

# **DEPARTMENT OF SOCIAL SERVICES**

## **OFFICE OF COMMUNITY SERVICES**

### **REQUEST FOR PROPOSALS**

#### **FAMILY RESOURCE CENTER (LAFAYETTE REGION)**

**CLOSING DATE: May 28, 2008**

Proposers must provide at least one original proposal and four copies (for a total of five proposals). The proposal must be physically in the possession of the Office of Community Services, ATTN: Anthony Ellis, P. O. Box 3318, Baton Rouge, LA 70821 or by hand delivery method to Office of Community Services, ATTN: Anthony Ellis, 627 N. 4<sup>th</sup> Street, Cube 3-222-19, Baton Rouge, LA 70802 or received by Beverly George 627 N. 4<sup>th</sup> Street, Cube 3-222-12 Baton Rouge, LA 70802 by May 28, 2008, no later than 4:30 P.M. No faxed proposals or emailed proposals will be accepted. No proposals received after the specified closing date and time will be accepted.

#### **MAIL DELIVERY**

Marketa Garner Gautreau, Assistant Secretary  
ATTN: Anthony Ellis  
Office of Community Services  
P. O. Box 3318  
Baton Rouge, LA 70821

#### **HAND DELIVERY**

Marketa Garner Gautreau, Assistant Secretary  
ATTN: Anthony Ellis  
Office of Community Services  
627 N. 4<sup>th</sup> Street, Cube 3-222-19  
Baton Rouge, LA 70802  
Phone: (225) 219-6915

**OR**

Beverly George  
627 N. 4<sup>th</sup> Street, Cube 3-222-12  
Baton Rouge, LA 70802  
Phone: (225) 342-6840

Visit our website at <http://www.dss.state.la.us>

## ***NOTICE TO PROPOSERS---RFP LOGISTICAL SNAPSHOT***

The Louisiana Department of Social Services, Office of Community Services, hereby solicits proposals from qualified entities to provide a Family Resource Center program for youth and families in the Lafayette Region.

Copies of the RFP may be obtained by contacting Anthony Ellis, Section Administrator, Office of Community Services, P. O. Box 3318, Baton Rouge, LA 70821, (225) 219-6915, FAX (225) 342-9087, [aellis1@dss.state.la.us](mailto:aellis1@dss.state.la.us) or by downloading the RFP packet from the DSS website at <http://www.dss.state.la.us> (select link to request for proposals).

At least one original proposal four copies, for a total of five proposals, must be physically in the possession of the Office of Community Services, ATTN: Anthony Ellis, P. O. Box 3318, Baton Rouge, LA 70821 or by hand delivery method to Office of Community Services, ATTN: Anthony Ellis, 627 N. 4<sup>th</sup> Street, Cube 3-222-19, Baton Rouge, LA 70802 or Beverly George, 627 N. 4<sup>th</sup> Street, Cube 3-222-12 Baton Rouge, LA 70802 by May 28, 2008, no later than 4:30 P.M. No faxed proposals or emailed proposals will be accepted. No proposals received after the specified date and time will be accepted.

Any questions concerning the RFP must be made in writing and may be submitted by mail, fax, or email to Anthony Ellis at the Office of Community Services, P. O. Box 3318, Baton Rouge, LA 70821, by fax to: (225) 342-9087, or email to: [aellis1@dss.state.la.us](mailto:aellis1@dss.state.la.us) with subject line LAFAYETTE FAMILY RESOURCE CENTER. Responses to questions will be posted on the DSS/OCS website at [www.dss.state.la.us/departments/dss/rfps.html](http://www.dss.state.la.us/departments/dss/rfps.html) within 3 to 4 days from receipt of the question.

This announcement does not commit DSS/OCS to award a contract or pay any costs incurred in the preparation of proposals. It is neither a contract nor an offer of contract but rather a solicitation of proposals which, if accepted by DSS and approved in a manner required by law, may become the basis of a future contract. In the event of a conflict between any term or provision of the RFP and a term or provision in any proposal submitted in response, this RFP shall control. If a proposal alters or modifies any term or provision of this RFP, such changes should be clearly delineated and expressly approved by DSS in writing before a contract is issued.

The Department of Social Services reserves the right to accept or reject, in whole or in part, all proposals submitted and/or to cancel this announcement. A contract shall be awarded, if at all, to the highest scoring proposal(s) deemed by the Department in its sole discretion to be the most advantageous to the Department and its clients based on quality of service, cost effectiveness, and other considered factors defined in the RFP. Any contract is subject to the availability of funds. No contract is final and enforceable until approved by the Department of Social Services and the Division of Administration, Office of Contractual Review. Should any protest or appeal be filed at any point in the procurement process, all activities must cease until all issues are resolved.

Ann Silverberg Williamson  
Secretary  
Department of Social Services

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## **SOLICITATION FOR PROPOSAL TIMELINE**

This outlines the tentative schedule of events regarding this Solicitation. The DSS/OCS reserves the right to deviate from this schedule if it becomes necessary. Any changes made before the deadline for submission of proposals will be issued to the complete mailing list to whom Solicitation information was sent.

| <b><u>ACTIVITY</u></b>   | <b><u>DATE</u></b>        |
|--|---------------------------|
| <input type="checkbox"/> Request for Proposals Announced                                     | Wednesday, April 18, 2008 |
| <input type="checkbox"/> Deadline for Submission of Questions                                | Wednesday, April 30, 2008 |
| <input type="checkbox"/> Deadline for Submission of Proposal<br>By 4:30 P.M.                 | Wednesday, May 28, 2008   |
| <input type="checkbox"/> Proposal Review Committee Meets                                     | June 2-3, 2008            |
| <input type="checkbox"/> Proposal Review Committee Renders<br>Decision/Makes Recommendations | Wednesday, June 3, 2008   |
| <input type="checkbox"/> Recommendations to DSS Secretary                                    | Monday, June 9, 2008      |
| <input type="checkbox"/> Award Recipients announced  | Monday, June 16, 2008     |
| <input type="checkbox"/> Negotiation of Contract Begin                                       | Tuesday, June 17, 2008    |
| <input type="checkbox"/> Contract Referral Packet to Contract Section                        | Tuesday, July 8, 2008     |
| <input type="checkbox"/> Contract Services Begin   | Monday, September 1, 2008 |

**DEPARTMENT OF SOCIAL SERVICES  
OFFICE OF COMMUNITY SERVICES**

**PROPOSAL GUIDELINES FOR SOLICITATION  
FOR FAMILY RESOURCE CENTERS**

APRIL 18, 2008

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**1.0 GENERAL GUIDELINES**

**1.1 INTRODUCTION**

This section provides general guidelines regarding the solicitation process. The Department of Social Services (DSS), Office of Community Services (OCS) is strongly committed to the use of the competitive process for the development of service providers for children and families served by it. DSS/OCS believes this process will result in contracts with the most qualified and capable organizations.

This solicitation packet contains all of the information and forms necessary to complete and submit a proposal for the services indicated herein. This packet is organized to promote an orderly analysis of the requirements of DSS/OCS and to provide a uniform organizational format for proposers to develop their proposals, which should contain all of the information necessary for DSS/OCS to evaluate the proposals.

Any amendments to and questions on this Solicitation packet will be issued to all proposers receiving the packet. This will be done sufficiently in advance of the proposal due date to allow proposers to take all changes into account when preparing their proposals. Prior to the completion of the proposal, proposers should review all attachments to this document.

**1.2 PROPOSAL SUBMISSION INFORMATION**

The proposal shall be in three parts: Program Proposal, Cost Proposal (Budget), and Supporting Documents. Each proposal shall be organized according to the specifications in Attachment A, Proposal Format, of this Solicitation. Failure to provide required information and /or documentation may result in disqualification of your proposal. Proposals shall be typed on letter size paper and the narrative section shall not exceed fifty (50) double spaced pages. Each page shall be numbered. Care should be taken to accurately describe the program and total costs, as the selected proposer will be held responsible for the provision of services as described in their proposal for the entire contract period.

An original proposal with all attachments plus four (4) copies are required of all material submitted. The official authorized to bind the proposing organization shall sign the original proposal. Such authority shall be evidenced by a Board of Resolution, Attachment C, which shall be attached to the packet. The proposals must specify in the proposal which service, if any, is being subcontracted. For the purposes of this solicitation, "subcontractor" shall be defined as an individual or firm who assumes some of the obligations to the primary contractor via a contract or binding agreement. All

subcontractors shall be subject to the same clauses required by law and the primary contract with DSS/OCS. All subcontractors are subject to approval and monitoring by DSS/OCS. Proposers must submit qualifications of any subcontractors.

