

*Louisiana*

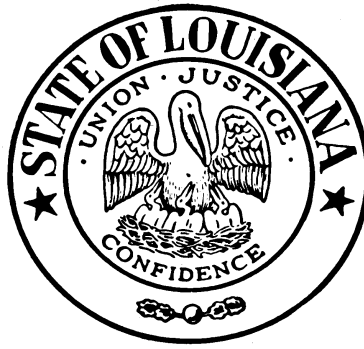


Department of  
**Children &  
Family Services**

*Building a Stronger Louisiana*

# REQUEST FOR PROPOSAL

Monroe Region  
Family Resource Center



**RFP #:647**

**PROPOSAL DUE DATE/TIME: NOVEMBER 30, 2015 AT  
3:00PM (CST)**

State of Louisiana  
Office of State Procurement

October 12, 2015

# TABLE OF CONTENTS

## **PART I. ADMINISTRATIVE AND GENERAL INFORMATION**

1.1	Background .....	5
1.1.1	Purpose .....	5
1.1.2	Goals and Objectives .....	5
1.2	Definitions .....	6
1.3	Schedule of Events .....	7
1.4	Proposal Submission .....	7
1.4.1	Mandatory (or Desirable) Qualifications for Proposer .....	8
1.5	Proposal Format .....	8
1.5.1	Number of Copies of Proposal .....	11
1.5.2	Legibility/Clarity .....	11
1.6	Confidential Information, Trade Secrets and Proprietary Information .....	12
1.7	Proposal Clarifications Prior to Submittal .....	12
1.7.1	Pre-Proposal Conference .....	12
1.7.2	Proposer Inquiries .....	13
1.8	Errors and Omissions in Proposal .....	13
1.9	Changes, Addenda, Withdrawals .....	13
1.10	Withdrawal of Proposal .....	12
1.11	Waiver of Administrative Formalities .....	13
1.12	Proposal Rejection/RFP Cancellation .....	13
1.13	Ownership of Proposal .....	14
1.14	Cost of Offer Preparation .....	14
1.15	Taxes .....	14
1.16	Determination of Responsibility .....	14
1.17	Use of Subcontractors .....	14
1.18	Written or Oral Discussions/Presentations .....	15
1.18.1	Best and Final Offers (BAFO) .....	15
1.19	Acceptance of Proposal Content .....	15
1.20	Evaluation and Selection .....	15
1.21	Contract Award and Execution .....	15
1.22	Notice of Intent to Award .....	16
1.23	Right to Prohibit Award .....	16
1.24	Insurance Requirements .....	16
1.25	Indemnification and Limitation of Liability .....	17
1.26	Payment .....	18
1.27	Termination .....	19
1.27.1	Termination of the Contract for Cause .....	19
1.27.2	Termination of the Contract for Convenience .....	19
1.27.3	Termination for Non-Appropriation of Funds .....	19
1.28	Assignment .....	19
1.29	Audit of Records .....	20
1.30	Civil Rights Compliance .....	20
1.31	Record Ownership .....	20
1.32	Entire Agreement/Order of Precedence .....	20
1.33	Contract Changes .....	20

1.34	Substitution of Personnel.....	21
1.35	Governing Law .....	21
1.36	Claims or Controversies .....	21
1.37	Code of Ethics .....	21
1.38	Corporate Requirements .....	21

## **PART II. SCOPE OF WORK/SERVICES**

2.1	Overview .....	22
2.2	Period of Agreement.....	22
2.3	Task and Services .....	22
2.4	Deliverables.....	24
2.6	Scope of Work Elements .....	24
2.6.1	Functional Requirements .....	24
2.6.2	Technical Requirements .....	25
2.6.3	Project Requirements .....	25

## **PART III. EVALUATION**

3.1	Proposal Evaluation.....	27
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## **PART IV. PERFORMANCE STANDARDS**

4.1	Performance Requirements.....	30
4.2	Performance Measurement/Evaluation.....	30

## **ATTACHMENTS**

# REQUEST FOR PROPOSAL FOR

*Monroe Region Family Resource Center*

## **PART I: ADMINISTRATIVE AND GENERAL INFORMATION**

### **1.1 Background**

The Department of Children and Family Services is working to keep children safe, helping individuals and families become self-sufficient, and providing safe refuge during disasters. Within the DCFS umbrella the Child Welfare section is committed to working with families and communities to ensure the safety, well-being and permanency of the children we serve. Through these efforts the Family Resource Centers (FRC) were developed to provide the required services to enhance family functioning to allow children to remain in their homes, safely return to their home or achieve permanency in alternative settings. The FRC network has long served as a support to the department by providing services tailored to the needs of the families in the child welfare system.

