



ALABAMA DEPARTMENT OF HUMAN RESOURCES

REQUEST FOR PROPOSALS

RFP Number: <i>2005-100-04</i>	RFP Title: <i>Therapeutic Foster Care Services for Region 8</i>
RFP Due Date and Time: <i>Thursday, January 12, 2006</i> 12:00 p.m., Central Time	Number of Pages: 23

PROCUREMENT INFORMATION	
Procurement Officer: <u>Starr Stewart</u>	Re-issue Date: <i>Friday, December 09, 2005</i>
Phone: (334) 353-4744 E-mail Address: ssstewart@dhr.state.al.us Website: http://www.dhr.state.al.us	Issuing Division: <i>Family Services</i>

INSTRUCTIONS TO VENDORS	
Return Proposal to: <i>Starr Stewart – Policy, Planning and Research Alabama Department of Human Resources Gordon Persons Building, Room 2344 50 Ripley Street Montgomery, AL 36130-4000</i>	Mark Face of Envelope/Package: RFP Number: <i>2005-100-04</i> RFP Due Date: <i>Thursday, January 12, 2006</i> Special Instructions: <i>Indicate number of slots per region below.</i>
Region 8: Counties _____ No. of Slot(s) _____	

VENDOR INFORMATION	
(Vendor must complete the following and return with RFP response)	
Vendor Name/Address:	Authorized Vendor Signatory: (Please print name and sign in ink)
Vendor Phone Number:	Vendor FAX Number:
Vendor Federal I.D. Number:	Vendor E-mail Address:
Proposal is original or copy. Indicate: <input type="checkbox"/> Original <input type="checkbox"/> Copy	
Trade Secret Declarations: <u>(reference section/page(s) of trade secret declarations)</u>	

**ALABAMA DEPARTMENT OF HUMAN RESOURCES
REQUEST FOR PROPOSALS**

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VENDOR'S RFP CHECKLIST

The 10 Most Critical Things to Keep in Mind When Responding to a RFP for the ALABAMA DEPARTMENT OF HUMAN RESOURCES

1. _____ **Read the entire document.** Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; licensing requirements; contractual requirements (i.e., contract performance security, insurance requirements, performance and/or reporting requirements, etc.).
2. _____ **Note the procurement officer's name, address, phone number(s) and e-mail address.** This is the only person you are allowed to communicate with regarding the RFP.
3. _____ **Attend the pre-proposal conference** if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the Department of any ambiguities, inconsistencies, or errors in the RFP.
4. _____ **Take advantage of the "question and answer" period.** Submit your questions to the procurement officer by the due date listed in the Schedule of Events and view the answers given in the formal "addenda" issued for the RFP. All addenda issued for an RFP are posted on the Department's website at www.dhr.state.al.us and will include all questions asked and answered concerning the RFP.
5. _____ **Follow the format required in the RFP** when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
6. _____ **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Don't assume the Department or evaluation committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with the Department. The proposals are evaluated based solely on the information and materials provided in your response.
7. _____ **Use the forms provided**, i.e., cover page, budget form, certification forms, etc.
8. _____ **Check the Department's website for RFP addenda.** It is the vendor's responsibility to check the Department's website at www.dhr.state.al.us for any addenda issued for this RFP, no further notification will be provided. Vendors must submit a signed cover sheet for each addendum issued along with your RFP response.
9. _____ **Review and read the RFP document again** to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and will be used to score your response.
10. _____ **Submit your response on time.** Note all the dates and times listed in the Schedule of Events and within the document, and be sure to submit all required items on time. Late proposal responses are **never** accepted.

This checklist is provided for assistance only and should not be submitted with Vendor's Response

I. INTRODUCTION

- A. **PURPOSE:** This Request for Proposals (RFP) is for the sole purpose of soliciting proposals for **Therapeutic Foster Care for Children** in Alabama. Each proposal must indicate the vendor's ability to meet the provisions set forth in the *Therapeutic Foster Care Manual* Revised 2004, including the implementation of step-down, provision of Core Services, tracking and aftercare and provision of in-home services to the birth family. Therapeutic foster care is to be a time-limited, intensive intervention for children, who are not able to live at home and who fit the diagnostic and behavioral criteria set forth by the Department. Attachment A provides the definition of this therapeutic foster care, the population of children to be served, and the core services.
- B. The contract, if awarded, will be for a period of approximately seven months with the option of renewing for two (2) additional one-year periods based on the same terms and conditions. Exercise of option years will be determined in part by an evaluation of the Vendor's performance. Continuation of any agreement between the Alabama Department of Human Resources (Department) and Vendor beyond a fiscal year is contingent upon the receipt of sufficient federal and state funds. Non-availability of funds at any time will cause any agreement to become void and unenforceable and no liquidated damages will accrue to the Department as a result. The Department will not incur liability beyond the accrued payments as of the official date of non-availability of funds.
- C. **ENTITIES ELIGIBLE TO SUBMIT A PROPOSAL:** Vendors may include governmental agencies, faith-based organizations, non-governmental public or private organizations or individuals who: 1) are legally authorized to conduct business within the State of Alabama; 2) possess the skills needed to perform the services described herein and in the attachment(s) that may accompany this RFP; and, 3) meet the terms and conditions of the RFP.
- D. **RFP PROPOSED TIMETABLE:** For reference, a timeline for the process of issuing the RFP to the awarding of FY'06 contracts is noted in Attachment B. Note that the proposed timetable is for reference and does not bind the Department to exact dates and time(s).
- E. **DUE DATE:** Proposals must be received by the Department of Human Resources, Policy, Planning and Research, at the address shown in paragraph G below **no later than 12:00 Noon (Central Time) on Thursday, January 12, 2006** in order to be considered. Each vendor is solely responsible for assuring that its proposal is received by the Department by the due date established in the RFP. The Department shall not be responsible for late proposals, and late or incomplete proposals shall not be allowed after the deadline.
- F. **WHERE TO RESPOND:** All Proposals must be hand delivered to:

