



# **Family Partnerships of Central Florida**

BREVARD | ORANGE | OSCEOLA | SEMINOLE

## **Family Partnerships of Central Florida**

### **REQUEST FOR PROPOSALS**

**For**

**DEPENDENCY CASE MANAGEMENT AGENCY (CMA)  
SERVICES IN**

**SEMINOLE COUNTY, FL**

**Closing Date: July 11, 2025, Time: 10:00 a.m.**

*This Application outlines the process for selecting a Provider for the provision of Case Management Agency services to ensure the safety, permanency, and well-being of children using the funds that are allocated by the State of Florida Department of Children and Families and administered by Community Based Care of Brevard, Inc. dba Family Partnerships of Central FL.*



# Family Partnerships of Central FL

## REQUEST FOR PROPOSAL

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## **PART I – INTRODUCTION**

### **PURPOSE**

Family Partnerships of Central Florida (FPOCF) is soliciting proposals from agencies interested in providing Dependency Case Management services in Seminole County. The intention of this Request for Proposals (RFP) is to solicit responses and formal proposals from qualified respondents to provide Dependency Case Management services for children and families served by FPOCF.

This RFP is issued solely for information and planning purposes. This document does not commit FPOCF to contract for any service, supply, or subscription whatsoever. FPOCF will not reimburse any information or administrative costs incurred because of participation in response to the RFP. All costs associated with a response will be at the responding party's expense.

### **FPOCF ORGANIZATION AND STRUCTURE**

Brevard Family Partnership was established in 2003 as a nonprofit organization in response to the legislative mandate to privatize foster care and related services ([Section 409.986, Florida Statutes](#)). In 2005, the agency was awarded the contract to manage Brevard County's child welfare system through the [Florida Department of Children and Families](#). *In 2024, Brevard Family Partnership became Family Partnerships of Central Florida (FPOCF)* and was awarded the contract to manage the child welfare system for Brevard, Orange, Osceola, and Seminole counties. Under this mandate, FPOCF and its community partners provide child abuse prevention, foster care, adoption, and independent living services to an average of 8,500 Central Florida children and youth each year and more than 2,800 young people on any given day.

### **MISSION**

Our mission is to protect children, strengthen families and change lives through child abuse prevention and the operation and management of a comprehensive, integrated, community-based system of care for abused, abandoned, and neglected children and their families.

### **VISION**

FPOCF and its partners manage a child welfare system committed to:

- The safety of children first.
- Ensuring timely permanency for every child.
- Providing customized services that meet the unique needs of each child and family provided by a comprehensive, community-based network of providers dedicated to delivering a family-centered, need-driven, responsive service delivery system.
- Efficiently and effectively managing resources to achieve better outcomes for children, with the goal of ensuring child safety and permanency within a 12-month timeframe.



- Ensuring financial support is available from diverse federal, state, and local sources and flexibly managed at the local level to meet the needs of children and families in a timely and appropriate manner.
- Operating a system that collects and uses data to accurately forecast the services and support needed, at the level of intensity and duration required, and at the necessary cost to achieve desired outcomes for each child and family.

## **VALUES**

FPOCF's system of care is family-centered, strength-based, and community-driven. Our staff and partners believe all children have the right to grow up safe, healthy, and fulfilled in families that love and nurture them.

## **PRINCIPLES OF PRACTICE**

FPOCF's 10 Principles of Practice are:

- Family Voice and Choice
- Team-Based
- Natural Supports
- Collaboration
- Community-Based
- Culturally Competent
- Individualized
- Strengths-Based
- Persistent/Unconditional
- Outcome-Based

## **ANALYSIS OF NEEDED CAPACITY**

FSFN Children Actively Receiving Services monthly report showing children currently receiving services (OHC, In Home Judicial, ICPC and Courtesy Supervision (OCS).

Total Children Served - OHC, In-Home Judicial & ICPC															
	25-Mar	25-Feb	25-Jan	24-Dec	24-Nov	24-Oct	24-Sep	24-Aug	24-Jul	24-Jun	24-May	24-Apr	24-Mar	24-Feb	24-Jan
Seminole	352	368	382	396	415	405	419	412	417	432	454	452	441	455	457

ENTRIES																
	25-Jan	24-Dec	24-Nov	24-Oct	24-Sep	24-Aug	24-Jul	24-Jun	24-May	24-Apr	24-Mar	24-Feb	24-Jan	23-Dec	23-Nov	23-Oct
Seminole	9	12	1	7	3	15	12	7	15	14	8	11	4	8	3	16

EXITS																
	25-Jan	24-Dec	24-Nov	24-Oct	24-Sep	24-Aug	24-Jul	24-Jun	24-May	24-Apr	24-Mar	24-Feb	24-Jan	23-Dec	23-Nov	23-Oct
Seminole	10	16	19	8	6	28	14	27	11	15	6	15	6	9	12	12



## **PART II - APPLICATION REQUIREMENTS**

### **PROCUREMENT OF SERVICES**

Procurement of services is in accordance with state and federal laws, and FL Department of Children and Families contract stipulations with FPOCF.

### **PROPOSAL APPLICATION DEADLINE**

Responses to this RFP will be accepted by FPOCF emailed to **Christopher Goncalo, Director of Contracts and Compliance** at [christopher.goncalo@brevardfp.org](mailto:christopher.goncalo@brevardfp.org) **no later than 10 a.m. on FRIDAY, JULY 11, 2025.**

No changes, modifications or additions to the submitted proposals will be allowed once submitted.

FPOCF reserves the right to reject any and all proposals or to waive minor irregularities when to do so would be in the best interest of FPOCF. A minor irregularity is defined as a variation from the request for proposal terms and conditions that does not affect the price of the proposal, give the prospective respondent an advantage or benefit not enjoyed by other prospective respondents or does not adversely impact the interest of the agency.