#### **1.1.1 Purpose**

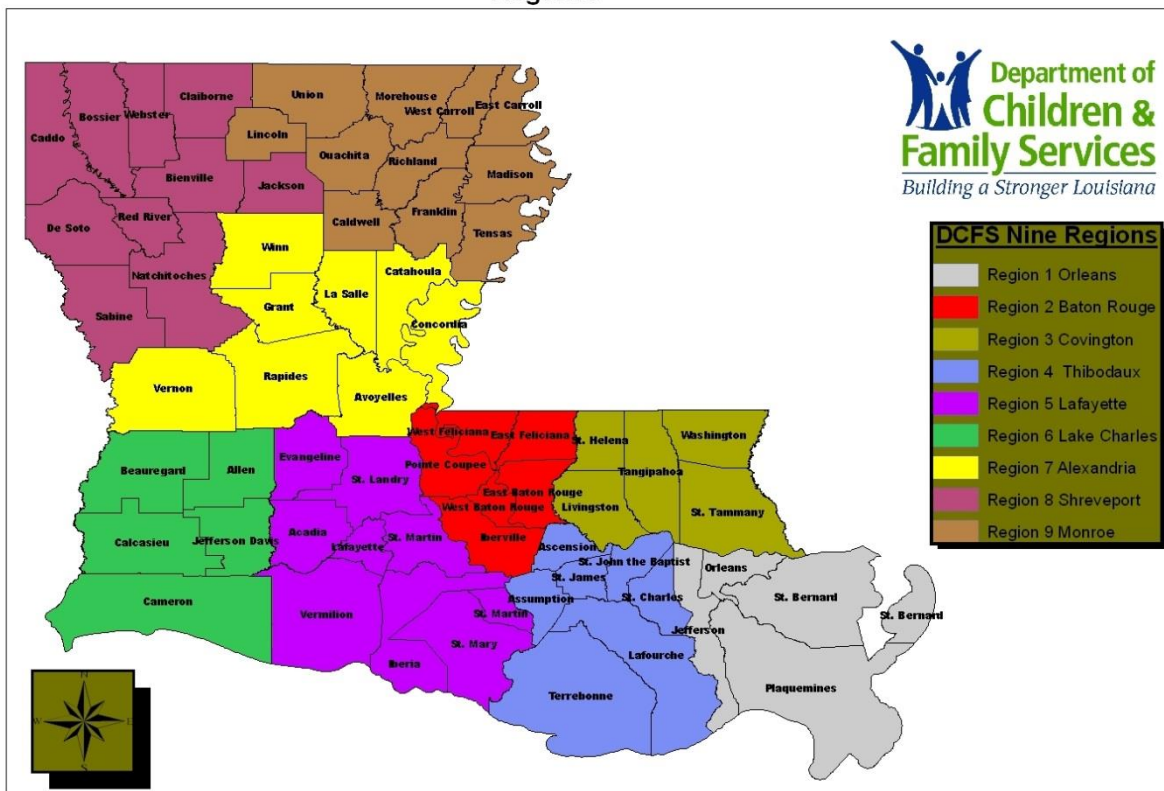
This Request for Proposals (RFP) is issued by the Department of Children and Family Services (herein referred to as DCFS) for the purpose of the establishment of a continuum of family preservation and family support services for the population of families and children receiving services through DCFS' Child Protective Services, Family Services, Foster Care and Adoptions Programs in the Monroe Region. The project is intended to enact services through funding which will keep the state in compliance with the requirements of H.R. 867, Adoption and Safe Families Act of 1997, and 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 a provider under this project will be through a Request for Proposals (RFP). This RFP will be available to the successful proposer and will continue based on performance and the continued availability of funds up to a two year term.