Starr Stewart -Policy, Planning and Research
Alabama Department of Human Resources
THERAPEUTIC FOSTER CARE PROPOSAL
Gordon Persons Building, Suite 2344
50 Ripley Street
Montgomery, Alabama 36130-4000

Proposals may not be faxed, mailed or submitted electronically.

G. QUESTIONS REGARDING RFP:

1. Interested vendors may submit written questions (preferably via e-mail) regarding this RFP to, Starr Stewart - Policy, Planning and Research e-mail: **ssstewart@dhr.state.al.us**.
2. Each question must cite the particular section of the RFP to which it relates.
3. All questions must be received by **5:00 p.m. (Central Time) on Thursday, December 22, 2005**.
4. Answers to written questions will be posted on the DHR website by **Thursday, December 29, 2005 after 5:00 p.m.**
5. Any oral explanations or instructions given during the procurement process shall not bind the Department.

J. COST: Vendors are solely responsible for paying all costs incurred as a result of responding to, and complying with this RFP.

II. RESERVATIONS

- A. PRE-SELECTION DISCRETION: The Department reserves the right, at its sole discretion, at any time and for any reason, to reject any or all of the proposals submitted in response to this RFP, or to cancel the RFP, if it is deemed by the Department to be in the its best interest to do so.
- B. POST-SELECTION DISCRETION: If a proposal is selected, the Department reserves the right, at its sole discretion, at any time and for any reason, to change its decision with respect to the selection and to select another proposal, or to cancel the RFP, if it is deemed by the Department to be in its best interest to do so.
- C. WAIVERS: Notwithstanding the amendment provisions otherwise set forth herein, the Department reserves the right, at its sole discretion, to waive any minor irregularity in an otherwise valid proposal which would not jeopardize the overall program and to award a contract on the basis of such a waiver in the event the Department determines that such award is in the best interest of the Department. Minor irregularities are those which will not have a significant adverse effect on overall program cost or performance.
- D. NEGOTIATIONS: The Department reserves the right to negotiate with any vendor whose proposal is within the competitive range with respect to technical plan and cost.
- E. DISCLAIMER: Issuance of this RFP does not constitute a commitment by the Department to select any proposal submitted in response to the RFP, or to award a contract to any vendor who responds to the RFP.
- F. NO GUARANTEE OF CONTRACT: Selection of a proposal shall not be binding upon the Department and may or may not, at the Department's sole discretion, result in the Department entering into a contract with the vendor.

- G. ADOPTION OF IDEAS: The Department reserves the right to adopt to its use all, or any part, of a vendor's proposal and to use any idea or all ideas presented in a proposal.
- H. ORAL PRESENTATIONS: The Department reserves the right to require some or all of the vendors to provide oral presentations of their proposals.
- I. AMENDMENTS: The Department reserves the right to amend the RFP. Except as provided above with respect to "WAIVERS" made by the Department, all amendments to the RFP will be made by written addendum issued by the Department and will be mailed to all vendors to whom the RFP was originally mailed, or who have expressed an intent.

All contracts awarded by this Department are subject to review and approval by the Legislative Oversight Committee and the Governor's Office.

III. SUBMISSION OF PROPOSALS

- A. SIGNATURES: The proposal cover page must contain the original ink signature of the person(s) legally authorized to bind the vendor to the proposal. The original proposal should be **stamped or otherwise annotated** so that the Department can easily identify which bears the original signature.
- B. NUMBER OF COPIES: The vendor must submit **one original proposal and five (5) copies** of the proposal.
- C. NATURE AND FORMAT OF PROPOSALS: To be considered, the proposal must be concise; describe the vendor's ability to meet the RFP requirements; comply with the time specifications of the RFP; and, provide a specific schedule of implementation that is consistent with the time constraints specified in the RFP. The proposal must also be responsive to the content and format specifications, in sequence, specified in the RFP. All material submitted in response to this RFP shall become the property of the Department.
 - 1. Vendors should use exclusively 8½ x 11 white paper, proposals should be single-spaced, typed using Times New Roman (font) and a minimum font size of 12. *Double space between paragraphs.* Vendors should avoid the use of elaborate bindings and promotional materials within the proposal.
 - 2. The proposal must include a completed **Proposal Cover Sheet** with an original signature of the person(s) legally authorized to bind the vendor to the proposal. All items on this form must be completed. **(Do not number this page).**
 - 3. The Proposal Cover Page should be followed by a copy of the completed and signed **Request for Taxpayer Identification Number** (Attachment C) form enclosed with the RFP or a copy of the **taxpayer identification letter**. All items on this form must be completed. **(Do not number this page).**
 - 4. The Request for Taxpayer Identification Number form or letter should be followed by the **Program Narrative**. Number the pages of the Program

Narrative, beginning the narrative with page 1. Page numbers should be aligned at the right corner in the bottom margin. The Program Narrative must follow the outline prescribed in the RFP.

