failure to Negotiate

If a selected applicant fails to provide information required to begin contract negotiations in a timely manner, fails to negotiate in good faith, indicates that they cannot perform the required services within the available budget, or if the selected applicant and the County, after a good-faith effort, are unable to reach mutually acceptable terms, the County may terminate negotiations with that applicant.

In such circumstances, CYS and the County may elect to initiate negotiations with another qualified applicant or take such other action as deemed appropriate and in the best interest of Lawrence County.

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4.4 Award of Contract

CYS will offer a contract award on behalf of the County of Lawrence to the selected Parent Support Partner. Contract terms, including compensation, scope of services, and other applicable conditions, will be determined through negotiations between the selected applicant, CYS, and the County of Lawrence.

5. Standard Contract Information

5.1 Standard Contract Provisions

The contract resulting from the award of this RFP will be governed by the terms and conditions requested by CYS and the County of Lawrence. The contract term will be for an initial period of (8) months, with project work expected to begin November 1, 2026. Renewals and extensions of the contract will be determined during discussions following the first term of service, marking the first annual review for June 2027.

5.2 Contract Content

The contract resulting from the award of this RFP will consist of this RFP, the selected applicant's proposal/application, and any additional terms, conditions, or information agreed upon as a result of negotiations between the selected applicant, CYS, and the County of Lawrence.

5.3 Insurance

The selected applicant must maintain appropriate active insurance policies. Proof of insurance should be available at all times.

6. Program – Project Summary

6.1 Project Summary

CYS is seeking a qualified individual to provide Parent Support Partner services as an independent contractor. The selected Parent Support Partner will use lived experience navigating the child welfare system to provide strengths-based mentoring, support, encouragement, and guidance to parents whose children are currently involved with CYS and may be placed in foster or kinship care.

The Parent Support Partner will assist families in navigating the child welfare system, understanding expectations, accessing resources, and working toward positive outcomes, including reunification when appropriate. The Parent Support

Partner will work collaboratively with CYS while maintaining appropriate boundaries, confidentiality, and a supportive relationship with the families served.

6.2 Project Goals, Objectives and Core Elements

The primary goal of the Parent Support Partner project is to support and empower parents involved with the child welfare system by providing mentorship, encouragement, and guidance from an individual with relevant lived experience. The Parent Support Partner will help families recognize their strengths, navigate the CYS process, address identified concerns, and work toward positive outcomes for themselves and their children.

The Parent Support Partner will serve as a supportive connection between parents and the child welfare system while maintaining appropriate professional boundaries and confidentiality. The role is intended to provide parents with encouragement and practical support as they work toward reunification, permanency, and the healthy development and well-being of their children.

Objectives Include:

- Supporting child safety, permanency, and well-being.
- Empowering parents to actively participate in their case planning and services.
- Helping parents identify and build upon their strengths.
- Providing encouragement, guidance, and support based on lived experience.
- Helping parents understand and navigate the CYS and child welfare systems.
- Connecting families with appropriate community resources and supports.
- Promoting accountability, positive change, and recovery.
- Supporting parents in working toward reunification when appropriate.
- Providing culturally responsive and respectful support.
- Encouraging healthy parent-child relationships and positive outcomes for families.

Core Elements:

- The Parent Support Partner will provide one-on-one mentoring and support to parents whose children are involved with CYS and may be in foster or kinship care.
- The Parent Support Partner will use personal experience and training to provide hope, encouragement, and practical guidance while recognizing that each family's circumstances are unique.
- The Parent Support Partner will meet with families in person and maintain appropriate contact by telephone.

- The Parent Support Partner may offer to attend Family Team Decision Making meetings, staffings, court appearances, and other meetings as a source of support for the parent.
- The Parent Support Partner will assist parents in understanding CYS expectations, identifying resources, and working toward identified case goals.
- The Parent Support Partner will maintain appropriate boundaries, confidentiality, and professional conduct in all interactions with families and CYS personnel.
- The Parent Support Partner will document contacts and activities with families as required by CYS.
- The Parent Support Partner will receive ongoing oversight and guidance from designated CYS personnel regarding case concerns, professional development, and appropriate support strategies.
- The Parent Support Partner will have access to appropriate support and consultation regarding the challenges that may arise when working with families who have experienced trauma, substance use, mental health concerns, or circumstances similar to the Parent Support Partner's own experiences.
- The Parent Support Partner will work collaboratively with CYS while maintaining the supportive role of the Parent Support Partner and respecting the individual needs, strengths, and goals of each family.