#### **1.1.2 Goals and Objectives**

The outcome of this Request for Proposals will be the selection of an award recipient to accomplish specified services contained in the proposal (or negotiated with DCFS), focused on support, preservation, and reunification efforts for parents and children receiving DCFS services; and supportive services to families fostering children or who have adopted children. The designated area for this Request for Proposals will be the **Monroe Region**. The parishes that make up the region are: **Caldwell, East/West Carroll, Franklin, Lincoln, Madison, Morehouse, Ouachita, Richland, Tensas, and Union Parishes with the inclusion of**

**Bienville and Jackson.** The provider shall service the parishes listed above, but it may also be necessary to service other contiguous areas when it is most beneficial to meeting the needs of clients.

## Louisiana Department of Children and Family Services Regions



### 1.2 Definitions

- A. Shall and Will– The terms “shall” and “will” denote mandatory requirements.
- B. Must - The term “must” denotes mandatory requirements.
- C. May and Can- The terms “may” and “can” denote an advisory or permissible action.
- D. Should – The term “should” denotes a desirable action.
- E. Contractor – Any person having a contract with a governmental body; the selected proposer.
- F. Agency- Any department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or other establishment of the executive branch of this state authorized to participate in any contract resulting from this solicitation.
- G. State- The State of Louisiana.

- H. Parish- a territorial division corresponding to a county in other states.
- I. Discussions- For the purposes of this RFP, a formal, structured means of conducting written or oral communications/presentations with responsible Proposers who submit proposals in response to this RFP.
- J. DOA - Division of Administration
- K. OSP – Office of State Procurement
- L. Proposer – A firm or individual who responds to this RFP.
- M. DCFS-Department of Children and Family Services
- N. FRC- Family Resource Center
- O. PSSF-Promoting Safe and Stable Families
- P. ACF-Administration for Children and Families
- Q. FINS-Families in Need of Services

### **1.3 Schedule of Events**

<b><u>Event</u></b>	<b><u>Date</u></b>
Advertise RFP and mail public announcements	October 12, 2015
Deadline for receipt of written inquiries	October 26, 2015 by 3:00pm
Issue responses to written inquiries	November 9, 2015 by 3:00pm
Deadline for receipt of proposals	November 30, 2015 by 3:00pm
Announce award of contractor selection	December 21, 2015 by 3:00pm
Contract execution	February 1, 2016

**NOTE: The State of Louisiana reserves the right to revise this schedule. Revisions, if any, before the Proposal Submission Deadline will be formalized by the issuance of an addendum to the RFP.**

### **1.4 Proposal Submission**

Firms/individuals who are interested in providing services requested under this RFP must submit a proposal containing the mandatory information specified in this section. The proposal must be received in hard copy (printed) version by the RFP Coordinator on or before 3:00pm Central Daylight Time on the date specified in the Schedule of Events. **FAX or e-mail submissions shall not be acceptable.** Proposers mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposal by the time specified. The proposal package must be delivered at the proposer's expense to:

Child Welfare, 3<sup>rd</sup> Floor  
Department of Children and Family Services

P. O. Box 3318  
Baton Rouge, LA 70821-3957  
Attention: Kayla Jones

For courier delivery, the street address is **627 North 4<sup>th</sup> St., Baton Rouge, LA 70802**, and the telephone number is **(225) 342-5334**. It shall be solely the responsibility of each Proposer to ensure that its proposal is delivered at the specified place and prior to the deadline for submission. Proposals received after the deadline will not be considered.

#### **1.4.1 Mandatory Qualification for Proposer**

It is mandatory that Proposers and staff must meet the following qualifications prior to the deadline for receiving proposals.:

- All persons providing direct services to clients must possess a Bachelor's degree preferably in Social Work or a related field (Social Sciences, Early Childhood Development, Public Administration, Human Services, Counseling, Education).
- The Program Director must possess a Master's degree in Social Work or a related field (Social Sciences, Early Childhood Development, Public Administration, Human Services, Counseling, Education) with 2 years experience working with children and families.
- The Proposers shall have clinical supervision available for case consultations. The clinical supervision must be provided by someone on staff with the proposer's organization or hired as a subcontractor.

Any changes in key staff that were included in the proposer's proposal must obtain prior written approval from the state.