5. The Program Narrative should be followed by a **Compensation for Providing Services Plan** as outlined in Section V.
 6. The Compensation for Providing Services Plan should be followed by a completed copy of the **Disclosure Statement**. All items on this form must be completed.
 7. The Disclosure Statement should be followed by a copy of the **current child placing agency license (Alabama) or a copy of the application submitted to State DHR to complete licensing by Tuesday, January 10, 2006**.
- D. **WORK PRODUCT:** The proposal must be the work product of the vendor. If the proposal is determined not to be the work product of the vendor, the proposal may, at the Department's sole discretion, be rejected.
- E. **PROPRIETARY INFORMATION:** Proprietary information submitted to the Department in response to this RFP will be handled in accordance with the applicable procurement regulations and laws of the State of Alabama. The vendor must clearly designate any page(s) to which it has a proprietary claim in the proposal by indicating on each page in bold type at the top and bottom as "Confidential" and include a confidentiality statement on the Proposal Cover Page. There is no guarantee that pages marked as "Confidential" will be kept confidential if disclosure of the information is required under Alabama Law.
- Cost information shall not be confidential. Designating the entire proposal confidential or proprietary is not acceptable and may cause the Department to reject the proposal.

IV. PROGRAM NARRATIVE

The Program Narrative must follow the specified format, which includes IV-A through IV-I, below. **(Not to exceed 50 pages)**

- A. **ORGANIZATION INFORMATION AND MANAGEMENT STRUCTURE:** Provide a brief summary about the applicant's organization, including the following:
1. **ORGANIZATION INFORMATION:** Include the name of Organization, complete mailing address and street address or physical location of site, name, title and phone number of contact person.
 2. **GOVERNING BOARD AND OTHER AGENTS:** The names, titles and responsibilities of all of the applicant's governing board of directors, officers, and paid consultants, delineating each individual's role and relationship to the vendor.
 3. **HISTORY:** A brief history of the formation and development of the applicant's organization, with the date of incorporation or, if unincorporated, the date the business began; other programs operated in the past and currently; and prior names of the organization, if any. A

description of all the services provided by the vendor, including the locations of service sites.

4. MISSION STATEMENT: Provide a brief statement regarding the goals of the Organization or its' mission statement.
 5. MANAGEMENT STRUCTURE: Describe the management structure of the Organization to include the sub-units and the established chain of administrative command. Include an organizational chart. Ratios of staff to supervisors should be clearly indicated.
 6. FINANCIAL AUDIT: The date of the most recent financial audit and name of the audit firm.
 7. QUALIFICATIONS AND EXPERIENCE OF VENDOR: The vendor qualifications and experience for assuring the successful completion of the requirements of this RFP. It must include a description of past or current experience providing the proposed service and, as applicable, the rate of successful completion by previous program participants. A list of persons with addresses, telephone numbers and e-mail addresses who are familiar with the delivery of similar services by the vendor to the Department in the past or to other programs similar to that of the Department, if any. It must further describe any licenses and/or certifications held by the vendor.
- B. START UP PLAN: All vendors must provide a plan of action detailing the steps necessary to reach program operation including target dates. New programs will necessarily require a start up plan of greater scope but all proposals from providers with a current contract with the Department must include start up plans, and must describe changes to the existing program structure as required to meet the terms of this RFP.
- C. REFERRAL, ADMISSION and EXCLUSION POLICY:
1. Describe specific target population of children accepted into the program, to include, age, sex and type(s) of behavior.
 2. Describe specific policy and procedure for admission and intake including criteria for referral and acceptance into the program.
 3. Describe specific criteria for exclusion from the program.
- D. SERVICE DELIVERY: Describe the delivery of service proposed by the vendor to meet, or exceed, the Core Services outlined in Attachment A of this RFP and the provisions of the *Therapeutic Foster Care Manual*. The proposal should outline how the agency will serve the birth family or relatives while the child is in the therapeutic out-of-home placement to reduce the length of stay. It is expected that a child should be ready to step-down in the level of service that is needed to meet his/her needs by six (6) months, at which time he may continue his treatment goals in the context of family. Should a child need a longer length of stay, the proposal should clearly define what the provider will do to ensure that goals are expeditiously achieved in a designated timeframe thereafter.

- E. **TARGET AREA:** Identify the geographic scope for the service by naming the **specific counties** for which the service is proposed. Contracts will be awarded based on the following criteria:

Region 8: (St. Clair, Calhoun, Etowah, Cherokee, DeKalb and Marshall Counties) **25 slots**

Additionally, each county in a region must have at least two (2) therapeutic foster homes and more based upon the needs of the county. Etowah, and Calhoun, must have adequate resources to serve their children within their county boundaries.