Submitted proposals (originals and copies) shall contain a completed Proposal Cover Sheet (see Attachment B) that clearly identifies the legal, incorporated name of the entity of the organization, firm, or agency making the proposal and that will be the contract recipient, if awarded. The name of the proposer shall be followed by the complete address (physical and mailing, if different) and correct contact telephone numbers and fax numbers, if available.

The proposer shall number each page of the proposal; numbers shall be printed on the bottom center of each page. The proposals shall be bound on the left hand margin side of the proposal so as to afford ease of review and discussion by the review/selection team.

Other conditions of proposals are as follows:

- DSS/OCS reserves the right to cancel this announcement and solicitation in whole or in part. DSS/OCS may further elect to reject or accept all or parts of proposals submitted.
- This announcement does not commit DSS/OCS to award a contract, should none be found acceptable to DSS/OCS.
- Payment or reimbursement of costs incurred in the development and submission of the proposal solicited by the announcement is not allowed.
- DSS/OCS reserves the right to negotiate for changes in any submitted proposal, when such proposals are deemed to be the most advantageous to DSS/OCS for the project as defined in this Solicitation. DSS/OCS reserves the right to make a contract award without any further discussion with the proposers regarding the proposals received.
- Any changes in staff members (by name, job duty, and/or percentage of time allocated) who were original to the proposal on which a contract is awarded, if considered to be a key position to the implementation of the services, are subject to the advance approval of DSS/OCS Contract Monitor staff, should an award of a contract be made as a result of this Solicitation.
- The contract is subject to the continued availability of funds by the state of Louisiana and the federal appropriating agency, Administration for Children and Families.
- All proposals become the property of DSS/OCS upon submission and acceptance for review. Should an award not be made as a result of this solicitation or if a submitted proposal is not selected for funding, DSS/OCS reserves the right to forward to any proposer or bidder their particular,

submitted documents, or shred the submitted proposals if not needed by DSS/OCS, at the option of DSS/OCS.

- An award to a proposer, if made, may involve the recipient of the award attending a one day budgeting seminar, upon invitation by DSS/OCS for contract award recipients on the budget development and expenditure process which DSS/OCS employs for all contractors.

**DEADLINE FOR SUBMITTAL OF PROPOSAL:** The original plus four (4) copies of the program proposal, budget, and supporting documents must be received at DSS/OCS at the address below no later than **4:30 p.m., Wednesday, May 28, 2008**. Transmittal of the proposal in whole or in part by FAX is not acceptable. You may send or bring the proposal to:

**Mailing Address**

Office of Community Services  
Attention: Anthony Ellis, Section Administrator  
P.O. Box 3318  
Baton Rouge, Louisiana 70821

**Street Address**

Office of Community Services  
627 North 4<sup>th</sup> Street, 3<sup>rd</sup> Floor  
Baton Rouge, Louisiana 70802  
Attn: Anthony Ellis,  
Section Administrator

OCS/DSS may request additional information for the purpose of evaluating the proposal, and proposer must submit requested information (original and four copies) within five (5) days of request. The selected proposers are subject to further negotiation by OCS on individual aspects of the proposal and/or budget in order to finalize the program.

**1.3 QUESTIONS**

Any contact with DSS/OCS concerning this Solicitation is prohibited, except as authorized by the Assistant Secretary of DSS/OCS, during the period from the date of release of the Solicitation until the date that the selected provider is notified of the DSS/OCS decision. Verbal questions will not be answered by DSS/OCS. In order to ensure that all proposers are treated equally and provided the same information, proposers shall submit, in writing, their questions regarding completion of the proposal, OCS policy as it pertains to this solicited program, etc. to the above address stated in this Guideline. **The deadline for submitting questions related to this Solicitation is Wednesday, April 30, 2008.**

Questions may also be submitted by FAX to (225) 342-9087 or by email to [aellis1@dss.state.la.us](mailto:aellis1@dss.state.la.us) with subject line LAFAYETTE FAMILY RESOURCE CENTER. Responses to questions will be posted on the DSS/OCS website at [www.dss.state.la.us/departments/dss/rfps.html](http://www.dss.state.la.us/departments/dss/rfps.html) within 3 to 4 days from receipt of the question.

**1.4 AGREEMENT AWARDED THROUGH THIS SOLICITATION**

The successful proposer shall, upon notification of the award, be required to enter into a legally binding contract with DSS/OCS. Attachment D, Agreement Between State of Louisiana/Department of Social Services/Office of Community Services and contractor, defines the contractual agreement requirements with which the successful provider must

comply. The DSS/OCS provider agreement will be for the period covering September 1, 2008 through August 31, 2011, which is a three-year period, contingent on funding.

## **2.0 FAMILY RESOURCE CENTER PROJECT**

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### **2.1 INTRODUCTION**

The purpose of the project is to establish a continuum of family preservation and family support services for the population of families and children receiving services through the Child Protection Investigation, Family Services, and Foster Care Programs of DSS/OCS. Additionally, the project is to provide supportive services to those families fostering children and/or who have adopted children. The project is intended to enact services through funding which will keep DSS/OCS in compliance with the requirements of H.R. 867, Adoption and Safe Families Act of 1997, Promoting Safe and Stable Families Program, (Title IV-B, Subpart 2 of the Social Securities Act). This legislation encouraged states to enact and provide for programs of family preservation and community-based family support services for families considered to be at risk of dissolution due to child abuse and/or child neglect, to plan and implement services focused on support services to prevent out-of-home placement and reunification services. The method for selection of providers under this project will be through a Solicitation for Proposals.

### **2.2 FUNDING**

The Solicitation will make available to the successful bidders an amount of approximately \$565,163 per year to serve the Lafayette Region. The amount will be allocated in a yearly total that is then further allocated within the region on a per site basis for up to two (2) sites. If two sites are selected, the amount is divided between the sites within the region based on the types of services provided. The funding cycles for the three year period are budgeted according to three federal fiscal periods of equal amounts: Initial Period – September 1, 2008 through September 30, 2009; Second Period –October 1, 2009 through September 30, 2010; Final Period - October 1, 2010 through August 31, 2011. This Solicitation, therefore, announces the availability of anticipated funding for a 36-month project. Budgets attached to any and each proposal must have three line item budgets outlining expenditures for each of the three funding periods as outlined above. Each funding cycle is contingent on receipt of federal funding allocations from the Administration for Children and Families and the Adoptions and Safe Families Act, the federal authorizing legislation which forms the basis of the implementation of these services.

### **2.3 SERVICES REQUESTED**

The outcome of this Solicitation will be the selection of award recipients to accomplish specified services contained in the proposal (or negotiated with DSS/OCS), focused on support, preservation, and reunification services for parents and children receiving DSS/OCS services; and supportive services to families fostering children or who have adopted children. **Weight will be given to those proposers with the capacity to offer all of the seven core services indicated below.** The resource center envisioned through this Solicitation are to serve as a hub or center of supportive and preservation service activities for families within the Lafayette Region in Louisiana. As part of the Promoting

Safe and Stable Families Program from the federal Administration for Children and Families and DSS/OCS, each submitted proposal must express a readiness and commitment to execute the services that will assess and enable children in families to remain safe throughout the time of involvement and beyond, if possible.

The activities undertaken by the award recipient(s) must result in a viable system of family resource centers that are physically located in a defined catchment of service delivery. The resource centers will be available for families and children to access, i.e., located so that services can be reasonably convenient for families and children as well as DSS/OCS staff who will participate closely with the ongoing provision and coordination of services with each resource center. This may require the offering of in-home services and/or multiple service delivery locations. The resource centers will be responsible for delivery of a menu of core services (see below), with related support services to be determined by each proposal within general guidelines of services commonly located in family resource centers and targeted by DSS/OCS. All services are planned for, delivered, and/or coordinated through the family resource centers and must be focused on the reason for referral. The services in this project must be based on responding to the conditions (reasons) of referral from DSS/OCS to the resource centers.

It is desirable that the seven core services listed below are provided by the proposer. Item 5, Support Services, allows flexibility to include services that address the needs of the DSS/OCS population in the region in which proposer is proposing to serve.