### **AWARDS**

As the best interest of FPOCF may require, the right is reserved to make an award to the most responsive respondent, by individual items, group of items, all or none, or a combination thereof; to reject any and all proposals or waive any minor irregularity or technicality in responses received.

Respondent(s) are cautioned to make no assumptions unless their proposal has been evaluated as being responsive and qualified. All awards made as a result of a proposal shall conform to applicable Florida laws. FPOCF reserves the right to cancel an awarded proposal if full funding is unavailable, a contract cannot be successfully negotiated, or upon due cause, such as provider misrepresentation, negligence, non-performance, or other factors, via written notice of which electronic (email) is acceptable.

The anticipated start date for this contract is **October 1, 2025**. FPOCF will negotiate a contract with the successful respondent.

### **OFFICIAL CONTACT PERSON**

This RFP is issued by FPOCF. The sole point of contact for information concerning content or procedures for responding to this RFP is:

Christopher Goncalo, Director of Contracts and Compliance  
Family Partnerships of Central Florida  
Office - 321-752-4650 x 3060  
Cell – 321-693-2966  
[christopher.goncalo@brevardfp.org](mailto:christopher.goncalo@brevardfp.org)



Material changes, if any, to the scope of services of bidding procedures will only be transmitted by written addenda and posted on the FPOCF website at

[Requests - Family Partnerships of Central Florida](#)

### **NOTICES**

All notices, decisions, intended decisions and responses to inquiries will be communicated through electronic posting at the following website:

[Requests - Family Partnerships of Central Florida](#)

It is the prospective Respondent's exclusive responsibility to access all updates posted.

### **LIMITATIONS ON CONTACTING FPOCF**

Respondents are advised to limit their contact regarding this RFP to the sole contact person listed above. With reference to this RFP, no representations, other than those distributed by the contact person in writing, are binding on FPOCF and respondents are cautioned that oral responses by FPOCF are not binding upon it.

### **INQUIRIES**

Inquiries must be submitted in writing via email to the FPOCF contact person on or before the date specified in the timeline. Responses to all inquiries that involve clarification and/or changes to this RFP will be made available to interested parties via electronic posting on the FPOCF website to which they were received. No questions related to this RFP will be accepted after the time specified in the timeline.



### **TIMELINE: SCHEULE OF EVENTS AND DEADLINES**

<b>EVENT</b>	<b>DATE AND TIME</b>
Request for Proposal released and posted on the FPOCF website.	Monday, June 23, 2025
Last Day to Submit Questions	Thursday, July 3, 2025
Posting of Q&A's Responses	Ongoing postings to the Q&A document on the Procurements section of the FPOCF website during the open period for inquiries.
Proposals due to FPOCF	10:00 AM, Friday, July 11, 2025
Distribute qualified Respondent Proposals to Selection Team	Friday, July 11, 2025
Selection Team evaluators turn in Proposal Scores and make recommendations.	Wednesday, July 16, 2025
In-person Oral Presentations	Friday, July 18, 2025
Post Intent to Award Notice	Monday, July 21, 2025
Protest Deadline – by formal written notice.	Monday, July 28, 2025
Anticipated effective date of contract	October 1, 2025

### **CONFLICT OF INTEREST**

The award hereunder is subject to the provisions of federal regulations, state statutes and county ordinances. All respondents must disclose with their proposal the name of any officer, director, or agent who is also an employee of FPOCF or the National Center for Innovation and Excellence (NCFIE) or member of the organization's board of directors. Further, all respondents must disclose the name of any FPOCF or NCFIE employees or members of the review board of directors who own, directly or indirectly, any interest in the respondents' firm or any of its branches.



## **LOBBYING STATEMENT**

Firms and their agents are hereby placed on notice that the FPOCF staff or the review board of directors shall not be contacted (except for designated contact person) about this proposal. Public meetings and public deliberations are the only acceptable forum for the discussion of merits of products/services requested by the RFP and written correspondence regarding proposals may be submitted to the official contact person. Failure to adhere to these requirements could result in the action to disqualify the respondent from consideration of the award.

## **FACSIMILE TRANSMISSION (FAX)**

Proposals that are received by FAX are not acceptable and will be rejected.

## **ADDITION, DELETION OR MODIFICATION OF PROPOSAL**

FPOCF reserves the right at its sole discretion to increase, decrease or delete any portion of this RFP at any time without cause.

## **PART III - SPECIAL CONDITIONS**

News Releases/Publicity: News releases, publicity releases, or advertisements relating to this RFP and resulting contract, or the tasks or projects associated with the project, shall not be made without FPOCF's prior knowledge of the FPOCF point of contact. Releases should identify the funding entity, as well as the funding source.

RFP Documents: Respondents shall examine the RFP carefully. Ignorance of the requirements will not relieve the respondents of liability and obligations under the contract.

Respondents' Costs: FPOCF shall not be liable for any costs incurred by respondents in responding to this RFP.

Insurance: Respondents will ensure that either their insurance coverage or self-insurance program or insurance of their contracted agents is adequate and enough to cover the activities performed under this agreement, as to the actions undertaken. Respondents shall ensure that the insurance requirements upon all contractors conform to and comply with all applicable local, state and/or federal requirements.

Other Laws, Rules and Regulations that may apply.

- A. Chapter 409 – *Social Welfare-Social and Economic Assistance*
- B. Chapter 39 Florida Statutes – *Proceedings Relating to Children*
- C. Florida Administrative Code, 65C-14- *Group Care*
- D. FPOCF Fiscal Policies AP-430 and AP-465
- E. Florida Public Records Act, Chapter 119 F.S.
- F. Florida Statutes, Chapter 112 - which deals with conflict-of-interest OMB Circular A-133
- G. Adoption and Safe Family Act (ASFA) performance standards
- H. Chapter 427 F.S. Part 1 Transportation Services and Rule 41-2 Florida Administrative Code– transportation of children.