- F. **DISCHARGE POLICY:**

1. Describe the process and criteria for reunification planning with children/families and coordination with the ISP Team as well as pre-discharge and aftercare planning requirements. The proposal should explain the means that a child's placement will be tracked to the extent possible at 6-month, 12-month, 18-month and 24-month intervals post-discharge. It should also clearly delineate what aftercare services will be provided post-discharge. Services that will be provided to family to expedite the discharge of the child from the out-of-home placement should be clear and detailed.
2. State the program's policy on discharge prior to program completion, including emergency discharges.
3. State the program's policy concerning re-admission of children.
4. Provide an example of the program's process for moving children through the goals and objectives outlined in an ISP, to include provisions of "step down" to a less restrictive placement. The proposal must indicate how the agency will implement the step-down policy as outlined in the *Therapeutic Foster Care Manual*.

- G. **PRIOR EXPERIENCE:** Describe the Organization's prior history of providing the core service(s) and Family Services requirements outlined in Attachment A.

- H. **STAFF QUALIFICATIONS, STAFF RECRUITMENT, JOB DESCRIPTIONS and TRAINING REQUIREMENTS:**

1. Describe staffing patterns, including administrative and programmatic, and provide a brief rationale for the levels of staffing proposed.
2. Provide information regarding the qualifications, including education and licensure and experience required for Administrative, Program and Treatment staff. Include job descriptions for proposed positions.
3. Describe in detail the steps that the program owners and/or administrators take to ensure that all staff, regardless of level, have not been the subject of any incident or investigation which would call into question the propriety of that employee's working with this population of children. Provide documentation that each employee has had a criminal

background check. If an incident or allegation is reported, founded or unfounded, describe your organization's general procedure in this regard.

4. Describe in detail the level of education, experience and training possessed by management level staff in the provision of services identified in this RFP. Specify the organization's staff development program regarding orientation and on going training for all staff.
 5. Describe how the organization will respond to critical incidents and emergencies with adequate staff on site within a reasonable timeframe. Provide a specific plan addressing emergencies and critical incident response.
 6. Describe the use of volunteers and interns within the organization and how they are selected and screened for background checks.
 7. Describe in detail the plans to meet the training requirements established in the Department's rules and training related to operating this selected program.
- I. REFERENCES: List all agencies (state, federal, local) for which the vendor has performed similar services outlined in this RFP. This list should include the names, addresses and telephone numbers of contact persons within those agencies responsible for contract monitoring. DHR will be responsible for contacting these agencies for reference information.

V. COMPENSATION FOR PROVIDING SERVICE

- A. As a part of the vendors response to the RFP, it is a requirement that you submit the total amount of compensation that the agency requires to provide this placement with the program requirements and core services outlined in Attachment A. The compensation should be listed as a daily rate per child and the number of beds offered at this rate.
- B. It is expected that all vendors, who are awarded contracts, as a result of this RFP, possess a thorough knowledge of Chapter 105 of the Medicaid Provider Manual. The vendor must certify that they have the capacity to bill Medicaid electronically for core services authorized on the ISP, or that they have a letter of intent that states their plan to reach this goal prior to awarding a contract for FY'06.
- C. Accordingly, the vendor should identify the portion of the daily rate submitted in Section V-A, above, that is proposed to be paid directly by the Department and the portion that the vendor will recover through "net Medicaid reimbursement". For the purpose of this provision, the "net Medicaid reimbursement" cannot exceed sixty six percent (66%) of the total compensation described in Section V-A above. The Department specifically reserves the right to determine the percentage of the total compensation that a vendor will be required to recover from "Net Medicaid Reimbursement" for Medicaid eligible children.
 1. "Net Medicaid Reimbursement" is determined by applying the Federal Medical Assistance Percentage (FMAP) to the total Federal Medicaid reimbursements received by the Department, as a result of Vendor billing, less a two percent (2%) administrative fee.

VI. SELECTION

- A. GENERAL: The Department will review proposals received from eligible vendors in response to this RFP and, if a selection is made, will make its selection in accordance with the general criteria defined below. Failure of the vendor to provide information required in the RFP may result in the disqualification of the proposal.
- B. REJECTION OF A PROPOSAL AS NON-RESPONSIVE: A proposal must meet the basic requirements for delivery of services in order to be considered in the selection process. A proposal may be found non-responsive at any time during the selection process. Once a proposal is determined to be non-responsive, no further consideration is given in the selection process to that proposal. A proposal that is not presented in the required format, does not contain all the requested information, contains clearly erroneous information, or is deficient in any respect may be rejected as non-responsive and may receive no further consideration.
- C. **MANDATORY REQUIREMENTS: Failure of the vendor to meet the following mandatory requirements will result in the disqualification of the proposal.**
1. Vendor must meet the deadline for receipt of proposal.
 2. Vendor must include a completed Taxpayer Identification Number form.
 3. Vendor must include a completed Disclosure Statement form.
 4. Vendor must possess a current Child Placing Agency license (Alabama) or submit an application with State DHR to complete licensing by **January 10, 2006**.
 5. Vendor must provide an original proposal, with original signature of person(s) legally authorized to bind the applicant to the proposal, plus the required number of copies per RFP document.
- D. BASIS OF SELECTION: A scoring process, using detailed criteria, will be used to measure the degree to which each proposal meets the following general evaluation criteria, **with a maximum of 1000 points possible**:
1. Organization Information and Management Structure as described in Section IV-A. (Maximum of 25 points)
 2. Start up Plan as described in Section IV-B. (Maximum of 50 points)
 3. Referral, Admission and Exclusion Policy as described in Section IV-C. (Maximum of 75 points)
 4. Service Delivery as described in Section IV-D. (Maximum of 250 points)
 5. Target Area as described in Section IV-E. (Maximum of 50 points)
 6. Discharge Policy as described in Section IV-F. (Maximum of 75 points)
 7. Prior Experience as described in Section IV-G. (Maximum of 75 points)