6.3 Program Reporting and Guidelines

The contracted Parent Support Partner will be required to report to CYS in a variety of ways to ensure open lines of communication, collaboration, accountability, and effective service delivery.

- **Quarterly review with CYS:** Participate in periodic reviews with CYS, including a review of contracted services, activities, progress, and expenditures as applicable.
- **Program success metrics:** Provide information necessary for CYS to evaluate the effectiveness of Parent Support Partner services and outcomes for participating families.
- **Monthly report:** Submit a monthly activity report that includes, as applicable, the number of referrals received, families contacted and served, parent contacts, meetings attended, referrals to community resources, and progress or outcomes related to families served.
- **Participation as directed:** Participate in CYS meetings, trainings, staffings, and other activities as requested by CYS that are related to the Parent Support Partner role.
- **Documentation:** Maintain accurate and timely documentation of all contacts and activities with participating families in accordance with CYS requirements.

- **Confidentiality:** Maintain confidentiality of all information obtained through the performance of Parent Support Partner services and comply with applicable laws, regulations, and CYS policies.
- **Mandatory Reporting:** Under **23 Pa.C.S. § 6311**, mandated reporters are required to report suspected child abuse. The Parent Support Partner will be required to comply with all applicable mandated reporting laws and remain current regarding changes to Pennsylvania's mandated reporting laws, regulations, and requirements.

7. Program – Project Expectations

7.1 Scope of Work

The Lawrence County CYS Parent Support Partner program is modeled on a **parent-to-parent support approach** that recognizes the value of lived experience in helping families navigate the child welfare system. The approach is based on the belief that parents who have successfully navigated their own child welfare experiences can provide hope, encouragement, guidance, and practical support to parents currently involved with CYS.

The Parent Support Partner will provide strengths-based, peer support services to parents whose children are involved with Lawrence County CYS. Services will generally include:

- **Family engagement and preparation:** Establishing a supportive relationship with parents and helping them understand the CYS process, case expectations, available services, and resources.
- **One-on-one peer mentoring:** Providing encouragement, guidance, and support based on personal experience while maintaining appropriate boundaries and confidentiality.
- **Strengths-based support:** Helping parents identify their strengths, recognize progress, address challenges, and develop confidence in their ability to make positive changes.
- **Meeting and court support:** Offering to attend Family Team Decision Making meetings, staffings, court appearances, and other case-related meetings as a support person when appropriate.
- **Resource connection:** Helping parents identify and connect with appropriate community resources, services, and supports.
- **Reunification and permanency support:** Encouraging and supporting parents as they work toward reunification, permanency, and the safety and well-being of their children.
- **Documentation and communication:** Maintaining accurate documentation of contacts and activities and communicating with the designated CYS contact regarding service delivery, concerns, and progress.
- **Ongoing support and collaboration:** Participating in required training, consultation, and meetings and working collaboratively with CYS to support positive outcomes for families.

7.2 Evaluation Plan

The submitting applicant must include within their proposal/application a plan for evaluating the Parent Support Partner services provided. The evaluation plan should identify how the applicant will measure family engagement, services provided, progress toward identified goals, and outcomes for participating families.

8. Program Qualifications

8.1 Proposing Applicant

The submitting applicant shall, at minimum:

- Have personal experience navigating the child welfare system.
- Have successfully achieved reunification or resolved issues related to termination of parental rights.
- Demonstrate personal growth, recovery, and accountability.
- Demonstrate the ability to establish supportive and respectful relationships with parents and families.
- Demonstrate the ability to maintain appropriate professional boundaries and confidentiality.
- Have the ability to communicate effectively and work collaboratively with CYS staff and other professionals.
- Demonstrate the ability to provide services in a timely and reliable manner.
- Have the ability to meet with families in person and maintain appropriate telephone contact.
- Demonstrate a willingness to use lived experience appropriately to encourage and support parents without judgment.
- Have the ability to document contacts, activities, and services provided as required by CYS.
- Demonstrate cultural awareness and the ability to provide respectful, culturally responsive support.
- Be willing and able to complete all required training prior to providing services.

