



OCTOBER 19, 2016

REQUEST FOR PROPOSAL

S.A.F.E

**SUPPORTIVE AND AFFECTIVE
FAMILY EDUCATION**

**LAWRENCE COUNTY
CHILDREN & YOUTH SERVICES**

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1. Purpose of Request for Proposal (RFP)

The **Lawrence County Children and Youth Services** (Hereinafter referred to as **CYS**) and the **Lawrence County Juvenile Probation Department** (Hereinafter referred to as **JPD**) located in New Castle, Pennsylvania (Lawrence County) is requesting competitive proposals from professional agencies that are interested and capable of providing services to families that fall under risk of placement, custody or jurisdiction of both **CYS** and **JPD** and within the guidance of this proposal. The agency chosen will provide Supportive and Affective Family Education (Hereinafter referred to as **SAFE**) to families deemed appropriate by both the referring entity and the **SAFE** Model.

The purpose of this specific RFP is to provide information, establish the process and standards of selection for a contractor for the submission of a proposal that will meet the needs of **CYS** and **JPD** clients.

2. Background/Intent of RFP

Geographic Information:

Services will be administered in the homes of families located throughout Lawrence County, a small class 5 county with a population of under 95,000 located in western Pennsylvania on the Ohio border some 50 miles north of Pittsburgh and 90 miles south of Erie. **CYS** and **JPD** have been impacted by two primary factors in Lawrence County; economic deprivation (as a result of the closing of several plants and businesses) and the well known drug problem. This has created a steady increase, especially in dependency, where **CYS** has worked with the entire family to reduce out of home placements.

Need:

Through extensive intake screenings conducted by **CYS** and **JPD** we have identified the need for **SAFE** services. There is a need for an in home parenting program for parents that have substance abuse issues.

Target population:

The County of Lawrence through **CYS** and **JPD** desires to enter into a contract with a vendor to provide **SAFE** services to address the needs of families in the community. One growing concern of **CYS** and **JPD** over the years has been the problems caused by substance abuse in families in the community. Substance abuse in the families leads to issues that create dependency and delinquency.

The following is a description of the program.

Supportive and Affective Family Education

Safe parenting is an intensive specialized parenting program that works closely with parents that have substance abuse concerns, to assist in maintaining the family unit or to return children to their homes as soon as possible. This is a voluntary program for parents who have a problem or have had a problem with substance abuse. The program is made up of three evidence based programs: Brain Wise, Making Parenting a Pleasure, and the Nurturing Program. SAFE will consist of both home visits and group meetings. In the beginning the program will require meetings two times a week. There will be fewer meetings as goals are met and progress is made. The program will work on setting obtainable goals and meeting the goals. These goals will be determined by the parents and the Family Educator. If the child is over 13 years of age, the child will have special sessions with the Family Educator. These special sessions will utilize the Brain Wise curriculum and will work on making informed smart decisions.

Proposal requirements/General:

The following will need to be addressed and described in this proposal:

- Brief background of the proposing agency
- The philosophy of the agency
- Proposed Program Description based on our request
- Minimum Qualifications of the individuals considered for positions
- Documentation of case management – Description
- Summaries and other documentation to be provided – to CYS and JPD
- Supervision of programming
- References and/or community support
- Documentation of licenses, certifications and/or credentials required to provide SAFE services
- Budget summary
- Financial Disclosure

Instructions for submission:

1. Agencies will have until November 14, 2016 at 4:00pm EST to forward their complete submission including Project Proposal and Financial/Budget proposal.
2. An original plus three copies of the proposal must be received at CYS made attention to the Director, William Betz, at:
Lawrence County Children and Youth Services
ATTN: William Betz, CYS Director
1001 East Washington Street
New Castle, PA 16101
3. Electronic submissions will be accepted. These submissions must be sent via email to CYS Director, William Betz at wrbetz@co.lawrence.pa.us. All submissions must be received by the listed deadline in this proposal. Any submission received after the deadline will not be accepted

for any reason. Please contact CYS to ensure your submission was received in its entirety. Agencies assume responsibility of ensuring the proposal has been submitted successfully and in its entirety.

Submission Review and Selection:

All proposals will be reviewed by a committee selected and governed by the CYS Director. If your proposal is selected or there is the need for further clarification, it is the responsibility of the CYS Director to make contact and/or arrange any necessary meeting. The CYS Director has the authority to appoint a proxy if he/she believes that a conflict exists.

The CYS Director reserves the right to reject any or all proposals in whole or in part, to split proposals, to negotiate costs or seek additional proposals, as he deems appropriate and in the best interest of the county. The CYS Director can provide clarification, answer specific proposed questions and correct omissions or errors in this RFP at any time prior to the final selection process.

The CYS Director will have the final say as to the selected agency and complete the service provider contract specifying the range of this contracted service to be approved at public meeting by the Lawrence County Commissioners.

All qualified persons, firms and proposers shall receive consideration without regard to race, color, religious creed, ancestry, national origin, age, handicap status or gender. Lawrence County is an equal opportunity employer. The selected vendor must ensure that they, and their subcontractors, if any, conduct business in a similar manner and do not discriminate as noted above. Selection will be based on the demonstrated successful experience of the proposer, cost, and how the proposed program design meets the needs of the CYS and JPD and satisfies the specifications outlined in this specific request.

4. Proposer Requirements/Additional

Proposers must present a summary of their experience and expertise in working with dependent and delinquent youth and their families.

Proposers must disclose any conflict of interest their staff, service or agency may have in providing this service to our target population in Lawrence County.

The proposer receiving the award must, prior to starting, be prepared to provide an affidavit evidencing worker's compensation insurance and an insurance certificate evidencing general liability and any other required contractual coverage requested by Lawrence County.

The method of communication to CYS and JPD that includes reports, progress notes, face to face discussions and compliance with the service should be clear in this proposal. Sample reports and any outline referencing this function can be included and referenced in an appendix of your submission.

Selection Process

When all proposals have been received, the selection committee (as per the CYS Director) will review the process to determine which proposal best satisfies our need. Budget will be separate consideration and will be factored in by the CYS director. Required Certification and Licensing, experience in providing the proposed service, agency background and references will be key in our selection process.

**** Please feel free to contact William Betz, CYS director for any clarification or omitted consideration of this RFP.***

*****The CYS director and/or the Board of Commissioners reserve the right to reject any or all proposals and award the contract in the best interest of Lawrence County, as they shall exclusively determine.***

******The annual budget for this program will not exceed \$70,000.***

**Lawrence County Children and Youth Services
ATTN: William Betz, CYS Director
1001 East Washington Street
New Castle, PA 16101
724 658-2558**

wrbetz@co.lawrence.pa.us