8. Staff Qualifications, Staff Recruitment, Job Descriptions and Training Requirements as described in Section IV-H. (Maximum of 150 points)
 9. References as described in Section IV-I. (Maximum of 50 points)
 10. Compensation for providing services as described in Section V (Maximum of 200 points)
 11. The Department may determine other criteria, in addition to, or in lieu of, the criteria described above, as the Department deems necessary and appropriate.
- E. HOLD BACK: As a guarantee for the delivery of services required by this RFP, and the acceptance by the Department of those services in accordance with the specifications set forth in the RFP, in the event the contractor fails to deliver or perform the said services to the Department's satisfaction, the Department reserves the right to withhold part or all of any funds committed by the Department under any contract that may result from a proposal submitted in response to this RFP and to cancel the said contract without any resulting liability, present and future, to the Department or to the State of Alabama.

VII. VENDOR CERTIFICATIONS

- A. By submitting a proposal in response to this RFP, the vendor warrants and represents to the Department that the vendor accepts and agrees with all of the terms and conditions of the RFP. Further, by so submitting the vendor certifies to the Department that the applicant is legally authorized to conduct business within the State of Alabama and to carry out the services described in this RFP, and that all of the following statements are true and correct.
- B. REVOLVING DOOR POLICY: Neither the vendor nor any of the vendor's trustees, officers, directors, agents, servants or employees is a current employee of the Department, and none of the said individuals have been employees of the Department in violation of the revolving door prohibitions contained in the state of Alabama ethics laws.
- C. DEBARMENT: Neither the vendor nor any of the vendor's trustees, officers, directors, agents, servants or employees (whether paid or voluntary) is debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension."
- D. STANDARD CONTRACT: The vendor will agree to the use of the Department's standard contract document. The vendor will further comply with all the terms and conditions of that document, including, but not limited to, compliance with the Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act, Alabama Act No. 2000-775 (governing individuals in direct service positions who have unsupervised access to children), the Health Insurance Portability and Accountability Act of 1996 (HIPPA) as applicable, and all other federal and state laws, rules and regulations applicable to receiving funds from the Department to carry out the services described in this RFP. Further, any contract executed pursuant to the RFP shall be subject to review by the Department's legal counsel as to its legality of form and compliance with State contract laws, terms and conditions, and may further

be subject to review by the Alabama Legislative Contract Review Committee, Examiners of Public Accounts, the State Finance Director and the Office of the Governor.

- E. CHARITABLE CHOICE (applies to faith-based organizations only): The vendor will not use funds received from the Department for sectarian instruction, worship, proselytizing or for any other purely religious activities that are not directed toward the secular social goals related to the services described in this RFP. The vendor will also serve all eligible members of the public without regard to their religious beliefs and, further, will not require clients' active participation in any religious practice. (In carrying out the said services, the vendor will remain independent from federal, state and local governments; will retain control over the expression of its religious beliefs, and is NOT required to remove its religious writings or symbols or to alter its internal governance as a condition of doing business with the Department.)
- F. FINANCIAL ACCOUNTING: The vendor's accounting system is consistent with General Accepted Governmental Accounting Principles (GAAP). Further, the vendor maintains sufficient financial accounting records to allow the vendor to account for and document the source and application of all funds from all sources, including, as applicable, required matching funds.
- G. FINANCIAL AUDIT: The vendor will, upon the Department's request, provide the Department a copy of its most recent financial audit report. (The report should not be submitted with the proposal.)
- H. PROPOSAL LIFE: The proposal submitted to the Department in response to this RFP will be binding on the applicant for ninety (90) calendar days following the due date prescribed in the RFP.

ATTACHMENT A

DEFINITION: Therapeutic foster care (TFC) is a least-restrictive, community-based program for children whose special needs can be met through services delivered primarily by trained therapeutic foster parents working in partnership with the child, the child's family and the other members of the Individualized Service Planning Team. TFC is not meant to be a long-term placement option but should be an intervention, which serves to meet a child's specific treatment needs until he/she is able to step-down to a lower level of placement **as determined by the family's ISP.**

Children served in a TFC foster home must have a DSM-IV diagnosis on Axis I that would require the treatment and structure offered through a TFC placement. The diagnosis must have an accompanied behavior, which requires an out-of-home therapeutic foster home setting as determined by a standardized assessment tool implemented by State DHR. Only children who are in the custody of DHR may be served by this contract.

Families, whose children are placed in TFC, should be offered services, which are remedial in nature, to enable children to return home or to the home of relatives safely, where continued therapy will be provided to the family as a unit.