1. Respite—planned and crisis
2. Information, referral and advocacy services
3. Mentoring services—one-on-one coaching and/or teaching and modeling with parents, children, or the entire family.
4. Parenting education—The following five models are approved for utilization:
  - A. Nurturing Program for Parents of Infants, Toddlers and Pre-School children (Required)
  - B. Strengthening Families for ages 6-17 (Optional)
  - C. Nurturing Parents Skill Building (Required)
  - D. Systematic Training for Effective Parenting (STEP) (Optional)
  - E. Effective Black Parenting (Optional)
5. Support Services—an array of services to preserve and support biological, foster, and adoptive families.
6. Training—stand alone training provided to a client on a specific topic that is not part of a parenting curriculum. May include such topics as stress management, anger management, conflict resolution, self-esteem building, and foster/adoptive parent in-service training.
7. Transportation—Centers are to either provide transportation or help the client develop a viable plan to get to the center to receive services.

The planned services regularly scheduled must consist of a practical, flexible, and reasonable mix or combination of family preservation and family support services. This may include the following examples: respite, home visitation, parent aide/homemaker, parental modeling which focuses on the child and the parent in special learning settings to increase parent child relations, lending libraries for families, parent support groups,

parent education, and other services that are not commonly available in the general community at present which may be negotiated at the DSS/OCS Regional Office level. Other related services may complement already existing community resources, such as supports (community child care, transportation, case management services) for parental participation in substance abuse treatment and recovery efforts. Objectives of resource centers services include reducing or eliminating family violence patterns and improving parental relationships in child welfare cases. *Each service proposed to the state must view the safety of the child or children in the home as the paramount concern for assessment, service planning/coordination efforts, use of subcontractors as service staff components, and in service delivery.*

### **3.0 CONTRACTOR REQUIREMENTS**

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#### **3.1 PROVIDER FINANCIAL SOUNDNESS**

The contractor must be financially and otherwise capable of immediate response and compliance to the timetables approved for program startup including having the necessary startup funds to implement the program since the Department will not supply start up funds. No start up costs, payments for proposal costs or other preparatory costs, or advance payments are allowed. All proposal preparation costs are the responsibility of the proposing entity.

Expenses for the services are to be incurred and invoiced in arrears each month (after the expenses are encumbered) to the DSS/OCS Contract Monitor. Each month's expenses will be invoiced in arrears for the preceding month's service delivery.

DSS/OCS requires that all contractors receive payments through Electronic Funds Transfers (EFTs). Therefore, the contractor must have an active checking or savings account at a financial institution that can accept ACH credit files and remittance information electronically. The contractor is responsible for any fees assessed by the financial institution for this service. See Attachment E for the EFT enrollment form and instructions.

Monthly invoices must show a proportionate share of matching contributions that are in accordance with existing Federal guidelines. A twenty-five percentage matching contribution is required. Matching contributions can be in the form of cash to the state or donations of time, space, equipment, etc. on an in-kind basis. Matching contributions must be valued according to accepted valuation guidelines and/or within the community standard for like contributions. Failure of the contractor to supply the agreed upon contribution of a match in this project may result in reduced or eliminated state reimbursement of invoiced amounts and/or contract withdrawal or termination.

Three budget cycles must be prepared. Each of the three budget cycles will have the same projected, anticipated amount of funding available for expenditure. The total of the budgeted cycles must not exceed the amounts specified in the Solicitation for Proposal.

Refer to Attachment F, Budget Summary. Funding not expended during each budget cycle will be contractually amended to be de-obligated from the contract total amounts, at the option of DSS/OCS.

The contractor must adhere in all instances to State bidding procedures and all applicable processes and regulations. All requirements concerning purchases must be followed or DSS/OCS will sanction or terminate the contract.

The contractor must follow and comply with the DSS/OCS Audit Policy for Purchase of Service Providers.

DSS/OCS does not allow any financial charges to be made to families for the services being delivered through the resource centers.

### **3.2 CONTRACTOR EXPERIENCE/ CAPACITY**

The contractor must indicate evidence of knowledge and skills in the following areas:

- Child abuse and neglect as defined by law,
- Bonding and attachment issues as they relate to children in placement,
- Court processes regarding child custody,
- Normal childhood development,
- Community resource linkage,
- Cultural Responsiveness,
- Substance abuse dynamics,
- Family systems theory,
- Family assessment, and
- Reunification practice.

The contractor must demonstrate experience serving the type of population of children and families served by DSS/OCS.

- The primary and first priority population to be served is families accepted for service by DSS/OCS. This population includes families and children for whom DSS/OCS is currently investigating reported child abuse/neglect, families with one or more children in the custody of DSS/OCS with a goal of reunification, families with a validated complaint of child abuse/neglect who are receiving services through the Family Services Program, certified and non-certified families who are providing a home and care for a child in the Foster Care or Adoption Programs, and families who have adopted.
- DSS/OCS may refer families who have voluntarily contacted DSS/OCS and who are self-referrals into the Family Services Program to the contractor to receive services. Additionally, DSS/OCS may refer families in which a child has recently been reunited for post reunification services.
- DSS/OCS will be the sole referral source for all families referred under the above circumstances. All families referred by DSS/OCS must agree to receive the services prior to referral. Adoptive families with no current DSS/OCS involvement, other than an adoption subsidy, may self-refer to the resource center.

The contractor must demonstrate experience serving the type of population of children and families served through the Families In Need of Services (FINS) Program.

- Referrals and services may be given to non-OCS cases referred from the FINS Program administered through courts having juvenile jurisdiction. The referrals under this provision shall constitute no more than 15% of the total referrals to the resource centers and shall be budgeted in proposals for no more than 15% of the total funding in the contract. Referrals shall be accepted for services under this provision when the existing menu of services is assessed to be beneficial for a particular family.

### 3.3 ADMINISTRATIVE CAPACITY

Proposals submitted for review must have a clear delineation of responsibilities, including the commitment for written subcontracts along with a method of subcontractor service management from a lead agency to subcontractor agencies, if such is the service strategy used to deliver the services. Each Family Resource Center must be administered as a separate entity from any other ongoing projects in a community agency. **This requirement does not prohibit, impede or preclude a large community-based agency that is implementing a variety of different services from submitting a proposal.** Rather, the proposals must assure the state that in matters relating to location, funding, administration, and other management issues that the Family Resource Center must be a free standing operational entity within the organization competing by proposal for funding. For example, funding provided for services should not be mixed or intermingled with other funding which the award recipient manages. Therefore, proposals should describe unencumbered lines of authority and management within the Family Resource Center and this management philosophy should guide and suggest certain actions and practices (administratively as well as in regard to services) proposed to be available to the population to be served, as stated in this Solicitation.

Subcontractor Management: A plan for provider or lead agency management of any subcontracts is, therefore, a significant portion of proposals, if subcontracting a portion of the service is proposed. Written subcontract documents must be negotiated for each subcontractor, if subcontractors are used by the lead administrative agency in the delivery of these organized services.

Responsibility for Insuring the Safety of Children and Families Served: A critical capability for any proposer interested in this project will be the development and implementation of guidelines, procedures, and services that will insure the safety of the children and families being served through the project. This capability must be evident in the submitted proposals to the state.

Collaboration with Parish and Regional Staff of the Funding Agency (DSS/OCS) and FINS Staff: A close working relationship with the staff of the referring agencies, FINS and DSS/OCS, is expected throughout the project duration and plans for this relationship should be described through a definition of linkages, feedback processes, and ongoing coordination and collaboration with FINS and DSS/OCS staff as the referring and funding entity. In this way, the menu of services can be made to order for the families and children to be served through the resource centers.

## **4.0 PROPOSAL EVALUATION PROCESS**

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### **4.1. PRELIMINARY REVIEW**

Each proposal will be screened before being formally evaluated to determine whether the quantitative and/or basic required proposal components are included. This preliminary review consists of determining whether the content and format conform to those described in the Solicitation. Proposals screened as deficient at this point in the review process will be deemed unresponsive to the Solicitation and will be rejected without further consideration.

### **4.2 FORMAL EVALUATIVE REVIEW AND SCORING OF PROPOSALS**

The Proposal Review Committee will formally evaluate proposals accepted for review based on defined criteria. The Committee will be composed of representatives of regional OCS Offices, OCS State Office staff, and may include community representatives as reviewers. This will be a qualitative scoring review to determine the most responsive proposals submitted.

The Proposal Review Committee will evaluate each proposal according to the selection criteria outlined by means of individual review and team discussion to finalize the evaluation. Members in the committee will first evaluate each proposal individually, using the guide in Attachment G, Evaluation Instrument. After discussion, committee members may change individually assigned scores upwards or downwards. The proposal with the highest score will be recommended for award.

### **4.3 DEPARTMENTAL REPORT AND RECOMMENDATION OF AWARD RECIPIENTS**

A summary report on the committee's recommendation will be sent to the Secretary of the Department of Social Services for approval of the selection. Upon approval from the Secretary, notification of award recipients and award declines will follow for each submitted proposal that was accepted for review.