All subcontractors shall be subject to the same clauses required by law in the primary contract with DCFS. All subcontractors shall be subject to approval and monitoring by the state.

#### **1.5 Proposal Format**

Proposers should respond to this RFP with Technical and Cost in one proposal.

- A. **Cover Letter:** A cover letter should be submitted on the Proposer's official business letterhead explaining the intent of the Proposer.
- B. **Table of Contents:** The proposal should be organized in the order contained herein.
- C. **Executive Summary:** This section should serve to introduce the scope of the proposal. It should include administrative information including, at a minimum, Proposer's contact name and phone number, and the stipulation that the proposal is valid for a time period of at least 90 calendar days from the date of submission. This section should also include a summary of the Proposer's qualifications and ability to meet the overall requirements in the timeframes set by the department.

It should include a positive statement of compliance with the contract terms. If the Proposer cannot comply with any of the contract terms, an explanation of each exception should be supplied. The Proposer should address the specific language in Attachment II, Sample Contract, and submit whatever exceptions or



exact contract modifications that its firm may seek. While final wording will be resolved during contract negotiations, the intent of the provisions will not be substantially altered.

**D. Company Background and Experience:**

The Proposers should give a brief description of their company including a brief history, corporate structure and organization, number of years in business, and copies of its latest financial statement, preferably audited.

This section should provide a detailed discussion of the Proposer's prior experience in working on projects similar in size, scope, and function to the proposed contract. Proposers should describe their experience in other states or in corporate/governmental entities of comparable size and diversity by providing three (3) professional Letters of Reference.

Proposers should clearly describe their ability to meet the minimum qualifications described in Section 1.4.1.

Proposers should clearly explain their knowledge and skills related to:

- 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
- Evidence Based practices
- Trauma Informed practice
- Reunification practice

**E. Approach and Methodology:** Proposals should include enough information to satisfy evaluators that the Proposer has the appropriate experience, knowledge and qualifications to perform the scope of services as described herein. Proposers should respond to all requested areas.

The Proposer should:

- Provide Proposer's understanding of the nature of the project and how its proposal will best meet the needs of the state department.
- Define its functional approach in providing the services.

- Define its functional approach in identifying the tasks necessary to meet requirements.
- Describe the approach to Project Management and Quality Assurance.
- Provide a proposed Project Work Plan that reflects the approach and methodology, tasks and services to be performed, deliverables, timetables, and staffing.
- Present innovative concepts for consideration.

**F. Staff Qualifications:**

The Proposer should provide detailed information about the experience and qualifications of the Proposer's assigned personnel considered key to the success of the project.

This information should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities and any applicable certifications. This should also specifically include the role and responsibilities of each person on this project, their planned level of effort, their anticipated duration of involvement, and their on-site availability. Customer references (name, title, company name, address, and telephone number) should be provided for the cited projects in the individual resumes.

Proposers should clearly describe their ability to meet or exceed the minimum staff qualifications described in Section 1.4.1.

**G. Cost Proposal:** The Proposer shall provide the total cost (inclusive of travel and all project expenses) for providing all services described in the RFP. For information purposes, the Proposer shall provide the total estimated number of hours, by classification, for the Proposer's project staff, the billing rate by classification, and an estimated percentage of the effort that will be completed by a subcontractor (if applicable).

A twenty-five percentage matching contribution shall be required. Matching contributions shall 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 shall result in reduced or eliminated state reimbursement of invoiced amounts and/or contract termination.

Note: The proposer must include an itemized listing of all expenses or fees, if applicable, (including travel) that are expected to be paid by the department. Travel and other allowable expenses shall be reimbursed in accordance with the Division of Administration State General Travel Regulations, within the limits established for State Employees as defined in Division of Administration Policy and Procedure Memorandum No. 49. All out of state travel will be subject to prior approval by the Secretary of the department or his/her designee. This information should be completed on the Budget Template provided (Attachment III).

H. **Certification Statement:**

The Proposer must sign and submit the Certification Statement shown in Attachment I.

**1.5.1 Number of Copies of Proposals**

The State requests that **six (6) printed** copies and **one (1) copy on Compact Disk (CD) or flash drive** of the proposal be submitted to the RFP Coordinator at the address specified. At least one copy of the proposal shall contain original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of a board resolution granting such authority should be submitted if proposer is a corporation. The copy of the proposal with original signatures will be retained for incorporation in any contract resulting from this RFP.