- I. Federal requirements of TANF, Title IV-B and Title IV-E State plans, Children and Family Operating Procedures 175-71, 175-93, 175-29, and 175-59.
- J. U.S.C. (Section 1324a) (Section 274A(e) of the Immigration and Nationality Act – employment of unauthorized aliens)
- K. 45 CFR Part 76 – Certification Regarding Debarment and Suspension
- L. American Disabilities Act of 1990 PL 101-336
- M. 24 CFR Part 1 – The regulations promulgated pursuant to Title VI of the 1984 Civil Rights Act.
- N. Title VII of the 1964 Civil Rights Act as amended by the Equal Employment Opportunity Act of 1972 – prohibits discrimination in employment.
- O. Age Discrimination Act of 1973.
- P. Health Insurance Portability and Accountability Act (HIPAA)
- Q. Rehabilitation Act of 1973 – no discrimination against qualified disabled individuals.
- R. Section 109 of Public Law 100-202 – which restricts the awarding of public works contracts to firms from foreign countries with unfair trade practices.
- S. Davis-Bacon Requirements Labor Standards Requirements.
- T. Chapter 287 F.S.

Additional Terms and Conditions FPOCF reserves the right to reject proposals containing any additional terms or conditions not specifically requested in the original conditions and specifications of this proposal.

## **PART IV – TECHNICAL SPECIFICATIONS/PROJECT DESCRIPTION**

### **1. PROJECT DESIGN**

#### **DEPENDENCY CASE MANAGEMENT AGENCY (CMA) SEMINOLE COUNTY**

**Annual Award Ceiling:** Seminole County \$2,259,500

***\*Proposals cannot exceed award ceilings***

The contract resulting from this RFP will be Cost Reimbursement.

FPOCF is seeking proposals from qualified service providers to deliver high quality case management services to eligible children (up to age 21) and families in Seminole County. These services include foster care and related services pursuant to s. 409.1671, F.S. and 65C-11, F.A.C. and any specified FPOCF operating procedures, while ensuring each child's safety, well-being, and permanency. The applicant shall be required to comply with the principles and practices which encompass family centered strength-based service planning and supports, and utilization of culturally competent flexible support services tailored to the unique needs of families. Service delivery is outcome oriented and incorporates flex funding when appropriate to meet the basic needs of families.

Additionally, the selected Provider shall be responsible to actively engage, implement and adhere to any and all initiatives led by FPOCF. This includes but is

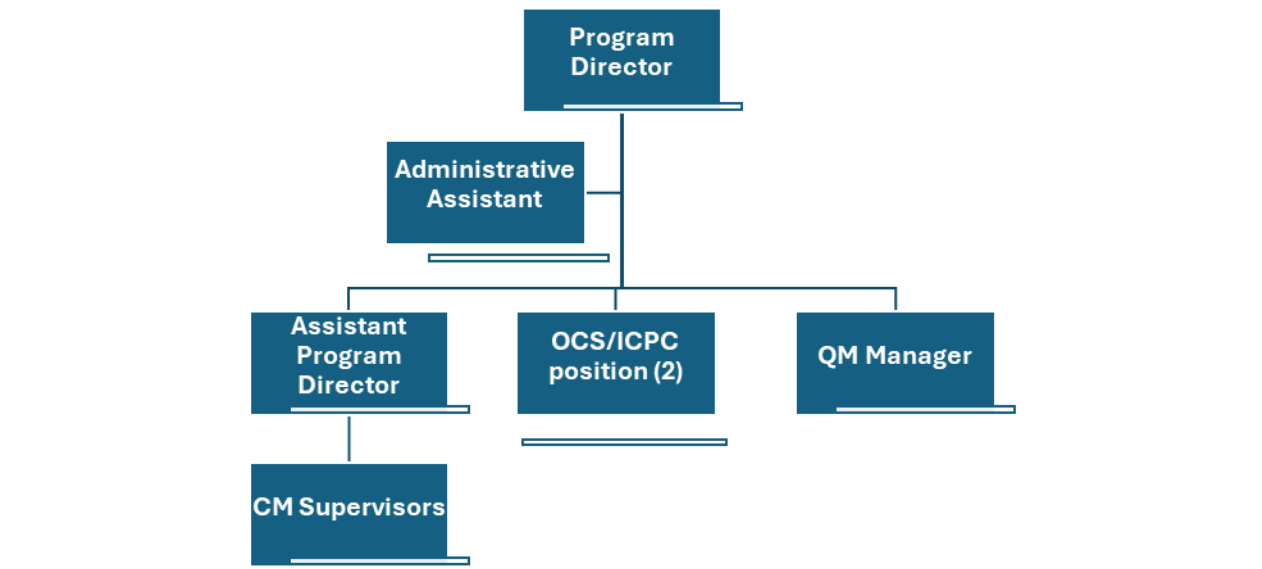


not limited to the following initiatives that will be implemented into Case Management practice: Quality Parenting Initiative, Trauma-Informed Care, Positive Youth Development, Pathways to Excellence, and the Department's Child Protection Transformation.

FPOCF intends to select one provider. The selected provider is expected to utilize Wraparound, Family Team Conferencing, or other evidenced based family engagement process with fidelity. FPOCF has a robust utilization management system overseen by FPOCF's Behavioral Health and Clinical Team responsible for reviewing and authorizing all services requests by CMA. The CMA provider will receive an allocation of client services dollars (included in the award ceiling to be managed by each CMA).

### **CMA STAFFING ORGANIZATIONAL CHART**

FPOCF conducted a thorough analysis of current workloads to identify an appropriate staffing model that optimizes resources while ensuring a balanced distribution of tasks. Proposals must adhere to the staffing pattern below to ensure alignment with organizational goals and support efficient operations. The following organization chart should be implemented in Seminole County.



\*Each unit is comprised of 1 Supervisor, 5-6 Case Managers (with a ratio of 1:17 children) and 1 Family Support Worker.