Required Training and Knowledge

The Parent Support Partner will be required to complete training or demonstrate familiarity with the following areas:

- Parenting and child development
- Substance use and treatment resources
- Mental health and treatment resources
- Pennsylvania Child Protective Services Law (CPSL) and mandated reporting requirements
- Trauma-Informed Care

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- Domestic Violence
- Boundaries and Safety
- Confidentiality and Cultural Competency
- Supporting Children and Families with Disabilities
- Child welfare system and CYS procedures

The Parent Support Partner must also be willing to adhere to all applicable CYS guidelines, procedures, confidentiality requirements, documentation requirements, and other conditions established by CYS and the County of Lawrence.

CYS may consider the applicant's lived experience, qualifications, references, interview responses, communication skills, and overall ability to fulfill the responsibilities of the Parent Support Partner role when evaluating applicants.

8.2 Parent Support Partner Requirements:

The Parent Support Partner must meet the following requirements:

- Demonstrate personal experience navigating the child welfare system, including successful reunification or resolution of issues related to termination of parental rights.
- Demonstrate personal growth, recovery, and accountability.
- Demonstrate the ability to establish and maintain supportive, respectful, and professional relationships with families.
- Be able to complete all required background checks and clearances prior to providing services.
- Complete all required CYS and Parent Support Partner training prior to and during the provision of services.
- Demonstrate the ability to maintain appropriate professional boundaries and confidentiality.
- Be able to meet with families in person and maintain appropriate telephone communication.
- Be able to document contacts, activities, and services provided in accordance with CYS requirements.
- Demonstrate the ability to communicate and collaborate effectively with CYS staff and other professionals.
- Be able to provide services in a reliable and timely manner.

Background Checks and Clearances

The selected Parent Support Partner will be required to complete and maintain all background checks, clearances, and other documentation required by CYS, the County of Lawrence, and applicable Pennsylvania law. All required documentation must be provided to CYS prior to the commencement of services and maintained as required throughout the contract period.

Changes in Status

The Parent Support Partner must notify CYs in writing within five (5) business days of any change that may affect their ability to provide contracted services, including changes in availability, contact information, clearances, or other noteworthy circumstances.

The Parent Support Partner agrees to perform services in accordance with applicable CYs policies and procedures, County of Lawrence requirements, and all applicable federal and Pennsylvania laws and regulations. The Parent Support Partner is expected to conduct themselves in a professional, respectful, and ethical manner when representing themselves in their contracted role with CYs and the County of Lawrence.

8.3 Project Timeline

The selected applicant(s) will be required to begin the work on November 1, 2026 with the understanding that the selected applicant will be ready to serve the first referral as of December 1, 2026. The term of the services shall be from November 1, 2026, to June 30, 2027. This project is expected to renew July 1, 2027 for a period of 12 months.

9. Proposal Format and Content

9.1 Submission of Proposal

Proposals shall be submitted with two (2) copies on 8½" x 11" paper to:

**LAWRENCE COUNTY CHILDREN AND YOUTH SERVICES
ATTN: CYs DIRECTOR,
1001 East Washington St.
New Castle, Pa 16101**

Applicants are responsible for ensuring that their proposals/applications are submitted successfully and by the deadline established by CYs. All proposals/applications shall be submitted in two (2) parts: **Project Proposal and Financial Proposal.**

Project Proposal

The Project Proposal shall address the technical and service-related aspects of the Parent Support Partner position and shall not include any mention of fees or out-of-pocket expenses. The Project Proposal should provide CYs and the Review Panel with sufficient information to evaluate the applicant's qualifications, relevant lived experience, understanding of the Parent Support Partner role, proposed approach to supporting families, and ability to meet the requirements of this RFP.

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Financial Proposal

The Financial Proposal shall include the proposed compensation for Parent Support Partner services and any anticipated out-of-pocket expenses for which reimbursement is requested. The applicant shall provide a detailed breakdown of the proposed costs associated with providing the contracted services.

The financial proposal should reflect the anticipated costs for the initial **six (8) month contract period**. The selected Parent Support Partner may be required to provide periodic updates regarding services provided and compensation or expenses to CYS for review.