CORE SERVICES FOR STANDARD TFC CATEGORY OF CARE

Services to Foster Children from the TFC Agency

- *Matching process for children and their families identifying needs of the child/family and strengths of prospective TFC parents for initial placements and moves within a TFC program. This includes a screening process to determine if a TFC referral is appropriate for therapeutic foster care services.
- *Pre-placement visits. As placements in TFC homes should not be a crisis placement, pre-placement visits should occur to make sound decisions for appropriate matching. Pre-placement visits must be documented as such in the child's and foster parent records at the TFC agency.
- *Schedule and coordinate the child's treatment plan; initial treatment plan within 10 days, comprehensive treatment plan within 30 days and reviews every 90 days. All treatment plans developed by the agency should be coordinated with the DHR county social worker and based upon the goals established in the child's Individualized Service Plan (ISP). The TFC agency is required to obtain a copy of the Comprehensive Family Assessment/Intake Evaluation form and an ISP from the referring county DHR office. **(DHR staff is required to complete Intake Evaluations on all children in TFC placements. Copies of the assessment and ISP MUST be provided to TFC agencies within 10 days.)**
- *Individual, weekly visit with the TFC child. **(This contact does not negate the requirement for DHR staff to make face-to-face contact minimally once per month with children in TFC placements.)**
- Monthly face-to-face or telephone contact with school (minimum) to monitor the child's progress.
- Monthly face-to-face or telephone contact with child and/or family therapist (minimum) to monitor progress in counseling.
- *Assist in referral to other programs/services the TFC child may need, as identified in the family's ISP, including the coordination of transportation to appointments, family visits and activities.

- Assist the child with the development or maintenance of skills by the provision of no more than 18 hours weekly of individual basic living skills training and no more than 5 hours per week of group basic living skills training to include but not limited to behavior education, money management, shopping, healthy lifestyles, stress management, meal preparation, personal hygiene, housekeeping, medication management, laundry and using public transportation. Individual goals in each of these therapeutic areas must be taken from needs identified as deficits for the child and should be authorized in the context of the ISP.
- Coordinate the child's involvement in at least one extracurricular activity, e.g., band, karate, various sports, Boy or Girl Scouts, etc. per the family's ISP. **(This does not include paying for the activity or materials required in the performance of the activity. DHR shall be responsible for payment of the activity from flex or other available local funds.)**
- *Attend ISPs and IEP's along with the child and therapeutic foster parents.
- Assist in the development of independent living skills, as identified in the ISP. **(DHR shall accept the fiscal responsibility for purchasing individual items to accomplish ILP goals.)**
- Provide monthly group therapy (counseling) sessions for TFC children by a qualified child and adolescent services professional in a face-to-face interaction where interventions are tailored toward achieving specific goals and/or objectives as identified in the family's ISP.
- Provide five hours per week of crisis intervention services, as needed, to alleviate a crisis for the child or to assist the family to alleviate a crisis for the child.
- *Discharge planning shall be a part of the agreement/ISP when a child first enters care with the TFC program.
- Maintain a no-reject/no-eject policy for children who meet program criteria.
- Provide a 14 day notice in the event a disruption should occur, as appropriate to the child's health and welfare.
- Regularly administer outcome measures, at a minimum of every 90 days.
- Monthly report to DHR describing services provided during the month and the child's progress toward achieving goals that are outlined in the treatment plan.
- Maintain regular communication with DHR, counselors, teachers and other persons relevant to the child that is being served by the program.
- Quality assurance component, which includes outcomes, measures for all children in the TFC program
- Ensure program compliance with Minimum Standards for Child Placing Agencies, Minimum Standards for Foster Family Homes, and the Therapeutic Foster Care Manual.
- *Assistance in creating a behavior management plan for the child with the other members of the ISP team. All TFC agencies shall maintain staff that have expertise in the development of such plans. **(DHR shall assume the responsibility that behavioral management plans have been completed on all children that require them.)**
- *Participation in the ISP team in determining goals for children and their families, including allowances, need for clothing, observance of special occasions, etc. **(DHR shall be fiscally responsible for clothing allowance above the board payment, allowances, gifts for special occasions, etc. Copies of the assessment and ISP MUST be provided to TFC agencies within 10 days)**

Services to Birth Families or Relatives of Children in TFC Placements:

- *Be an active participant in the assessment of parental functioning to assist the ISP team in determining treatment goals for a safe placement of the child back with the family, when return to parents is the goal, or with relatives, when relative placement is the goal.

- *Assist with the implementation of the goals of the family as identified in the ISP to expedite the child's safe return home. This will include making referrals to appropriate resources, when the agency is not able provide the service in-house.
- *Provide 2 hours per week of therapeutic visitation coaching with families and their children who are in TFC placements to assess the parents' ability to safely care for their children and to determine the progress (or lack thereof) in attaining the goals for re-unification or relative placement.
- *Provide family support to birth family as outlined in the ISP/Treatment Plan. This support includes the provision of services to assist the child's family members to understand the nature of the child's illness and how to help the child be maintained in the community by providing education about the child's illness, expected symptoms, medication management, parenting support, educational advocacy and/or to encourage school success, as identified in the family's ISP.