**Average salary for identified positions:**

Program Director	\$79,750
Assistant Program Director	\$72,100
Supervisor	\$60,925
Case Manager	\$49,500
Quality Manager	\$56,000
Family Support Worker	\$32,758

**All Respondents must agree to give hiring preference to current staff that meet the Applicant's minimum qualifications and that accept employment by the Respondent.**

**EXPECTED RESULTS**

A performance-based contract differs from traditional contracts in several fundamental ways. Rather than purchasing services with no clear result, FPOCF will partner with highly a qualified agency to attain clearly defined and shared goals for children and families. Expectations about desired results will be explicitly stated in the contract resulting from this RFP; routinely monitored and tracked; and performance will be linked to and supported by the payment model.

FPOCF expects that the service delivery system resulting from this RFP will result in positive child and family outcomes including:

- More children will be able to remain safely at home and within their local community and school.
- More parents/families will receive the correct mix of services/supports with evidence of positive outcomes to resolve safety threats when children cannot be safely maintained in their homes.
- Fewer children with high-level complex needs will require therapeutic intensive out-of-home care placements and the length of stay in therapeutic intensive care settings will be safely reduced when placement is needed.
- Reduction in recidivism.

FPOCF expects to see case-level improvements including:

- Individualized services for the children and families that build on their strengths and natural support systems, using a wraparound approach to service planning to ensure that children and families receive the services they need, when they need them.
- Family engagement in service planning from the first day and throughout the life of the case.
- Case plans are timely, family-guided, culturally competent, strength-based, and focus on defining the services that can best meet individualized needs.
- Strong experienced engaged leadership team that provides trend analysis, client specific outcome reports, risk assessment, quality assurance, training, and consultation, and family centered practice principles and values.



FPOCF expects the new contracting model to achieve system-level improvements including:

- Greater consistency in services for children and families throughout FPOCF service areas. regardless of where they live.
- A broader array and high level of inclusion of informal support and services engaged in Family Team meetings to support and sustain the family beyond exit from the system.
- Decrease in racial and ethnic disproportionality throughout the system.
- Sound business practices including robust quality assurance and improvement systems, accurate and timely data collection and reporting capability to monitor outcomes and guide planning, and strong fiscal controls to leverage funding and ensure effective use of resources.
- Improved stakeholder satisfaction with the quality, appropriateness, and cultural competence of service planning and delivery.
- Positive outcomes for youth exiting the system.
- Transitioning and concurrent planning practices.
- Collaborative planning processes.
- Improved court related activities including ability to articulate client needs, services, status of referrals, and coordination of case staffing with Children's Legal Services (CLS).

**Clients to be Served.**

The Applicant will ensure services are provided to the following clients:

- (1) Children, young adults, and families in need of foster care and related services as described in Chapters 39 and 409, F.S. as a result of maltreatment.
- (2) Children placed with foster families and other substitute caregivers and their families as described in section 409.175, F.S. and Chapters 65C-12 and 65C-13, F.A.C.
- (3) Children in need of or placed with adoptive families pending adoption legalization as described in Chapters 63 and 409, F.S. and Chapters 65C-13 and 65C-16, F.A.C.
- (4) Children in need of out-of-town inquiry, courtesy supervision, or Interstate Compact for the Placement of Children (ICPC) as described in Chapter 409, F.S.
- (5) Children in need of assessment or services as a result of a Special Condition referral.
- (6) Young adults who exit the foster care system and request extended foster care, according to 65C-41, F.A.C.



**Required Child Protection Tasks** - include but are not limited to:

- (1) Deliver foster care and related services, based on a case plan pursuant to s. 39.601, F.S., and document services in the child's master file.
- (2) Provide initial and ongoing assessment of each child and family and continually assess risk as an ongoing activity.
- (3) Assure that parents, children, caregivers, and foster parents are part of the team, participate in service delivery/planning and receive a copy of the plan for each child.
- (4) Provide evidence through case record documentation that goals are individualized, objective, measurable, and detailed documentation of case activity in system record of client's progress toward meetings goals.
- (5) Assure all services including, but not limited to, transportation for children and family members, outpatient therapy, in-home services, etc. are arranged and provided for in accordance with the individualized plan.
- (6) Assure collaboration with other community systems to address the families' comprehensive needs.
- (7) Maintain a 24-hour on-call system to address client needs and agency on call protocol.
- (8) Ensure ongoing supervisor reviews are conducted at a minimum quarterly from the date of the initial review. This subsequent review will also ensure child safety, well-being, and permanency are being addressed and that the record contains complete and accurate documentation. Each child's case plan will be reviewed at least quarterly and will include an evaluation of the family's progress toward achieving service goals.
- (9) Arrange visitation within 72 hours of case staffing and arrange for ongoing visitation as ordered by the Dependency Judge and arrange sibling visitation monthly.
- (10) Complete home studies timely for determination of appropriate placement; and complete the diligent search process for relatives or absent parents and document all reasonable efforts to finalize permanency.
- (11) Work collaboratively to partner with and engage biological parents and/or the relative/non-relative placement custodians in any and/or all services.
- (12) Conduct home visits to see the child/children, based on the risk of the child at least once every 30 days.
- (13) Conduct drug screens as appropriate.
- (14) Monitor and verify the case progress in the home and present documented outcomes on the case to the court. The provider shall monitor and validate progress by:
  - a. submitting a factual summary of major casework activity that has occurred during the supervision of the family.