Submission Identification

The Project Proposal and Financial Proposal shall be submitted together and clearly identify the applicant's name, date submitted, and contact information.

9.2 Proposal Format

CYS encourages all interested applicants to submit a concise, professional proposal that clearly describes their qualifications, lived experience, proposed approach to providing Parent Support Partner services, and anticipated benefits to families served.

CYS discourages lengthy or costly proposals; however, all responses should provide sufficient detail for the Review Panel to understand the applicant's ability to fulfill the responsibilities of the position.

CYS will base its decision on the applicant's qualifications, relevant lived experience, understanding of the Parent Support Partner role, proposed approach to supporting families, and ability to meet the requirements outlined in this RFP. These areas should be the primary focus of the response.

9.3 Introductory Letter

All proposals/applications should include a brief introductory letter from the applicant to introduce themselves to CYS. The letter should clearly state the applicant's interest in the Parent Support Partner position and their intent to provide the requested services.

The introductory letter should also include a brief description of the applicant's relevant personal experience, lived experience with the child welfare system, and any additional education, training, employment, or volunteer experience that demonstrates their ability to successfully fulfill the Parent Support Partner role.

9.4 Qualification Statement

Each proposal/application shall include, at minimum, the following information about the applicant:

- A brief description of relevant personal and lived experience navigating the child welfare system.
- Experience related to reunification, permanency, recovery, parenting, or other circumstances relevant to supporting families involved with CYS.
- Any relevant education, employment, volunteer experience, certifications, or training.
- Experience working with parents, children, families, community organizations, or child welfare professionals.
- References who can speak to the applicant's character, reliability, communication skills, and ability to work professionally with others.
- A description of the applicant's availability and capacity to provide Parent Support Partner services during the contract period.
- Any language skills or other qualifications that may assist in serving Lawrence County families.

Proposed Approach

Applicants should address the following areas when preparing their response to the RFP:

- **Understanding of the Parent Support Partner Role:** Describe the applicant's understanding of the purpose and responsibilities of the position.
- **Use of Lived Experience:** Describe how the applicant would appropriately use their personal experiences to provide hope, encouragement, and support to parents.
- **Family Engagement Strategies:** Describe how the applicant would establish trust and build supportive relationships with families.
- **Strengths-Based Support:** Describe how the applicant would help parents identify strengths, address challenges, and work toward positive outcomes.
- **Navigation and Resource Support:** Describe how the applicant would assist families in navigating the child welfare system and connecting with appropriate resources.
- **Collaboration:** Describe the applicant's ability to work collaboratively with CYS staff, service providers, and other professionals while maintaining appropriate boundaries and confidentiality.
- **Results and Outcomes:** Describe how the applicant would determine whether their support is helping families make progress toward identified goals.
- **Availability and Service Delivery:** Describe the applicant's ability to meet with families in person, maintain appropriate telephone contact,

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attend meetings when requested, and provide services in a timely and reliable manner.

Applicants are encouraged to provide examples of experiences that demonstrate their ability to serve effectively as a Parent Support Partner. Formal organizational charts, annual financial statements, audited financial reports, and other agency-specific documentation are not required for this individual contracted position.

9.5 Subcontractors

Subcontractors will not be allowed.

9.6 Insurance

The selected Parent Support Partner, as an independent contractor, shall provide CYS and the County of Lawrence with proof of insurance coverage as required by the County and applicable to the contracted services.

The selected Parent Support Partner must maintain all required insurance coverage throughout the term of the contract and provide updated and accurate proof of coverage upon request. Failure to maintain required insurance coverage may result in suspension or termination of the contract.

10. Financial Proposal

Financial Proposals must be submitted and include all requested documentations for the RFP as well as a complete budget for the November 1, 2026-June 30, 2027, initial project parameter.

10.1 Proposed Project Budget

The applicant's Financial Proposal should clearly identify the anticipated cost of providing Parent Support Partner services during the initial eight (8) month contract period. The proposed budget should include, as applicable:

- Proposed hourly rate or other requested compensation structure.
- Estimated number of hours to be provided during the contract period.
- Anticipated direct expenses necessary to provide services.
- Mileage or other allowable travel expenses, if applicable.
- Supplies or other necessary expenses.
- Any other anticipated costs associated with providing the contracted services.