## ATTACHMENT A

### PROPOSAL FORMAT

The proposal to be submitted must include the following components in the sequence or order as follows. The information of the work to be performed in this Solicitation would be incorporated into the appropriate section in the following proposal format:

#### **PART I.**

PROPOSAL SUMMARY - This is intended to be a one to three page description of the statement of need as defined by the proposing agency and DSS/OCS. The general or broad direction of services to be provided will be defined. This section should clearly identify and define the proposing agency who will be the contractor. A brief history of the proposing agency may be included in this section.

*Maximum Scoring Points: 5 Points*

AGENCY ORGANIZATION AND STRUCTURE - Provides a definition of current services delivered through the proposer's agency. The agency organization should be described and provided to illustrate the agency's capacity and make-up. Programs currently being administered should be detailed, to include complete summaries of the divisions, if applicable, within the submitting agency along with specific programs and units in each division. Governance policies and practices of the agency should be defined. If the proposing agency is a newly formed entity, as much information as can be provided as to organization is requested so that the planned proposed services are understood to have necessary organizational support and supervision. An Organizational Chart, one for the proposing agency and one for a specific resource center project, should be included in this section of the proposal. The administration of the proposed project, including funding, should be described in this section.

*Maximum Scoring Points: 10 Points*

RELATIONSHIPS WITH OCS AND OTHER PUBLIC AGENCIES - Community involvement is defined herein especially with DSS/OCS and other community public agencies with which the proposer interacts. Collaboration within the community is especially important with the family resource centers. Relationships with the consumer population to be served through this project and any ongoing partnerships with the consumer population are to be defined. Agency collaboration networking relationships should be defined in this section. A plan for interface and communication with OCS staff at regional and parish levels is required.

*Maximum Scoring Points: 5 Points*

IMPLEMENTATION PLANS - The following elements are considered critical components of the Implementation Plans for all proposals:

**Project Personnel:** The key positions that will implement the plan are to be given by titles and names of personnel along with their qualifications and level of experience/expertise in the delivery area. The percentages of time that will be allocated to the project by all key administrative and/or direct service personnel should be specified. The names of the Project Coordinator and/or Program Director should be given, if known, and these staff should possess at least a Master's Degree in Social Work or

related field. (Changes in staff considered key that are included in the proposal must have prior approval of OCS.)

**Service Description:** A description of the exact services to be provided during the initial months of the project is required. This includes a description of details concerning the model of service to be organized and used, a description of the development of the resource center's capacities to respond to referred families in the region, and the delivery of a continuum of services ranging from less intrusive family support services to crisis oriented, clinical preservation services. The interrelatedness of the services must be clearly stated and defined. (See Section 2.3 for DSS/OCS required services.)

**Volunteers/Subcontractors:** Any planned use of volunteers or subcontractors should be described within this section, including any subcontracts planned which will be incorporated into service delivery. Job descriptions for key positions for this project may be submitted, in addition but not in place of, the above descriptions and definitions. Plans for supervision and training of volunteers or subcontractors should be included, if applicable.

Note: All staff, whether direct paid, volunteer, or subcontractor staff who will work with children directly must have criminal record check clearances prior to beginning service/employment. Evidence of such in policies and procedures and in any submitted proposal should be described and included.

**Subcontractor Management Plan:** A project Subcontractor Management Plan is required in each proposal, if applicable for any funded activities to be reimbursed through the contract, with commitment that a subcontract will be done in every instance that an entity other than the lead administrative agency will be delivering services. Each proposal must reflect a commitment and capacity of the submitting agency to successfully implement the administration of the funding and services planned for through the resource centers. A Subcontractor Management Plan includes the following: written subcontracts (either actual or planned) which specify and define the terms of the agreement with each subcontractor, plan of supervision of the subcontractor services, steps to be taken to be certain that the subcontractor services will be complementary to the overall success of the project, schedules of training for subcontractors to be conducted by the lead agency or DSS/OCS contractor agency, and method of evaluation and any planned sanctioning process of subcontractors out of compliance with the lead agency's initiatives. All subcontractors for services are the employees of the award recipient/contractor to the state and it is the responsibility of each lead agency implementing a contract, based on award through this Solicitation, to manage subcontractors effectively.

**Service Population/Service Menu:** The Implementation Plan should provide an exact and specific description of the plan to be undertaken for service delivery to the defined population of DSS/OCS referrals to be served. The Implementation Plan should include who (among the resource center staff) will do what, when, and how the actions will be accomplished in a clear, coherent manner of practice and that will accomplish and/or support the plan of a responsive family resource center. The methodology to be employed by the proposer must describe in detail all services to be provided through this funding as part of the resource center. Services must include family preservation and family support services designed to attract the interest and meet the needs of families and children in the region in a positive manner. A menu summary of services intended to be delivered through the resource centers must be provided. The service populations identified in Section 3.2 of this Solicitation are to be followed without exception.

**Confidentiality:** The Implementation Plan should detail the proposing agency's plan for record security, confidentiality protection on all referrals made to the resource center, and describe the plan for a program of ongoing and new staff training and record security practices by which the resource center will abide. The Plan should describe how the sensitive issue of client confidentiality will be maintained while keeping the referring worker and DSS/OCS staff informed of progress, issues, and ongoing work with referred clients. This is so the DSS/OCS staff, who may have to complete investigations and form reports or recommendations to the courts of jurisdiction over a family's case can understand the progress of families being referred to the center. A method of how confidentiality issues will be addressed with subcontractors and/or volunteers are also required, if subcontracting or use of volunteers is to be a part of the proposed service delivery.

**Referral Acceptance Practices:** Proposed referral acceptance guidelines and procedures should be formed and defined in the proposal and these should be found in this section. The proposal must describe how DSS/OCS referrals and FINS Program referrals will be coordinated and served. Assessment of needs is viewed as critical to the overall success of the project. The proposal must clearly state how the assessment of client needs will be done, how the needs will be addressed through services and how the service plan of the resource center will relate to the reason for referral. The proposal must express the proposer's strategy for addressing services in a focused, orderly, consumer related and understandable manner. The proposal should define how services would be targeted after assessment of needs is done and the targeted services must be in response to the identified issues and concerns as expressed in the DSS/OCS referral and through consumer requests. A client flow chart showing how client referrals, intake, assessment and delivery of services would be managed through the array of resource center services is suggested for inclusion in the proposal.

**Location and Access to the Services:** The proposal should clearly state the intent of the proposing entity to establish a physical presence in the region wherein a roster or menu of services would be available to referrals of DSS/OCS. A location of the center must be specified. The proposal will indicate clearly and exactly who the clients or consumers will be and identify time frames for responding to requests for services from the clients and consumers. The physical location, i.e., address of the site must be included in this section including the square footage of the resource center, if known. If the exact specific location is not known at the time of proposal submission, the planned footage and related information may be included.

**Guiding Values of the Family Resource Center:** Proposals for the Family Resource Centers must express an intent to implement services which will adhere to the following values, standards and/or requirements:

- The safety of the child or children in each family referred must be paramount in the service planning, service delivery, and coordination.
- Families are assessed and services provided from one source, either directly providing the services or coordinating them through managed subcontractors. A single point of entry into the coordinated system of the resource center is required.
- Families are seen in a systems framework that also addresses needs in the environment (e.g., housing needs), the parental subsystem, the parent-to-child subsystem and the family as a whole. Strengthening the family to become a better resource for the child or children at risk is critical. Programs should

address core and concrete needs for the target group to be served in the project.

- Services being delivered in families' residences or environments are required, unless prohibited by case characteristics.
- A menu or roster of available resource center services must be made available and/or offered to each referred family. The services must be of varying duration and must be responsive to the needs of the target families, i.e., those families that are cases of OCS's Child Protection Investigation, Family Services, Adoption, and Foster Care Program caseloads.
- The resource center must work to incorporate (and manage through supervision and training) community volunteers in the service delivery and work to encourage communities to become involved in helping to alleviate the problems of child abuse and neglect and those that are related issues.
- Enhances and promotes quality parental behavior in creating a safe, stable and nurturing home for children that promotes healthy child development.
- Helps children and their families resolve and recover from crisis, helps families learn new coping mechanisms, and assists families with connecting with necessary and appropriate services in communities. Overall, to assist families in remaining safely together in their own homes whenever possible should be a major focus.
- Addresses the needs of families to avert, ameliorate, remedy, reduce, or end child abuse and neglect in the lives of the families. Addresses the issues germane to the nature of referral of the family from DSS/OCS to the resource center.
- The services must respond to concerns of the DSS/OCS referral and the resource center must be diligent in advising DSS/OCS staff of client compliance and progress and in making recommendations for additional intervention.