- b. verifying case plan compliance through providers, documentation of certificates of completion and completion of case plan tasks.
  - c. reviewing updated Florida Department of Law Enforcement (FDLE) and local background checks, progress reports from referral providers, therapists, teachers, etc.
  - d. observations made in the home during home visits.
  - e. interviews with the children, if applicable, family members and custodians.
- (15) When a child is sheltered, follow procedures for the removal and placement of children in accordance with Chapter 39, continue to seek other possible relative placements, continue to provide services and visitations and document visitation with the child and shelter parent/provider where the child is placed while the child is in shelter. In the event a relative is located out of state, request a home study through the Interstate Compact on the Placement of Children (ICPC), in accordance with CFOP and FPOCF OP 1054.
- (16) Identify eligible clients for Independent Living services and ensure through cooperation with placement providers that all eligible children receive Independent Living services.
- (17) Work in conjunction with the Child Protective Investigator (CPI) to ensure shared responsibility in facilitating placement for the child for any shelter on an open dependency case. The care manager will specifically be responsible for notifying Intake that a placement is needed; completion of the Pre Placement Tool; completion of a Child Resource Record for each child; transporting the child to the placement; attending and testifying at the Shelter hearing, if applicable; setting up visitation within 72 hours of removal; ensuring that the medical screening (Well Child check) is scheduled within 72 hours; and request MDT to convene to discuss change in circumstances.
- (18) Assure data integrity, timeliness in submission of data and reports as required and related to applicable service(s).
- (19) Assure that case record documentation is clearly legible, kept up to date from intake through termination, and contact entries are made within 48 hours of contact with the person served.
- (20) Complete and submit Critical Incident Reports within established timeframes and according to chain of command notification process.
- (21) Complete and submit exit interviews within 5 days of a child moving from a licensed setting where the child has resided for 30 days or more.
- (22) Ensure normalcy activates specifying authority of the foster parents/caregivers and identify appropriate age-appropriate activities for each child thirteen and over (13+) placed in licensed care within 30 days of child's placement. Planning must be developed with the foster parent/caregiver, child, and biological parent when appropriate and must be reviewed and updated no less than every three months.



- (23) Completion and validation of the K-12 Report card quarterly for children in out-of-home care, ages 5-17.
- (24) Have case management staff sign an understanding and agreement with the FPOCF system of care. This form will be provided for review by agencies who are awarded the right to negotiate this contract.
- (25) Respond to all requests by FPOCF in relation to the Department or other inquiries, media coverage and events, client complaints or other critical incidents that require information on an emergency or as needed basis.
- (26) Provide ongoing quality assurance and participate in ongoing file review monitoring.
- (27) Ensure care management staff meet Child Welfare certification requirements and meet annual training requirements.
- (28) Solicit support from the local community for holiday gift giving to support the children served by Provider by providing leadership, planning, coordination, and staffing for the pick-up and delivery of gifts to support the youth served.

### **Professional Qualifications**

The provider must adhere to the staff qualifications and background screening requirements as required by Chapter 409.175, F.S. and the Florida Certification Board (FCB). **All Respondents must agree to give hiring preference to current staff that meet the Applicant's minimum qualifications and that accept employment by the Respondent.**

(1) Provider staff responsible for performing case manager functions shall meet qualifications as defined by the Florida Department of Children and Families and training requirements stipulated by the Florida Certification Board.

(2) Provider staff performing supervisory functions shall have a master's degree in social work, counseling, or a related field and a minimum of two years of experience with at-risk youth and families. A bachelor's degree may be considered along with exceptional experience/training in an independent/transitional living program.

### **Staff Training**

The agency shall have a written plan for the orientation, ongoing training, and development of all staff. Agency supervisory and case manager staff shall receive at least 20 hours of in-service training during each full year of employment. Activities related to supervision of the staff members' routine tasks should not be considered training activities for the purpose of this requirement.



### **Expected Performance Measures**

Provider shall be required to meet the following performance standards, which are subject to change by DCF. Any additional DCF required measures should be automatically incorporated into the Provider's contract.

### **Minimum Performance Measures**

Ref#	Category	Measure Description	Standard	Report Period
<b>System-Wide Metrics</b>				
1.	Safety	Children with no recurrence of verified maltreatment within 12 months of a prior verified maltreatment	90.3%	The month ending 15 months prior to the end of the report month. (e.g., March 1, 2020 - March 31, 2020, for the month ending June 30, 2021).
2.	Permanency	Children achieving permanency within 12 months of entering care.	35.2%	The month ending 12 months prior to the end of the report month (e.g., June 1 through June 30, 2019, for the report month ending June 30, 2020).
3.	Permanency	Children achieving permanency within 12 months for children in Out- of-home care between 12 and 23 months.	43.8%	The beginning of the day 12 months prior to the end of the report month (e.g., July 1, 2019, for the report month ending June 30, 2020).
4.	Permanency	Children achieving permanency within 12 months for children in out-of-home care for 24 months or more	37.3%	The beginning of the day 12 months prior to the end of the report month (e.g., July 1, 2019, for the report month ending June 30, 2020).



5.	Permanency	Children who do not re-enter foster care within 12 months of moving to a permanent home.	94.4%	The 12-month period ending 24 months prior to the end of the report quarter. (e.g., October 1 to September 30 for the 12-month period ending September 30).
<b>Case Management – Quantitative Metrics</b>				
6.	Safety	Rates of children not abused or neglected while in out-of-home care.	$\leq 9.07$	The month ending three months prior to the end of the report month (e.g., June 1, 2020, to June 30, 2020, for the report month ending September 30, 2020).
<b>Ref#</b>	<b>Category</b>	<b>Measure Description</b>	<b>Standard</b>	<b>Report Period</b>
7.	Safety	Percent of children not abused or neglected while receiving in-home services.	95%	The month ending three months prior to the end of the report month (e.g., June 1, 2020, to June 30, 2020, for the report month ending September 30, 2020).
8.	Well-Being	Percent of children under supervision who are seen every 30 days.	99.5%	The month ending as of the end of the report month (e.g., June 1, 2020 – June 30, 2020, for the month ending June 30, 2020).
10.	Permanency	Rate of children's placement moves per 1,000 days in foster care.	$< 4.5$	The twelve (12) month period ending as of the end of the report month (e.g., April 1, 2017, to March 31, 2018 for the report