Note: This is not an exhaustive list. CYS requires a complete and clearly identified financial proposal that reflects all anticipated costs associated with providing Parent Support Partner services.

The contract resulting from the award of this RFP will be based upon the selected applicant's Financial Proposal and the terms negotiated with CYS and the County of Lawrence. The initial contract period will be **eight (8) months**, subject to available funding and approval by the County of Lawrence.

Payment will be made to the contracted Parent Support Partner upon receipt of a properly prepared invoice for services satisfactorily performed and documentation required by CYS. Payment terms, invoicing requirements, allowable expenses, and payment schedules will be established during contract negotiations.

CYS and the County of Lawrence reserve the right to terminate the contract in accordance with the terms of the executed agreement if the Parent Support Partner fails to meet the requirements or terms of the contract. The contract may also be terminated upon appropriate notice as established in the final contract.

11. Evaluation Criteria and Process

11.1 Review Process

The CYS Director will facilitate the creation of a review Panel to review all proposals to determine the most qualified applicant. Communications should be directed to John Bout, Director, CYS.

11.2 Evaluation Criteria

In order to identify the applicant who best meets the needs of CYS and the County of Lawrence, all proposals/applications will be reviewed and scored by the Review Panel based upon the following criteria:

Proposed Service Approach – 25%

- The applicant's understanding of the Parent Support Partner role and responsibilities.
- The applicant's proposed approach to providing strengths-based, parent-to-parent support.
- The applicant's ability to use lived experience appropriately to engage, encourage, and support families.
- The applicant's ability to work collaboratively with CYS while maintaining appropriate boundaries and confidentiality.

Proposed Financial Plan – 20%

- Reasonableness and appropriateness of the proposed compensation.
- Clarity and completeness of the financial proposal.
- Anticipated hours and expenses necessary to provide the proposed services.
- Overall value of the proposed services in relation to available funding.

Commitment and Availability – 15%

- The applicant's ability and commitment to provide services throughout the contract period.
- Availability to meet with families in person and maintain appropriate telephone contact.
- Ability to attend meetings, staffings, court appearances, and other activities as appropriate.
- Ability to provide services in a timely, reliable, and consistent manner.

Applicant Qualifications – 15%

- Relevant lived experience navigating the child welfare system.
- Successful reunification or resolution of issues related to termination of parental rights.
- Demonstrated personal growth, recovery, and accountability.
- Relevant education, training, employment, volunteer, or other experience.
- Ability to communicate effectively and establish supportive relationships with families.

If selected, the applicant must be prepared to provide required documentation related to education, training, certifications, references, background checks, and clearances as requested by CYS.

Relevant Experience and References – 15%

- Experience supporting parents, children, families, or individuals experiencing challenges similar to those encountered by CYS-involved families.
- Experience working collaboratively with professionals or community service providers.
- References that can verify the applicant's reliability, communication skills, character, and ability to work appropriately with others.
- Demonstrated ability to use personal experience in a constructive and supportive manner.
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Proposal Content and Format – 10%

- Completeness of the proposal/application.
- Clear and concise responses to the requirements outlined in the RFP.
- Demonstrated understanding of the Parent Support Partner project and its goals.
- Inclusion of all required information and supporting documentation.

11.3 Interview Invitations

During the evaluation process, the Review Panel may, at its discretion, invite any or all applicants to participate in an interview to discuss their qualifications, lived experience, proposed approach, and ability to provide Parent Support Partner services.

The interview will provide applicants with an opportunity to respond to questions from the Review Panel, clarify information included in their proposal/application, and provide additional information regarding their ability to successfully fulfill the responsibilities of the Parent Support Partner position.

11.4 Agency Acknowledgement

Submission of a proposal/application indicates the applicant's acceptance of the conditions contained within this Request for Proposal (RFP). Applicants must clearly and specifically identify any terms or conditions for which revisions or exceptions are requested within their proposal/application.

Unless otherwise noted in the proposal/application, the applicant understands that the terms and conditions contained within the submitted proposal/application, along with any mutually agreed-upon modifications resulting from contract negotiations, will serve as the basis for the contract between the selected Parent Support Partner, CYS, and the County of Lawrence.