**Project Work Plan/PERT Schedule:** A Work Plan and Time Chart outlining functions, tasks, and timetables for the project and project deliverables should be included in the proposal. The work plan (or a PERT/CPM chart) should detail all activities to be accomplished along with delineation of those activities that will be completed initially and activities that will be ongoing in nature. A phased schedule (or a PERT/CPM chart) of the implementation plan should be provided which outlines the project time lines, accomplishments to be completed by specified dates, and time lines for deliverables or significant events in establishing and developing related services. A plan for the date when referrals are to begin to the resource center should be included in this section. Overall, the proposal must offer services that approximate a continuum or range of services consistent with the multiple needs of at-risk children and families.

*Maximum Scoring Points: 50 Points*

**EVALUATION OF PROJECT:** The cooperation of the proposer in implementing the outcome evaluation is required in this section. Each proposal must identify and define how the planned services will serve to accomplish a **goal** (a general aim or purpose of the project), **outcome measures** (a source of evidence used to determine if an objective is accomplished) and the **objectives** (a desired measurable outcome) regarding the resource center and each proposed service activity.

***Evaluation Model of OCS Explained:*** The evaluation approach in the project involves the evaluation of outcomes for the project. A uniform database developed by DSS/OCS will be available to each contractor. However, each contractor will need a commitment of time, budget, equipment, and staff in participating with DSS/OCS for evaluation completion. The evaluation process consists of data collection activities, data programming activities, data compilation, and reporting of the findings from the evaluation process to DSS/OCS. Preliminary and necessary activities may include the establishing of the internal capacity for database management, procurement of equipment, data processing software programs and training of staff involved in the overall outcome evaluation process.

***Technical Assistance:*** DSS/OCS staff provides technical assistance to contractors through supports combining site visits, telephone contact, centralized training, and feedback. All activities pertaining to the outcome evaluation are done in concert and with coordination with DSS/OCS staff. A contracted researcher with consultation/technical assistance of DSS/OCS staff may do the actual work of conducting the outcome evaluation.

***Expectations of the Award Recipient:*** Data entry of outcomes related service delivery information into a uniform database system is expected as a deliverable on the overall project. This allows for data queries to be done that will include and result in comparisons and outcome assessments to be conducted by the researcher. The contractor will be expected to budget for and acquire necessary equipment, consultants, if needed, and in house staff and training which will result in achievement of the capability to operate the uniform database project considered a part of the outcome evaluation. Computer hardware must be such that the DSS/OCS uniform database can be operated, such as equipment which can operate Microsoft Access programs, ability to access web-based programs, and staff must be assigned to successfully complete database inputs. While DSS/OCS will have standard forms developed, this process may require the development of internal forms (policies and procedures manual, client flow charts, consumer satisfaction forms) for the acquiring and entering of information pertaining to the database. Cooperation and participation in organized, sponsored meetings concerning the outcome evaluation process will be requisite of all contractors.

***Required Reports on Outcome Evaluation Efforts:*** Evaluation of outcomes for this project will include successful development and submission of reports by the contractor to DSS/OCS at specified intervals. It is expected that the award recipient will have considerable and highly developed composition and writing abilities. Monthly monitoring reports will be due on the fifth working day of each month following service delivery. Additionally, contractor will be responsible for submitting (2) comprehensive annual Evaluation Reports to DSS/OCS documenting program activities and success regarding client outcomes. Most of this information can be obtained from completed monthly monitoring reports, surveys, observation, and database review. Specific instructions will be provided as to how to write this report and its structural requirements. The format for all reports will be supplied by DSS/OCS. The reports should be no more than 20 pages. The first Evaluation Report will be due one (1) year after service delivery initiates, and yearly thereafter.

All reports generated from the funded projects resulting from this Solicitation are considered to be contract deliverables and are considered the property of DSS/OCS. It is not necessary or required that specific identification of a client or family served through the contracts be given in the written reports of outcome evaluation. Rather, aggregate data is expected in the reports that illustrate that the service matrix is resulting in certain

anticipated outcomes of the effort to address the support and preservation needs of the identified, targeted families to receive the services.

***University Human Subjects Research:*** Any university making a proposal for the funding announced in this Solicitation must insure (and describe in the proposal) that research (such as outcome evaluations) done on human subjects as served through the resource centers will abide by (and have appropriate approvals and/or clearances to participate in outcome evaluation) by the existing university regulations and principles governing human subjects research. Evidence of such approvals may be included in proposals by universities.

*Maximum Scoring Points: 15 Points*

## **PART II**

**BUDGET** - Refer to Section 3.1 and Attachment G of this Solicitation for information about funding and matching contributions for this project. Also, refer to Summary Budget forms (Attachment F). All forms must be completed and submitted with the narrative of this proposal in order for a contract to be considered, based on the proposed services and requested funding. This section must contain three detailed budgets reflecting budget organization for the duration of the project, completed in the OCS format, indicating compliance with matching (25% matching contributions) and administrative costs (10% maximum).

*Maximum Scoring Points: 15 Points*

*Total Points for Proposal Evaluation: 100 Total Points Possible*

## **PART III**

### **SUPPORT DOCUMENTS FOR PROPOSERS**

The following support documents are not mandatory for submission with the proposal; but it is highly desirable that the documents be submitted with the proposal. If not, the proposal will not be rejected. However, these documents are required for a contract to be processed, and the award recipient must provide them before a contract will be negotiated. The forms may be obtained from the Secretary of State's office and/or its website.

1. Disclosure of Ownership, if proposing agency is a For Profit Corporation (the completed document is forwarded to the office of the Secretary of State with a \$20 filing fee.) If the corporation has already done business with the state and completed one previously, a copy of the previous one will suffice.
2. Certificate of Authority to do Business in Louisiana, if Out of State Firm (Document is secured from the office of the Secretary of State).



**ATTACHMENT C**  
**BOARD RESOLUTION**

**STATE OF LOUISIANA**

**PARISH OF** \_\_\_\_\_

**CONTRACTOR NAME** \_\_\_\_\_

**On the** \_\_\_\_\_ **day of** \_\_\_\_\_, **20** \_\_\_\_\_, **at a meeting of the Board of Directors of** \_\_\_\_\_

\_\_\_\_\_ **a corporation, held in the City of** \_\_\_\_\_

**Parish of** \_\_\_\_\_, **with a quorum of the directors present, the**

**following business was conducted:**

**It was duly moved and seconded that the following resolution be adopted:**

**BE IT RESOLVED that the Board of Directors of the above corporation do hereby authorize** \_\_\_\_\_

**(Name and Title of Authorized Representative)**

**or his/her successor(s) in the office to negotiate, on terms and conditions that he/she may deem advisable, a contract or contracts with the Louisiana Department of Social Services, Bureau of Licensing, to execute said document(s) on behalf of the corporation, and further we do hereby give him/her the power and authority to do all things necessary to implement, maintain, amend or renew said documents.**

**The above resolution was passed by a majority of those present and voting in accordance with the By-Laws and Articles of Incorporation.**

**I certify that the above and foregoing constitutes a true and correct copy of a part of the minutes of a meeting of the Board of Directors of** \_\_\_\_\_

\_\_\_\_\_ **held on the** \_\_\_\_\_ **day of** \_\_\_\_\_, **20** \_\_\_\_\_.

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Typed Name**

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

**ATTACHMENT D - AGREEMENT**

DSS-CF-1  
Rev. 07/05

AGREEMENT BETWEEN STATE OF LOUISIANA  
DEPARTMENT OF SOCIAL SERVICES

\_\_\_\_\_  
AND  
\_\_\_\_\_

FOR  
\_\_ Personal \_\_ Professional \_\_ Consulting \_\_ Social Services

|                                     |                                  |
|-------------------------------------|----------------------------------|
| 1) Provider/Contractor              | 5) Fed. Employee Tax ID or SS #: |
| 2) Address                          | 6) Parish(es) Served:            |
| 3) City and State          Zip Code | 7) License or Certificate #:     |
| 4) Remit-To-Address (if different)  | 8) Date of Birth:                |
| City and State          Zip Code    | 9) Place of Birth:               |

10) **Brief Description of Services to Be Provided:** Include description of work to be performed and objectives to be met; description of reports or other deliverables and dates to be received (when applicable). In a consulting service, a resume' of key contract personnel performing duties under the terms of the contract and amount of effort each will provide under terms of contract should be attached.