				month March 2018)
11.	Permanency	Percent of children placed with relatives or nonrelatives.	60%	The last day of the report month.
12.	Permanency	Percent of sibling groups where all siblings are placed together.	65%	The last day of the report month.
13.	Permanency	Number of children with finalized adoptions during each state fiscal year (SFY) ending June 30. SFY 2023-24 SFY 2024-25 SFY 2025-26 SFY 2026-27 SFY 2027-28	TBD TBD TBD TBD TBD	Monthly: Performance through the end of the month prior to the report month Fiscal Year to Date: Same as monthly.
<b>Case Management – Qualitative (Life of Case) Metrics</b>  The Department will be monitoring to establish a baseline system of measure across the state for the annual accountability system. The Department will waive performance penalties for qualitative measures until a baseline is established and targets are set for progressive performance improvement.				
14.	Safety	Item 2: Services to Prevent Removal	90%	The month ending as of the end of the report month.
15.	Safety	Item 3: Risk and Safety Assessment and Management	90%	The month ending as of the end of the report month.
<b>Ref#</b>	<b>Category</b>	<b>Measure Description</b>	<b>Standard</b>	<b>Report Period</b>
16.	Permanency	Item 4: Stability of Foster Care Placement	90%	The month ending as of the end of the report month.
17.	Permanency	Item 5: Permanency Goal of the Child	90%	The month ending as of the end of the report month.
		Item 6: Achieving Reunification, Guardianship,		The month ending as



18.	Permanency	Adoption, Or Other Planned Permanent Living Arrangement	90%	of the end of the report month.
19.	Permanency	Item 7: Placement with Siblings	90%	The month ending as of the end of the report month.
20.	Permanency	Item 8: Visiting with Parents and Siblings in Foster Care	90%	The month ending as of the end of the report month.
21.	Permanency	Item 9: Preserving Connections	90%	The month ending as of the end of the report month.
22.	Permanency	Item 10: Relative Placement	90%	The month ending as of the end of the report month.
23.	Permanency	Item 11: Relationship of Child in Care with Parents	90%	The month ending as of the end of the report month.
24.	Well-Being	Item 12: Needs and Services of the Child Parents, and Foster Parents	90%	The month ending as of the end of the report month.
25.	Well-Being	Item 13: Child and Family Involvement in Case Planning	90%	The month ending as of the end of the report month.
26.	Well-Being	Item 14: Caseworker Visits with the Child	90%	The month ending as of the end of the report month.
<b>Ref#</b>	<b>Category</b>	<b>Measure Description</b>	<b>Standard</b>	<b>Report Period</b>
27.	Well-Being	Item 15: Caseworker Visits with Parents	90%	The month ending as of the end of the report month.
28.	Well-Being	Item 16: Educational Needs of the	90%	The month ending as of the end of the report



		Child		month.
29.	Well-Being	Item 17: Physical Health Needs of the Child	90%	The month ending as of the end of the report month.
30.	Well-Being	Item 18: Mental/Behavioral Health Needs of the Child	90%	The month ending as of the end of the report month.

## **2. SELECTION AND SCORING CRITERIA**

It is the intent of FPOCF to select three Qualified Applicant(s) that can best achieve the identified needs to ensure quality service provision. FPOCF will convene a review team to evaluate and rank all proposals that have been deemed eligible. Applicants(s) which do not provide a complete application package will be determined ineligible for further consideration.

The following RFP evaluation sheet will be used:

Rating Scale Summary – To ensure the greatest degree of consistency possible, a scale of 0-3, whole numbers only, will be used for each area evaluated. The “total” will be the evaluator’s scores, per section, multiplied by the assigned weighted value, which is determined by importance.					
Points					
0	Respondent has not responded to or has poorly responded to the criterion demonstrating a lack of understanding of the criterion addressed in the proposal.				No value
1	Respondent has demonstrated little or no direct capability or has not adequately addressed the criterion in the proposal.				Minimal
2	Respondent has demonstrated average capability and a good approach to the criterion in the proposal.				Average
3	Respondent has demonstrated above average capability and approach to the criterion in the proposal.				Above Average
ORGANIZATIONAL CAPACITY:		Sub-total Score:	Weight	Maximum Score	Total
• The response describes their agency's mission, philosophy, and purpose and how it pertains to CMA services delivered under this contract.		3	1	3	
• The response demonstrates experience with this population.		3	1	3	
• The response describes the agency's ability to begin service delivery on September 1, 2025, and provisions for immediate service delivery to new clients, as well as for the continuity of care for existing clients.		3	1	3	
• The response demonstrates a competent and experienced senior management staff that reflects the mission, vision, and stated		3	2	6	



values of FPOCF.				
<b>Total for this section</b>			15	
<b>PROGRAM DESIGN:</b>	<b>Sub-total Score:</b>	<b>Weight</b>	<b>Maximum Score</b>	<b>Total</b>
<ul style="list-style-type: none"> <li>The response demonstrates a Quality Management system to ensure consistent high-quality service and results.</li> </ul>	3	2	6	
<ul style="list-style-type: none"> <li>The response demonstrates a clear understanding of the technical specifications cited in the RFP.</li> </ul>	3	2	6	
<ul style="list-style-type: none"> <li>The response describes the model the agency will utilize to provide Case Management and integration of evidenced based family engagement services to include any innovative case practice.</li> </ul>	3	2	6	
<ul style="list-style-type: none"> <li>The response demonstrates established community connections that can support the program.</li> </ul>	3	1	3	
<ul style="list-style-type: none"> <li>The respondent demonstrates a thorough plan to ensure compliance with expected performance measures and demonstrates a solid plan on how to capture and report the data.</li> </ul>	3	2	3	
<b>Total for this section</b>			24	
<b>COST PROPOSAL:</b>	<b>Sub-total Score:</b>	<b>Weight</b>	<b>Maximum Score</b>	<b>Total</b>
<ul style="list-style-type: none"> <li>The response demonstrates that the Respondent is a financially stable organization and will provide fiscal management of program, fiscal reporting, and oversight.</li> </ul>	3	2	6	
<ul style="list-style-type: none"> <li>The response demonstrates how the Respondent will leverage additional funds and community resources in addition to the funds provided by FPOCF and plan for re-investment of any surplus funds in the local system.</li> </ul>	3	1	3	
<ul style="list-style-type: none"> <li>The response demonstrates that the Respondent's indirect costs are reasonable, allowable, and do not exceed 10% and budget line items and accompanying narrative are clearly described, reasonable, allowable, and realistic within the context of the services</li> </ul>	3	1	3	



proposed.				
<b>Total for this section</b>			12	
<b>Total:</b>	0-1-2-3 scoring only.		Maximum Overall Score 51	<b>Out of 51 possible</b>
	<b>Comments:</b>			