Services to TFC Families From the TFC Agency:

- Daily difficulty of care payment as identified in the contract between the agency and the foster parent. A minimum daily rate of \$16.00 per day is required. There is no requirement regarding the maximum a foster parent may be paid as a daily rate for care. All contracts between foster parents and the TFC agency are considered subcontracting arrangements and, therefore, require prior approval from State DHR. The standard document, not each individual document, is subject to this approval.
- Forty hours pre-service training, including GPS, to TFC families prior to licensure.
- Twenty-four hours of annual training to each TFC parent.
- Monthly support group/meeting for therapeutic foster parents.
- Ensure homes comply with Minimum Standards for Foster Family Homes.
- Conduct annual license renewal and semi-annual visits.
- Weekly face-to-face contact/support to foster families to strengthen their ability to provide a safe nurturing environment for the child.
- On-call crisis intervention.
- Forty-eight hours respite per month. For respite periods longer than 48 hours, the agency and foster parents shall have in their contractual agreement how respite will be paid. The county department will not be billed for respite.
- *Reimbursement for mileage to the TFC child's appointments, visits, etc. if the destination is outside a fifty (50) mile radius from the foster home. **(For special circumstances, which are clearly delineated in the ISP on rare occasions, county departments may authorize mileage to be paid through the county department.)**
- Assistance with transportation of child, when needed.
- Assistance with and ensuring that required Medicaid documentation of provided billable services is being properly maintained and in compliance with all policy and billing guidelines per the Medicaid Provider Manual, Medicaid Rehabilitative Services, Chapter 105.
- Have staff available to TFC families and children 7 days per week, 24 hours per day.

***All bulleted points (*) require intense collaboration with DHR.**

DHR will be responsible for many services that have traditionally been provided by TFC providers. These are highlighted in BOLD within the bulleted section above. Should the ISP team agree that these services are needed, and the TFC agency agrees to provide them, they must be authorized by the ISP document and an 1878 completed to authorize

payment. All services, whether core or ancillary, must be authorized by the ISP document with outcomes identified to a specific area of need.

CORE SERVICES FOR STEP-DOWN TFC CATEGORY OF CARE (contingent on 50% reduction in TFC provider's daily rate for Step-Down TFC category of care)

Services to Foster Children from the TFC Agency

- *Matching process for children and their families identifying needs of the child/family and strengths of prospective TFC parents for initial placements and moves within a TFC program. This includes a screening process to determine if a TFC referral is appropriate for therapeutic foster care services.
- *Schedule and coordinate the child's treatment plan; initial treatment plan within 10 days, comprehensive treatment plan within 30 days and reviews every 90 days. All treatment plans developed by the agency should be coordinated with the DHR county social worker and based upon the goals established in the child's Individualized Service Plan (ISP). The TFC agency is required to obtain a copy of the Comprehensive Family Assessment/Intake Evaluation form and an ISP from the referring county DHR office. **(DHR staff is required to complete Intake Evaluations on all children in TFC placements. Copies of the assessment and ISP MUST be provided to TFC agencies within 10 days.)**
- *Individual, *bi-weekly* visit with the TFC child. **(This contact does not negate the requirement for DHR staff to make face-to-face contact minimally once per month with children in TFC placements.)**
- Quarterly face-to-face or telephone contact with school (minimum) to monitor the child's progress.
- Quarterly face-to-face or telephone contact with child and/or family therapist (minimum) to monitor progress in counseling.
- *Assist in referral to other programs/services the TFC child may need, as identified in the family's ISP, including the coordination of transportation to appointments, family visits and activities.
- Assist the child with the development or maintenance of skills by the provision of no more than 9 hours weekly of individual basic living skills training and no more than 3 hours per week of group basic living skills training to include but not limited to behavior education, money management, shopping, healthy lifestyles, stress management, meal preparation, personal hygiene, housekeeping, medication management, laundry and using public transportation. Individual goals in each of these therapeutic areas must be taken from needs identified as deficits for the child and should be authorized in the context of the ISP.
- Coordinate the child's involvement in at least one extracurricular activity, e.g., band, karate, various sports, Boy or Girl Scouts, etc. per the family's ISP. **(This does not include paying for the activity or materials required in the performance of the activity. DHR shall be responsible for payment of the activity from flex or other available local funds.)**
- Attend ISPs and IEP's along with the child and therapeutic foster parents.
- *Provide family support with birth family/supervise family visitation as outlined in the ISP/Treatment Plan. This support includes the provision of services to assist the child's family members to understand the nature of the child's illness and how to help the child be maintained in the community by providing education about the child's illness, expected symptoms, medication management, parenting support, therapeutic visitation support, educational advocacy and/or to encourage school success, as identified in the family's ISP. It is expected that if the child's permanent plan is to return home, more time may be spent in family support when a child has reached a step-down level. **(DHR has the responsibility to**

recruit traditional foster homes for children for who return to home or placement with relatives is not an option. It is not expected that all children in TFC shall step-down within the TFC program.)