11) **Effective Date:** \_\_\_\_\_ 12) **Termination Date:** \_\_\_\_\_

13) This contract may be terminated by either party upon giving thirty (30) days advance written notice to the other party but in no case shall continue beyond specified termination date.

14) Maximum Contract Amount: \$ \_\_\_\_\_

15) **Terms of Payment:** If progress and/or completion of services are provided to the satisfaction of the initiating Office/Facility, payments are to be made as follows: (stipulate **RATE OR STANDARD OF PAYMENT**, billing intervals, invoicing provisions, etc.). Contractor obligated to submit final invoices to Agency within fifteen (15) days after termination of contract. **If cost reimbursement, reference Budget.**

PAYMENT WILL BE MADE ONLY UPON APPROVAL OF: \_\_\_\_\_  
(Specify Person, Position or Section)

16) Special or Additional Provisions, if any (IF NECESSARY, ATTACH SEPARATE SHEET AND REFERENCE):

17) If Corporation \_\_ Profit or \_\_ Non-Profit      \_\_ Let by RFP    \_\_ Advance    \_\_ Vendor    \_\_ Subrecipient

CFDA Title and Number \_\_\_\_\_  
Award Name, Number, Year \_\_\_\_\_  
Federal Agency \_\_\_\_\_  
Federal Laws/Regulations \_\_\_\_\_

During the performance of this agreement, the Contractor hereby agrees to the following terms and conditions:

1. The contractor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contractor agrees to provide a work environment free of potential harassment and not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.
2. Contractor shall abide by all laws and regulations concerning confidentiality which safeguard information and the patient/client confidentiality.
3. Contractor grants to the Agency, the State of Louisiana, through the Office of the Legislative Auditor, Office of the Inspector General, Federal Government and/or any other officially designated authorized representative of the Agency the right to inspect and review all books and records pertaining to services rendered under this contract.

Contractor also agrees to comply with federal and/or state regulations and laws requiring an audit based on one or more of the following criteria:

- (1) Any subrecipient contractor who expends \$500,000 or more in federal funds from all sources is required to have performed a single audit for that year under the provisions of OMB Circular A-133, Revised June 27, 2003, Audits of States, Local Governments, and Non-Profit Organizations. Single audits shall be conducted in accordance with generally accepted government auditing standards (GAGAS) issued by the Comptroller General of the United States. The only exception to an annual audit are those exceptions as noted at Section \_\_\_\_ .220 of OMB Circular A-133.
- (2) Any subrecipient contractor who expends less than \$500,000 in federal funds from all sources and who is subject to the provisions of Louisiana Revised Statutes 24:513 (State Audit Law), shall follow the guidance offered in the Louisiana Governmental Audit Guide (as Revised). Those who are subject to the provisions of Louisiana Revised Statutes 24:513 include governmental, public or quasi-public agencies or bodies as defined by the Statute.
- (3) Any subrecipient contractor who expends less than \$500,000 in federal funds from all sources and is not subject to the provisions of Louisiana Revised Statutes 24:513 (State Audit Law), then no audit is required.
- (4) Any subrecipient contractor who is a nongovernmental provider and receives \$100,000 or more per year of state funds via one or more cost reimbursement contracts, shall submit to the Agency source documentation (evidenced by invoices, cancelled checks, certified payroll sheets, etc.) to justify each payment request. Agency may at its discretion request that a contract compliance audit utilizing internal auditors, certified public accountant or the Legislative Auditor's office be performed. These provisions are cited at Louisiana Administrative Code Title 34:V:134.

Contractor subrecipient shall inform Agency thirty (30) days prior to the close of their fiscal year by way of written notification of the type of engagement (single audit, program audit, compilation/attestation, etc.), the fiscal year end of the engagement and the projected total of federal and/or state fund expenditures. If the cost of the audit is to be recovered through this contract, a budget showing that portion of the audit cost allocated to each federal and/or state funded program, contract or grant should be attached. Subrecipient contractor should be aware that there may be limitations on audit costs charged to certain federal and/or state programs based on total funding and other considerations.

Upon completion of the audit engagement, two (2) copies of the completed report shall be forwarded to: Louisiana Department of Social Services, c/o Office of Management and Finance, External Audit Section, P. O. Box 3927, Baton Rouge, LA 70821. This is in addition to any other required submissions imposed on the audit entity.

4. Contractor agrees to retain all books, records, and other documents relevant to contract and funds expended thereunder for at least three (3) years after final payment or as described in 45 CFR 74.53 (b) whichever is longest, and; if Medicare reimbursable, these shall be made available to the Secretary, U.S. DHHS and the U.S. Comptroller General, and their representatives to certify nature and extent of costs of services, as provided at Section 2440.4 of the Provider Reimbursement Manual (HIM 15-1).
5. Contractor shall not assign any interest in this contract and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the Agency thereto, provided, however, that claims for money due or to become due to the Contractor from the Agency under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be promptly furnished to the State.
6. Contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this agreement and/or legislative appropriation shall be said Contractor's obligation.
7. It is agreed that in consideration for the goods delivered or services performed, the Agency shall make all checks payable to the order of Contractor in the amounts expressed or specified in the agreement. In cases where travel and related expenses are required to be identified separate from the fee for services, such costs shall be in accordance with State Travel Regulations and shall be specified under "Special Provisions." It is further agreed that Contractor accepts payment made under the terms of the agreement in full for services delivered.
8. No funds provided herein shall be used to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition or any election ballot or a proposition of matter having the effect of law being considered by the legislature or any local governing authority. Contracts with individuals shall be exempt from this provision.
9. Should Contractor become an employee of the classified or unclassified service of the State of Louisiana during the effective period of the contract, Contractor must notify appointing authority of any existing contract with the State of Louisiana and notify the contracting office of any additional state employment. This is applicable only to contracts with individuals.
10. When applicable, upon completion of this contract or if terminated earlier, all records, reports, worksheets or any other materials related to this contract shall become property of the state.

11. Contractor shall not enter into any subcontract for work or services contemplated under this agreement without obtaining prior written approval of the Agency (which approval shall be attached to the original agreement). Any subcontracts approved by Agency shall be subject to conditions and provisions as the Agency may deem necessary; provided, however, that notwithstanding the foregoing, unless otherwise provided in this agreement, such prior written approval shall not be required for the purchase by the contractor of supplies and services which are incidental but necessary for the performance of the work required under this agreement; and provided, further, however, that no provisions of this clause and no such approval by the Agency or any subcontract shall be deemed in any event or manner to provide for the incidence of any obligation of the Agency beyond those specifically set forth herein. Further provided that no subcontract shall relieve the Contractor of the responsibility for the performance of any subcontractor.
12. Any alterations, variations, modifications, or waivers of provisions of this agreement shall be valid only when they have been reduced to writing, duly signed, and attached to the original of this agreement. No claim for services furnished or requested for reimbursement by Contractor, not provided for in this agreement, shall be allowed by Agency.
13. In the event the Agency determines that certain costs which have been reimbursed to Contractor pursuant to this or previous agreements are not allowable, the Agency shall have the right to set off and withhold said amounts from any amount due the Contractor under this agreement for costs that are allowable.
14. Contractor agrees to protect, defend, indemnify, save and hold harmless the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of the Contractor, its agents, servants, and employees or any and all costs, expenses and/or attorney fees incurred by the Contractor as a result of any claim, demands, and/or causes of action except for those claims, demands, and/or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, and/or employees. Contractor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expenses and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.
15. This agreement is subject to and conditioned upon the availability and appropriation of Federal, and/or State funds; and no liability or obligation for payment will develop between the parties until the agreement has been approved by required authorities of the Department; and, if contract exceeds \$20,000, the Director of the Office of Contractual Review, Division of Administration, in accordance with R.S. 39:1502. It is the responsibility of the contractor to advise the agency in advance if contract funds or contract terms may be insufficient to complete contract objectives.
16. Any amendment to this agreement shall not be valid until it has been executed by the Undersecretary or Assistant Secretary or other designated authority of the Office which is a party to the contract, and the Contractor, and approved by required authority of the Department; and, if contract exceeds \$20,000, the Director of the Office of Contractual Review, Division of Administration.
17. If applicable, at least by the end of each 6 month period of the above mentioned contract, Contractor must submit to Agency a written report detailing the use of funds, progress toward meeting specific goals, measurable objectives, terms, results or conditions that can be achieved in the specific allocated time.
18. Provider will comply with Public Law 103-227, Part C-Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (ACT), which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs, either directly, or through State or local governments. Federal programs includes grants, cooperative agreements, loans or loan guarantees, and contracts. The ACT does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug and alcohol treatment. The provider further agrees that the above language will be included in any subawards which contain provisions for children's services and that all subgrantees shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1,000 per day.
19. The State may terminate this Contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the Contract; provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this contract; provided that the Contractor shall give the State written notice specifying the State's failure and a reasonable opportunity for the state to cure the defect.
20. Any claim or controversy arising between the State and the Contractor shall be resolved pursuant to R.S. 39:1524-1526.