FAX or e-mail submissions are not acceptable. It shall be the sole responsibility of each Proposer to ensure that their proposal is delivered at the specified place and prior to the deadline for submission. DCFS is not responsible for any delays caused by the proposer's chosen means of proposal delivery. Proposals received after the deadline will not be considered.

Important - - Clearly mark outside of envelope, box or package with the following information:

**PROPOSAL NAME: MONROE REGION-FAMILY RESOURCE CENTER**

The proposal package must be delivered at the proposer's expense.

Proposals may be **mailed** through the U. S. Postal Service to:

Child Welfare, 3<sup>rd</sup> Floor  
Department of Children and Family Services  
P. O. Box 3318  
Baton Rouge, LA 70821-3957  
Attention: Kayla Jones

Proposals may be **delivered by hand or courier service** to:

Child Welfare, 3<sup>rd</sup> Floor  
c/o DCFS State Office,  
627 North 4<sup>th</sup> Street, Cubicle 3-308-27  
Baton Rouge, LA 70802  
Attention: Kayla Jones

**1.5.2 Legibility/Clarity**

Responses to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The Proposer's response should demonstrate an understanding of the requirements. Proposals prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP is also desired. Each Proposer shall be solely responsible for the accuracy and completeness of its proposal.

## **1.6 Confidential Information, Trade Secrets, and Proprietary Information**

All financial, statistical, personal, technical and other data and information relating to the State's operation which are designated confidential by the State and made available to the contractor in order to carry out this contract, or which become available to the contractor in carrying out this contract, shall be protected by the contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the State. The identification of all such confidential data and information as well as the State's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the State in writing to the contractor. If the methods and procedures employed by the contractor for the protection of the contractor's data and information are deemed by the State to be adequate for the protection of the State's confidential information, such methods and procedures may be used, with the written consent of the State, to carry out the intent of this paragraph. The contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract, or is rightfully obtained from third parties.

Under no circumstance shall the contractor discuss and/or release information to the media concerning this project without prior express written approval of the Department of Children and Family Services.

Only information which is in the nature of legitimate trade secrets or non-published financial data shall be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Records Act, R.S. 44: 1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety shall be rejected without further consideration or recourse.

## **1.7 Proposal Clarifications Prior to Submittal**

### **1.7.1 Pre-proposal Conference**

NOT APPLICABLE FOR THIS SOLICITATION

### **1.7.2 Proposer Inquiries**

Written questions regarding RFP requirements or Scope of Services must be submitted to the RFP Coordinator as listed below.

Gwen Jackson, LCSW-BACS  
Child Welfare Manager, Family Services  
P.O. Box 3318  
Baton Rouge, LA 70802  
Phone: (225) 342-9928  
FAX: (225) 342-3280  
[Gwen.jackson.dcf@la.gov](mailto:Gwen.jackson.dcf@la.gov)

and/or

Kayla Jones, LCSW, MPA  
Child Welfare Consultant  
P.O. Box 3318  
Baton Rouge, LA 70802  
Phone: (225) 342-5334  
FAX: (225) 342-3280  
[kayla.jones.dcf@la.gov](mailto:kayla.jones.dcf@la.gov)

The State will consider written inquiries and requests for clarification of the content of this RFP received from potential proposers. Written inquiries must be received by 3:00pm CDT on the date specified in the Schedule of Events. The State shall reserve the right to modify the RFP should a change be identified that is in the best interest of the State.

Official responses to all questions submitted by potential proposers will be posted by **November 9, 2015 by 3:00pm** at <http://wwwprd1.doa.louisiana.gov/OSP/LaPAC/pubMain.cfm>. Only Gwen Jackson or Kayla Jones has the authority to officially respond to a proposer's questions on behalf of the State. Any communications from any other individuals shall be not binding to the State.

### **1.8 Errors and Omissions in Proposal**

The State reserves the right to seek clarification of any proposal for the purpose of identifying and eliminating minor irregularities or informalities.