**Scoring will not be used as a sole determination of awarding funds to project(s). FPOCF considers awards based on the following:**

1. Information as presented in the application; and
2. Perceived value to the community, and/or competitiveness or duplication compared to other currently proposed projects; and
3. Expenditure goals and deadlines of individual funding sources; and
4. Which proposal, in the opinion of the Review Committee, will best serve the community needs and address community-based care strategies.

The FPOCF Review Committee may require additional information, and Applicants agree to furnish such information, up to and including Respondent presentations.

FPOCF reserves the right to award the contract to those qualified applicants who best serve the interests of FPOCF.

FPOCF reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals.

FPOCF reserves the right to waive minor irregularities or variations, which are not mandated by DCF to the specifications and bidding process.

FPOCF will fund the organization(s) which, in its opinion, best serve the community, based on the above criteria and consideration of the FPOCF Review Committee recommendation.

FPOCF reserves the right to initiate contract negotiations with the most qualified applicants(s), with more than one applicant at a time and need not negotiate with all qualified applicants. If a contract cannot be negotiated with any of the ranked applicants who responded to this Request for Proposal, FPOCF shall have the right to issue a new Request for Proposal or to otherwise seek additional qualified applicants.

### **3. APPEALS**

The Appeals Procedure for all procurements of commodities and/or services is documented in FPOCF OP-1143, "Appeals and Complaint Process for Network Services" and can be located on the FPOCF website or requested through the Contact Person listed in this RFP.



Any Applicant who is allegedly aggrieved in connection with the solicitation, pending award, or denial of participation in the FPOCF Provider Network must file a formal written protest with FPOCF within five business days of the posting of the award or notification of the decision. The formal written protest shall reference the Name of the Solicitation, and Closing Date of the RFP, and shall state with particularity the facts and laws upon which the protest is based, including full details of adverse affects and the relief sought.

Upon receipt of an appeal, the FPOCF Director of Contracts and Compliance will convene an Appeals Committee consisting of a minimum of three FPOCF Executive staff members, including the Director of Contracts and Compliance. The Appeals Committee will review appeals within ten business days of receipt of the written protest or appeal. The FPOCF Chief Legal Officer or designee may attend all appeal or protest-related meetings. The FPOCF Director of Contracts and Compliance documents the meeting and provides any information the committee requests. The purpose of an appeals review is to provide an opportunity to: (1) review the basis of the protest, (2) evaluate the facts and merits of the protest, and (3) if possible, to reach a resolution that is acceptable to the affected parties. The decision of the Appeals Committee will be delivered to the Applicant via certified mail, and return receipt requested.

If the matter is not resolved with the Applicant's acceptance of the FPOCF Appeals Committee decision, the Applicant will have the opportunity to meet with the Appeals Committee for the purpose of arguing the facts included and law implicated in the formal written protest; and to request the relief sought therein. The Appeals Committee will not entertain any argument or consider any information or request for relief which was not included in the initial written protest. The Appeals Committee will announce its decision in writing within three business days of the meeting. FPOCF Director of Contracts and Compliance will present the recommended award including the details of the protest and the FPOCF Appeals Committee recommendation to an Appeals Subcommittee of the Board as a final means of administrative remedy, within fifteen business days of the FPOCF Appeals Committee decision. If the matter remains unresolved, FPOCF and the Applicant shall enter mediation with a mutually agreed upon mediator, the costs of which will be shared by FPOCF and the Applicant, prior to either party initiating litigation.



## PART V - CONSIDERATION FOR AWARD

**For New Applicants: An Administrative RFQ must be submitted with the applicant's proposal to be considered eligible for an award. An RFQ is available on the FPOCF website under the "Procurements" section: [www.FPOCF.org](http://www.FPOCF.org)**

### CRITERIA CHECKLIST

*All of the items listed below must be included (per category) or the submitted proposal package is incomplete. No incomplete proposal will be considered for funding.*

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Proposal submitted before deadline            |
| <input type="checkbox"/> | Proposal Section I - IV, completed and signed |
| <input type="checkbox"/> | Cost Proposal                                 |

## PART VI - REQUIREMENTS OF THE PROPOSAL

All proposals must be submitted as specified with the proposal pages required.

To be considered, the proposal must respond to all parts of the RFP and information not clearly defined as a response to application requirements or in the proper order or section may not be scored.

All proposals shall become the property of FPOCF. All proposals must be submitted to FPOCF point of contact reference in this RFP on or prior to **July 11, 2025, at 10:00 a.m.** The proposal shall be signed by a representative who is authorized to contractually bind the Applicant.

Applications / proposals must use no less than 11 pitch font In Arial or Times New Roman with one inch page margins.

All proposals must have a Table of Contents to include Section page numbers submitted in the following order:

- |             |   |                          |
|-------------|---|--------------------------|
| Section I   | - | Project Application Form |
| Section II  | - | Proposal Signature Page  |
| Section III | - | Description of Project   |
| Section IV  | - | Attachments              |



## **FAMILY PARTNERSHIPS OF CENTRAL FL**

### **SECTION I. PROJECT APPLICATION FORM**

The name provided here must be identical to that in the Articles of Incorporation or in the official document identifying the applicant as a unit of state or local government. Address, city, state, and zip code must be provided. A contact person's name, title, and telephone number also must be furnished.