THIS AGREEMENT CONTAINS OR HAS ATTACHED HERETO ALL THE TERMS AND CONDITIONS AGREED UPON BY THE CONTRACTING PARTIES. IN WITNESS THEREOF, THIS AGREEMENT IS SIGNED AND ENTERED INTO ON THE DATE INDICATED BELOW.

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

STATE OF LOUISIANA  
DEPARTMENT OF SOCIAL SERVICES  
Ann S. Williamson, Secretary

\_\_\_\_\_  
Type name of Contractor

\_\_\_\_\_  
Eddie Ashworth, Undersecretary Date

\_\_\_\_\_  
(If corporation, type name and title.  
person signing contract)

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

Marketa Garner Gautreau, Assistant Secretary -  
Type Name and Title

Office of Community Services  
Office

## ATTACHMENT E - EFT Enrollment Form

### ELECTRONIC FUNDS TRANSFER ENROLLMENT FORM

Please review instructions before completing this form.  
Please print or type.

|                                    |  |   |                                       |
|------------------------------------|--|---|---------------------------------------|
| Vendor Name: _____                 |  | Please Check One: <input type="checkbox"/> New Enrollment <input type="checkbox"/> Change |                                       |
| Vendor Address: _____<br>_____     |  | Vendor FEIN/SSN: _____  | For OSRAP use only. Location Code: __ |
| ACH Routing Number: _____          | Circle C for Checking or S for Savings<br>Check/Savings Ind: <b>C or S</b> | Bank Account Number: _____  |                                       |
| Bank ACCT DESCR: _____             |  |   |                                       |
| Bank Name: _____                   |  | Bank Address: _____   |                                       |
| Bank Address: _____                |  | Bank Address: _____   |                                       |
| City: _____ State: _____ ZIP _____ |  | Bank Telephone Number: (____) _____ - _____ Ext _____                                     |                                       |

By completing the information listed above, I hereby authorize the State of Louisiana, Division of Administration and their designees (**State**) to initiate ACH credit entries to the financial institution account listed as requested by the individual or organization above (Vendor) for payment of goods and services received. This authorization is to remain in full effect until such time as the **State** is notified in writing by the vendor. This notification must include such time and be in such a manner as to afford reasonable time for the **State** to act on it. I certify that I am authorized to complete the information listed above in the unshaded areas on behalf of the individual or organization named above and resolve issues related to enrollment. The information presented above is true and correct for the individual or organization named above. I understand that by utilizing the State's EFT payment process, I will no longer receive remittance advices from the State of Louisiana for payments issued. I am instead to contact my financial institution for remittance information and I am utilizing a financial institution which has the capability to receive such information. I am solely responsible for any fees assessed by my financial institution for their services. The **State** reserves the right to issue a check for payment when the situation warrants. **I agree to notify the State of changes to the information listed on this form immediately. Failure to provide the State with correct information or failure to notify the State of changes to bank and/or account information will result in the Vendor bearing sole liability for lost and/or misdirected payments.**

|                                   |  |                |                                    |
|-----------------------------------|--|----------------|------------------------------------|
|                                   |  |                |                                    |
| Vendor's Authorized<br>Signature: |  | Print Name:    |                                    |
| Title:                            |  | Date: __/__/__ | Phone #: (____)____-____ ext _____ |

#### FINANCIAL INSTITUTION:

**I confirm that the routing and account information listed above is correct and our financial institution has the ability to receive ACH credit files and remittance information electronically.**

|       |  |       |  |          |  |
|-------|--|-------|--|----------|--|
| Name: |  | Date: |  | Title:   |  |
|       |  |       |  | Phone #: |  |

## **COMPLETING THE ENROLLMENT FORM:**

You are to complete the unshaded portions of the enrollment form. Please complete the fields with the following information:

Vendor Name - The name of your company or organization as it appears on the bank account referenced.

Please Check One – Select New Enrollment or Change.

Vendor Address - The mailing address of your organization to which all payments are sent.

Vendor FEIN/SSN - The Federal Tax Identification Number or Social Security Number of your organization.

ACH Routing Number - The 9 digit routing code of the financial institution for the specified savings or checking account to which funds will be deposited. If funds are deposited into your checking account, the routing number usually precedes your checking account number on the bottom of your checks.

Check/Savings Ind - Circle the appropriate letter. "C" denotes a checking account and "S" denotes a savings account.

Bank Account Number - The bank account to which funds are to be deposited.

Bank ACCT DESCR - A general description of the bank account. For example, "Company XYX corporate checking account."

Bank Name - The name of the financial institution to which funds will be deposited.

Bank Address - (lines 1 - 3) The mailing address of the financial institution to which funds will be deposited.

City/State/Zip - The Bank's City/State/Zip for the mailing address listed.

Bank Telephone Number - The telephone number of the branch or bank office to contact for assistance with transmission problem resolution.

Vendor's Authorized Signature - The signature of the individual completing this form (Payee).

Print Name - Print or type the name of the individual completing this form.

Title - The title of the individual completing this form.

Date - The date the form is completed.

Phone Number - The telephone number of the individual completing the form.

**NOTE: Please include a copy of a voided check or a letter from your financial institution for depository accounts as verification of account information. A representative from your financial institution must complete and sign the area at the bottom of the form.**

**ATTACHMENT F**  
**OFFICE OF COMMUNITY SERVICES**  
**PURCHASE OF SOCIAL SERVICES**

**SUMMARY BUDGET**

Prepared by \_\_\_\_\_

PROVIDER NAME

PROVIDER ADDRESS

FEDERAL ID NUMBER \_\_\_\_\_

EMPLOYMENT SECURITY NUMBER \_\_\_\_\_

METHOD OF PAYMENT

\_\_\_\_\_ UNIT COST

\_\_\_\_\_ COST REIMBURSEMENT

DESCRIPTIVE TITLE OF SERVICES TO BE PROVIDED

FOR CONTRACT PERIOD BEGINNING \_\_\_\_\_ AND ENDING \_\_\_\_\_  
 (Period of Service Operation \_\_\_\_\_ thru \_\_\_\_\_)

Indicate the Total Number of Service Units for which this Budget is prepared: \_\_\_\_\_

Indicate the Number of Service Units to be provided under the Purchase of Service Contract for which you are applying through OCS. \_\_\_\_\_

Percent OCS Service Units: \_\_\_\_\_

| COST CATEGORY                           | TOTAL BUDGET<br>(All sources of funding for the Program) | NON-OCS BUDGET<br>(Other State or Federal Funds) | OCS BUDGET<br>(OCS funding) |
|---|--|--|-----------------------------|
| (01) + (08) PERSONNEL - SALARIES        |  |  |                             |
| (02) + (09) PERSONNEL - FRINGE BENEFITS |  |  |                             |
| (03) + (10) PERSONNEL - TRAVEL          |  |  |                             |
| (04) + (11) OPERATING SERVICES          |  |  |                             |
| (05) + (12) SUPPLIES                    |  |  |                             |
| (06) + (13) EQUIPMENT                   |  |  |                             |
| (07) + (14) OTHER EXPENSES              |  |  |                             |
| TOTAL                                   |  |  |                             |

APPROVAL:

\_\_\_\_\_  
 Signature/Title of Authorized Official

\_\_\_\_\_  
 Date Submitted

\_\_\_\_\_  
 Provider Budget Contact Person

(\_\_\_\_) \_\_\_\_\_  
 Telephone Number

## ADMINISTRATIVE BUDGET

| PROVIDER NAME                     |                     |                       |                   |
|-----------------------------------|---------------------|-----------------------|-------------------|
| ADDRESS IF ADMINISTRATIVE OFFICES |                     |                       |                   |
| <b>COST CATEGORY</b>              | <b>TOTAL BUDGET</b> | <b>NON-OCS BUDGET</b> | <b>OCS BUDGET</b> |
| (01) PERSONNEL - SALARIES         |                     |                       |                   |
| (02) PERSONNEL – FRINGE BENEFITS  |                     |                       |                   |
| (03) PERSONNEL – TRAVEL           |                     |                       |                   |
| (04) OPERATING SERVICES           |                     |                       |                   |
| (05) SUPPLIES                     |                     |                       |                   |
| (06) EQUIPMENT                    |                     |                       |                   |
| (07) OTHER                        |                     |                       |                   |
| <b>TOTAL</b>                      |                     |                       |                   |