### **1.9 Changes, Addenda, Withdrawals**

State shall reserve the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP at any time. Addenda, if any, will be posted at <http://wwwprd1.doa.louisiana.gov/OSP/LaPAC/pubMain.cfm>. It shall be the responsibility of the proposer to check the website for addenda to the RFP, if any.

### **1.10 Withdrawal of Proposal**

A proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP Coordinator.

### **1.11 Waiver of Administrative Informalities**

The State shall reserve the right, at its sole discretion, to waive minor administrative informalities contained in any proposal.

### **1.12 Proposal Rejection/RFP Cancellation**

Issuance of this RFP in no way shall constitute a commitment by the State to award a contract. The State shall reserve the right to accept or reject, in whole or part, all proposals submitted and/or cancel this RFP if it is determined to be in the State's best interest.

### **1.13 Ownership of Proposal**

All materials submitted in response to this RFP shall become the property of the State. Selection or rejection of a proposal shall not affect this right.

### **1.14 Cost of Offer Preparation**

The State shall not be liable for any costs incurred by proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Proposer in responding to this RFP shall be entirely the responsibility of the Proposer and shall not be reimbursed in any manner by the State.

### **1.15 Taxes**

Contractor shall be responsible for payment of all applicable taxes from the funds to be received under this contract.

### **1.16 Determination of Responsibility**

Determination of the proposer's responsibility relating to this RFP shall be made according to the standards set forth in LAC 34:136. The State must find that the selected proposer:

- Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance;
- Has the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them;
- Is able to comply with the proposed or required time of delivery or performance schedule;
- Has a satisfactory record of integrity, judgment, and performance; and
- Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Proposers should ensure that their proposals contain sufficient information for the State to make its determination by presenting acceptable evidence of the above to perform the contracted services.

### **1.17 Use of Subcontractors**

The State shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables specified in the RFP and proposal. This general requirement notwithstanding, proposers may enter into subcontractor arrangements, however, shall acknowledge in their proposals total responsibility for the entire contract.

If the proposer intends to subcontract for portions of the work, the proposer should identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Information required of the proposer under the terms of this RFP shall also be required for each subcontractor. The prime contractor shall be the single point of contact for all subcontract work.

Unless provided for in the contract with the State, the prime contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the State.

**1.18 Written or Oral Discussions/Presentations  
NOT APPLICABLE TO THIS SOLICITATION**

**1.18.1 Best and Final Offers (BAFO)**

The State reserves the right to conduct a BAFO with one or more proposers determined by the committee to be reasonably susceptible of being selected for award. If conducted, the proposers selected will receive written notification of their selection, with a list of specific items to be addressed in the BAFO along with instructions for submittal. The BAFO negotiation may be used to assist the state in clarifying the scope of work or to obtain the most cost effective pricing available from the proposers.

**The written invitation to participate in BAFO will not obligate the state to a commitment to enter into a contract.**

**1.19 Acceptance of Proposal Content**

All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Proposals that are not in compliance will be rejected from further consideration.

**1.20 Evaluation and Selection**

The evaluation of proposals will be accomplished by an evaluation team, to be designated by the state, which will determine the proposal most advantageous to the state, taking into consideration price and the other evaluation factors set forth in the RFP.

**1.21 Contract Award and Execution**

The State shall reserve the right to enter into a contract without further discussion of the proposal submitted based on the initial offers received. The State shall reserve the right to contract for all or a partial list of services offered in the proposal.

The RFP and proposal of the selected Proposer shall become part of any contract initiated by the State.

The selected Proposer shall be expected to enter into a contract that is substantially the same as the sample contract included in Attachment II. In no event shall a Proposer submit its own standard contract terms and conditions as a response to this RFP. The Proposer should submit with its proposal any exceptions or exact contract deviations that its firm wishes to negotiate. Negotiations may begin with the announcement of the selected Proposer.

If the contract negotiation period exceeds (30) business days or if the selected Proposer fails to sign the final contract within (7) business days of delivery, the State may elect to cancel the award and award the contract to the next-highest-ranked Proposer.



### **1.22 Notice of Intent to Award**

The Evaluation Team will compile the scores and make a recommendation to the head of the department on the basis of the responsive and responsible proposer with the highest score.

The State will notify the successful Proposer and proceed to negotiate terms for final contract. Unsuccessful proposers will be notified in writing accordingly.