- Assist in the development of independent living skills, as identified in the ISP. **(DHR shall accept the fiscal responsibility for purchasing individual items to accomplish ILP goals.)**
- Provide group therapy (counseling) sessions, only as needed, for TFC children by a qualified child and adolescent services professional in a face-to-face interaction where interventions are tailored toward achieving specific goals and/or objectives as identified in the family's ISP.
- Provide 3 hours per week of crisis intervention services, as needed, to alleviate a crisis for the child or to assist the family to alleviate a crisis for the child.
- *Discharge planning.
- Maintain a no-reject/no-eject policy for children who meet program criteria.
- Provide a 14 day notice in the event a disruption should occur, as appropriate to the child's health and welfare.
- Regularly administer outcome measures, at a minimum of every 90 days.
- Monthly report to DHR describing services provided during the month and the child's progress toward achieving goals that are outlined in the treatment plan.
- Maintain regular communication with DHR, counselors, teachers and other persons relevant to the child that is being served by the program.
- Quality assurance component, which includes outcomes, measures for all children in the TFC program
- Ensure program compliance with Minimum Standards for Child Placing Agencies, Minimum Standards for Foster Family Homes, and the Therapeutic Foster Care Manual.
- *Assistance in creating a behavior management plan for the child with the other members of the ISP team. All TFC agencies shall maintain staff that have expertise in the development of such plans. **(DHR shall assume the responsibility that behavioral management plans have been completed on all children that require them.)**
- *Participation in the ISP team in determining goals for children and their families, including allowances, need for clothing, observance of special occasions, etc. **(DHR shall be fiscally responsible for clothing, allowances, gifts for special occasions, etc. Copies of the assessment and ISP MUST be provided to TFC agencies within 10 days)**

Services to TFC Families From the TFC Agency:

- Daily difficulty of care payment as identified in the contract between the agency and the foster parent. A minimum daily rate of \$8.00 per day is required. There is no requirement regarding the maximum a foster parent may be paid as a daily rate for care. All contracts between foster parents and the TFC agency are considered subcontracting arrangements and, therefore, require prior approval from State DHR. The standard document, not each individual document, is subject to this approval.
- Twenty-four hours of annual training to each TFC parent.
- Monthly support group/meeting for therapeutic foster parents.
- Ensure homes comply with Minimum Standards for Foster Family Homes.
- Conduct annual license renewal and semi-annual visits.
- **Bi-weekly** face-to-face contact/support to foster families to strengthen their ability to provide a safe nurturing environment for the child.
- On-call crisis intervention.

- Twenty-four (24) hours respite per month. For respite periods longer than 48 hours, the agency and foster parents shall have in their contractual agreement how respite will be paid. The county department will not be billed for respite.
- *Reimbursement for mileage to the TFC child's appointments, visits, etc. if the destination is outside a fifty (50) mile radius from the foster home. **(For special circumstances, which are clearly delineated in the ISP on rare occasions, county departments may authorize mileage to be paid through the county department.)**
- Assistance with transportation of child, when needed.
- Assistance with and ensuring that required Medicaid documentation of provided billable services is being properly maintained and in compliance with all policy and billing guidelines per the Medicaid Provider Manual, Medicaid Rehabilitative Services, Chapter 105.
- Have staff available to TFC families and children 7 days per week, 24 hours per day.

***All bulleted points (*) require intense collaboration with DHR.**

DHR will be responsible for many services that have traditionally been provided by TFC providers. These are highlighted in BOLD within the bulleted section above. Should the ISP team agree that these services are needed, and the TFC agency agrees to provide them, they must be authorized by the ISP document and an 1878 completed to authorize payment. All services, whether core or ancillary, must be authorized by the ISP document with outcomes identified to a specific area of need.

ATTACHMENT B

Request for Proposals re: THERAPEUTIC FOSTER CARE FOR CHILDREN IN REGION 8

The projected timetable is shown below; **all times are shown as Central time.** The Department reserves the right to amend the RFP timetable in the State's best interest. If the Department finds it necessary to change any of these activities/dates/times, all changes will be posted to the web at www.dhr.state.al.us. **Potential Vendors should refer to the web site often for changes to the RFP.**

Proposed Time Table:

Activity	Date & Time	Location and/or Contact Staff
RFP Issued by DHR	December 9, 2005, after 5:00 p.m.	Starr Stewart – Policy, Planning and Research Department of Human Resources Gordon Persons Bldg. – Room 2344 50 Ripley St. Montgomery, Al 36130-4000 Internet: https://www.dhr.state.al.us
Deadline for Receipt of Written Inquires from Proposers	December 22, 2005 By 5:00 p.m.	DHR - Attn: Starr Stewart Policy, Planning and Research Internet: ssstewart@dhr.state.al.us
Deadline for DHR to Respond To Written Inquires	December 29, 2005 After 5:00 p.m.	Inquires will be posted on the DHR website.
Deadline for Receipt of Proposals from Vendors	January 12, 2006 12:00 p.m. (Noon)	Starr Stewart – Policy, Planning and Research Department of Human Resources Gordon Persons Bldg. – Room 2344 50 Ripley St. Montgomery, Al 36130-4000
Evaluation and Selection of Technical Proposals	January 18-19, 2006	Starr Stewart (Scoring and Selection Teams will be established)
Posting of Notice of Intent To Award a Contract(s)	January 20, 2006 After 5:00 p.m.	Starr Stewart - Policy, Planning and Research
Meeting with selected vendors	January 25, 2006	Gary Mitchell, Program Manager Susan Ward, Director
All providers must have a current license or completed a Child Placing Agency license application	January 10, 2006	Gloria Derico, Licensing
Finalize all Contract Documents & Budgets	By March 31, 2006	Susan Ward, Director Resource Management/Utilization Review

ATTACHMENT D

VENDOR DISCLOSURE STATEMENT

A completed copy of the Vendor Disclosure Statement is a **mandatory requirement** to this RFP.

Note: If the potential vendor has downloaded the RFP document from the Department website, a copy of the Vendor Disclosure Statement can be downloaded from Alabama State Purchasing. The website address for State Purchasing is: www.purchasing.state.al.us.