## BUDGET JUSTIFICATION

(01) Personnel – Salaries

| PROVIDER NAME |                       |  |                                   |                            |                             |                                 |                             |                        |
|---------------|-----------------------|--|-----------------------------------|----------------------------|-----------------------------|---------------------------------|-----------------------------|------------------------|
| A             | B                     | C  | D                                 |                            | E                           |                                 | F                           | G                      |
| Number        | .Position<br>or Title | Salary Per<br>Employee<br>per Pay<br>Period                          | Time Allocated to<br>This Service |                            | Funding Allocated<br>to OCS |                                 | Number<br>of Pay<br>Periods | OCS Cost<br>AxE(2) x F |
|               |                       | <hr style="width: 50%; margin: 0 auto;"/> Length of<br>Pay<br>Period | (1)<br>Percent                    | (2)<br>Amount<br>D (1) x C | (1)<br>Percent              | (2)<br>Amount<br>D(2) x<br>E(1) |                             |                        |
|               |                       |  |                                   |                            |                             |                                 |                             |                        |
| <b>TOTAL</b>  |                       |  |                                   |                            |                             |                                 |                             |                        |













## DIRECT SERVICE BUDGET

| PROVIDER NAME                          |              |                |            |
|--|--------------|----------------|------------|
| SERVICE LOCATION (Name and/or Address) |              |                |            |
| COST CATEGORY                          | TOTAL BUDGET | NON-OCS BUDGET | OCS BUDGET |
| (08) PERSONNEL - SALARIES              |              |                |            |
| (09) PERSONNEL – FRINGE BENEFITS       |              |                |            |
| (10) PERSONNEL – TRAVEL                |              |                |            |
| (11) OPERATING SERVICES                |              |                |            |
| (12) SUPPLIES                          |              |                |            |
| (13) EQUIPMENT                         |              |                |            |
| (14) OTHER                             |              |                |            |
| <b>TOTAL</b>                           |              |                |            |

## BUDGET JUSTIFICATION

(08) Personnel – Salaries

| PROVIDER NAME |                       |   |                                   |                               |                             |                                 |                             |                        |
|---------------|-----------------------|---|-----------------------------------|-------------------------------|-----------------------------|---------------------------------|-----------------------------|------------------------|
| A             | B                     | C   | D                                 |                               | E                           |                                 | F                           | G                      |
| Number        | .Position<br>or Title | Salary Per<br>Employee<br>per Pay<br>Period | Time Allocated to<br>This Service |                               | Funding Allocated<br>to OCS |                                 | Number<br>of Pay<br>Periods | OCS Cost<br>AxE(2) x F |
|               |                       | <u>Length of<br/>Pay<br/>Period</u>         | (1)<br>Percent                    | (2)<br>Amount<br>D (1) x<br>C | (1)<br>Percent              | (2)<br>Amount<br>D(2) x<br>E(1) |                             |                        |
|               |                       |   |                                   |                               |                             |                                 |                             |                        |
| <b>TOTAL</b>  |                       |   |                                   |                               |                             |                                 |                             |                        |













**ATTACHMENT G**

NAME OF PROPOSAL

**EVALUATION INSTRUMENT**

**FAMILY RESOURCE CENTERS**

**1. *Proposal Summary (5 points maximum)***

- \_\_\_\_\_ Includes statement of purpose indicating proposer understands project (1 point)
- \_\_\_\_\_ Clearly states identity of proposing agency (1 point)
- \_\_\_\_\_ Provides introductory, brief history of proposing agency (1 point)
- \_\_\_\_\_ Provides definition of need within the population to be served (2 points)
- \_\_\_\_\_ Total Points Allocated for Section 1

**2. *Agency Organization and Structure (10 points maximum)***

- \_\_\_\_\_ Defines current services and programs of proposing agency (3 points)
- \_\_\_\_\_ Provides organizational chart (2 points)
- \_\_\_\_\_ Illustrates or otherwise defines organizational capacity to administer the funding (3 points)
- \_\_\_\_\_ Provides policy statement as to qualifications of staff to deliver envisioned services of the resource center (2 points)
- \_\_\_\_\_ Total Points Allocated for Section 2

**3 *Relationships with OCS and Other Public Agencies (5 points maximum)***

- \_\_\_\_\_ Proposer illustrates and reflects community involvement in proposal and proposed services (1 point)
- \_\_\_\_\_ Proposal illustrates relationships with consumers and referrals resources (2 points)
- \_\_\_\_\_ Proposal illustrates agency collaboration and intra agency collaboration (2 points)
- \_\_\_\_\_ Total Points Allocated for Section 3

**4. Implementation Plans (50 Points Maximum)**

- \_\_\_\_\_ Identifies Key Positions within proposing organization that will be integral to project (4 points)
- \_\_\_\_\_ Provides qualifications of staff who will work with clients, supervise the project, and carry out service delivery; qualifications of staff for project are found to be appropriately qualified (Homemaker: High School + some advanced training, Home Based Therapists: Master's Degree in Social Work or Related Field) (3 points)
- \_\_\_\_\_ Describes use of volunteers as well as describes subcontracting plans in proposal including volunteer screening and supervision plans (3 points)
- \_\_\_\_\_ Provides a specific and exact plan of approach to service delivery through the resource center. Provides menu of resource center services, access to services is clearly defined, assessments and feedback to referring workers is provided/illustrated in proposal. Services must be reasonable, targeted, coordinate efforts to serve referrals through outreach services, service delivery in clients' homes, assessment that is ongoing throughout involvement with the resource center, and that are terminated professionally and appropriately. Provides for a range of services and costs in the proposal. (6 points)
- \_\_\_\_\_ Establishes proposed referral guidelines and describes how referrals will be made. Includes a plan of managing confidentiality of all referrals through training, signed commitments of staff, and physical plant security. (4 points)
- \_\_\_\_\_ Provides a resource center for child welfare families based on a commitment to values which guide practice, administration, planning, service delivery, and evaluation. (4 points)
- \_\_\_\_\_ Provides a description of the physical plant or location of the resource center, including square footage the resource center will occupy. (4 points)
- \_\_\_\_\_ Provides confidentiality guidelines in proposal for any volunteers and/or subcontractor staff engaged in resource center services. (2 points)
- \_\_\_\_\_ Costs described in proposal are reasonable, appropriate costs, including administrative salaries and service staff salaries. (4 points)
- \_\_\_\_\_ States intent to establish physical presence in community of catchment area that is convenient to DSS/OCS and DSS/OCS referred clients (4 points)
- \_\_\_\_\_ Expresses interest in developing the implementation of resource centers by adherence to a set of defined values and incorporates these defining values into the practice, administration, and policies of the resource center (5 points)
- \_\_\_\_\_ Provides a Work Plan and Time Table outlining function, tasks, time tables, and schedule of planned accomplishments of objectives and goals, including initial and ongoing project deliverables. Defines who will do what, when and for what purpose (7 points)
- \_\_\_\_\_ Total Points Allocated to Section 4

**5. Evaluation of Project (15 Points Maximum)**

\_\_\_\_\_ Commits to cooperative development and joint partnerships with DSS/OCS in the carrying out all activities of the outcome evaluation. Understands that the provider will conduct outcome evaluation efforts with assistance from OCS through technical assistance, training, and consultation. (2 points)

\_\_\_\_\_ Agrees to develop and submit: Policy Manuals, client flow charts, consumer satisfaction surveys, data collection forms, data base information, monthly monitoring forms, and outcome evaluation reports timely and as requested by DSS/OCS (5 points)

\_\_\_\_\_ Agrees to commit required budget allocations to conduct outcome evaluation (3 points)

\_\_\_\_\_ Agrees to acquire the necessary equipment, expertise, and staff to complete outcome evaluation reports. (5 points)

\_\_\_\_\_ Total Points Allocated to Section 5

**6. Budget (15 Points Maximum)**

\_\_\_\_\_ Budget is within the overall total, submitted on DSS/OCS format forms (3 points)

\_\_\_\_\_ Budget includes not more than 10% for administrative costs per contract (3 points)

\_\_\_\_\_ Budget includes 25% acceptable matching contributions according to guidelines (3 points)

\_\_\_\_\_ Budget line items are appropriate and reasonable (6 points)

\_\_\_\_\_ Total Points Allocated to Section 6

OVERALL TOTAL POINTS POSSIBLE: **100**

OVERALL TOTAL POINTS ALLOCATED TO THIS PROPOSAL: \_\_\_\_\_

Signature of Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_