**Applicant**

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**Project Name**

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**Dollar Amount Requested**

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**Parent Organization**

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**Contact Person & Title**

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**City, State, Zip Code**

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**Email**

---

**Telephone/FAX Number**

---

**Name of Board of  
Directors Chairperson**

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**Tax ID #**

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## **SECTION II. PROPOSAL SIGNATURE PAGE**

The undersigned hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications, addenda, legal advertisement, and conditions contained in the RFP. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal, I will accept a contract if approved by FAMILY PARTNERSHIPS OF CENTRAL FL and such acceptance covers all terms, conditions, and specifications of this proposal.

Proposal submitted by: (please print)

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

NAME \_\_\_\_\_ OF  
AGENCY/ORGANIZATION \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative Date

**Addenda Acknowledgment - APPLICANT acknowledges that the following addenda have been received and are included in this proposal:**

ADDENDA NO.	DATE ISSUED



### **SECTION III - DESCRIPTION OF THE PROJECT – PROGRAM NARRATIVE**

The order of information provided in the response must correspond to the outline that follows and shall be labeled accordingly:

**1. Organizational Capacity and Collaborative Relationships – limited to 12 pages, excluding related Exhibits.**

**Maximum points possible = 15**

- a. Describe the agency's mission, philosophy, and purpose and how it pertains to CMA services delivered under this contract as they relate to the FPOCF Network. Describe the agency's experience with this population.
- b. Describe the agency's ability to begin service delivery on **October 1, 2025**, and provisions for immediate service delivery to new clients, as well as for the continuity of care for existing clients.
- c. Describe the linkages that your agency has with community-based resources from other sectors (or within your agency) and what community collaboration and resources your agency will utilize to effectively meet the needs of the child welfare target population. Specifically describe how these linkages will increase natural support for families served.
- d. Describe the agency's experience serving the child welfare population.
- e. Describe the senior management staffing plan, indicating, if possible, names, competency, and credentials of staff and how these staff reflect the mission, vision, and stated values of FPOCF.
- f. Describe what additional resources your agency will bring to supplement the FPOCF System of Care.

**2. Program Design – limited to 30 pages, excluding related Exhibits.** All responses in this section should be consistent with the RFP Section Part IV.

**Maximum points possible = 24**

Provide a general overview of the service delivery structure. List and describe all service components to be provided as follows:

- a. Describe how your agency will provide and implement a Quality Management system to ensure consistent high-quality service and results.
- b. Describe how your agency will provide services, including staff structure and ratios. Please also provide information on your agency's organizational framework that supports effective supervision of child welfare staff.
- c. Describe the model your agency will utilize to provide Case Management and integration of evidenced-based family engagement services to include any innovative case practice.
- d. Describe how your agency will ensure full implementation of the FPOCF System of Care and Strategic Plan initiatives.
- e. Describe the model your agency will utilize to meet the "Expected Results" detailed on page 11 of this RFP.
- f. Describe how your program design will meet the Project Description and Service Tasks listed in the RFP Section Part IV.



3. **Cost Proposal – limited to 10 pages, excluding the line-item budget and related Exhibits.**

**Maximum points possible = 12**

The resulting contract(s) award payment methodology is a cost reimbursement contract.

The annualized Case Management Agency budget amount is described on page 9 of this RFP.

FPOCF shall be responsible for many of the traditional overhead costs including rent, utilities, computer hardware and connectivity to state systems, office phones, copier, janitorial services, and postage. The Respondent shall be responsible for staff salaries, benefits, insurance, cell phones, travel, training, etc. Contract funding will not exceed the ceiling award.

Additionally, awarded Provider shall be responsible for payment of ancillary services costs through client service dollars provided that includes but is not limited to paternity tests, vital statistics records, translation services, transportation of children and parents, and shipping costs, of which an additional annual allocation shall be added in to the resulting contract (which is above and beyond annual funding listed on page.

- a. Financial Capability - describe how the Respondent will provide fiscal management of program, fiscal reporting, and oversight; and how Respondent will access funds (i.e., through cash reserves, line of credit, etc.) for operating costs in the event advances from FPOCF are unavailable.
- b. Leveraged Funding – describe how the Respondent will leverage additional funds and community resources in addition to the funding provided through FPOCF AND a plan for re-investment of any surplus funds in the local system. Respondents should include specific details regarding funds and resources.
- c. Project Budget Detail – The Respondent shall submit to FPOCF a detailed line-item budget using the **Exhibit A FPOCF Budget Template** that describes allocation methodologies used by the provider to claim costs for this contract. This plan must also include the provider's indirect allocation and rate methodology, and a description of costs allocated to indirect.
- d. Sample Budget Justification:

1. Salaries and Wages

Provide the following information for each position identified on the budget:

- a. Name
- b. Title
- c. Time Commitment
- d. Duties and responsibilities in relation to the program goals and objectives.



e. Salary

2. Fringe Benefits

Indicate how fringe benefits are calculated as a % of salary dollars and include: FICA, Medicare, workers compensation, retirement, etc. In addition, provide details of how health insurance and other benefits are calculated.

3. Operating Costs

These costs must be directly attributable to the program operations, reasonable and consistent with similar organizations. Questions pertaining to budget categories may be addressed during negotiation.

4. Indirect Costs

These are costs that are normally incurred for common or joint objectives and therefore cannot readily be identified specifically with a particular program activity. Where costs can be identified as benefiting program objectives they should be charged as direct costs, to the corresponding line item. Details of items included in indirect charges must be provided. Use of estimates is allowed as long as they are reconciled to actual charges once available.

**Indirect costs cannot exceed 10%.**

## **SECTION IV– Attachments**

The Applicant will place any Exhibits, MOUs, letters of commitment, community support documentation, certifications, and other pertinent information regarding the project proposal. Attachments should be clearly referred to or identified as a response to specific application requirements.

### **Required Attachments**

- a. An Organizational Chart/Staffing Pattern
- b. Job Descriptions for key project staff