The proposals received (except for that information appropriately designated as confidential in accordance with R.S. 44.1 et seq), selection memorandum, list of criteria used with the weight assigned each criteria, scores of each proposal considered along with a summary of scores, and a narrative justifying selection shall be made available, upon request, to all interested parties after the "Notice of Intent to Award" letter has been issued.

Any Proposer aggrieved by the proposed award has the right to submit a protest in writing to the head of the department issuing the proposal within 14 calendar days after the award has been announced.

The award of a contract shall be subject to the approval of the Division of Administration, Office of State Procurement.

### **1.23 Right to Prohibit Award**

In accordance with the provisions of R.S. 39:2192, in awarding contracts after August 15, 2010, any public entity shall be authorized to reject a proposal from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or RFP awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, and all contracts under Title 39, Chapter 17 of the Louisiana Procurement Code, including contracts for professional, personal, consulting, and social services.

### **1.24 Insurance Requirements**

Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-: VI.

This rating requirement shall be waived for Worker's Compensation coverage only.

**Contractor's Insurance:** The Contractor shall not commence work under this contract until he has obtained all insurance required herein. Certificates of Insurance, fully executed by officers of the Insurance Company written or countersigned by an authorized Louisiana State agency, shall be filed with the State of Louisiana for approval. The Contractor shall not allow any subcontractor to commence work on his subcontract until all similar insurance required for the subcontractor has been obtained and approved. If so requested, the Contractor shall also submit copies of insurance policies for inspection and approval of the State of Louisiana before work is commenced. Said policies shall not hereafter be canceled, permitted to expire, or be changed without thirty (30) calendar days' notice in advance to the State of Louisiana and consented to by the State of Louisiana in writing and the policies shall so provide.

**Compensation Insurance:** Before any work is commenced, the Contractor shall maintain during the life of the contract, Workers' Compensation Insurance for all of the Contractor's employees employed at the site of the project. In case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers' Compensation Insurance for all the latter's employees, unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in work under the contract at the site of the project is



not protected under the Workers' Compensation Statute, the Contractor shall provide for any such employees, and shall further provide or cause any and all subcontractors to provide Employer's Liability Insurance for the protection of such employees not protected by the Workers' Compensation Statute.

**Commercial General Liability Insurance:** The Contractor shall maintain during the life of the contract such Commercial General Liability Insurance which shall protect him, the State, and any subcontractor during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as for claims for property damages, which may arise from operations under the contract, whether such operations be by himself or by a subcontractor, or by anyone directly or indirectly employed by either of them, or in such a manner as to impose liability to the State. Such insurance shall name the State as additional insured for claims arising from or as the result of the operations of the Contractor or his subcontractors. In the absence of specific regulations, the amount of coverage shall be as follows: Commercial General Liability Insurance, including bodily injury, property damage and contractual liability, with combined single limits of \$1,000,000.

**Insurance Covering Special Hazards:** Special hazards as determined by the State shall be covered by rider or riders in the Commercial General Liability Insurance Policy or policies herein elsewhere required to be furnished by the Contractor, or by separate policies of insurance in the amounts as defined in any Special Conditions of the contract included therewith.

**Licensed and Non-Licensed Motor Vehicles:** The Contractor shall maintain during the life of the contract, Automobile Liability Insurance in an amount not less than combined single limits of \$1,000,000 per occurrence for bodily injury/property damage. Such insurance shall cover the use of any non-licensed motor vehicles engaged in operations within the terms of the contract on the site of the work to be performed there under, unless such coverage is included in insurance elsewhere specified.

**Subcontractor's Insurance:** The Contractor shall require that any and all subcontractors, which are not protected under the Contractor's own insurance policies, take and maintain insurance of the same nature and in the same amounts as required of the Contractor.

### **1.25 Indemnification and Limitation of Liability**

Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under Contract.

Contractor shall be fully liable for the actions of its agents, employees, partners or subcontractors and shall fully indemnify and hold harmless the State and its Authorized Users from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by Contractor, its agents, employees, partners or subcontractors, without limitation; provided, however, that the Contractor shall not indemnify for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act of the State. If applicable, Contractor will indemnify, defend and hold the State and its Authorized Users harmless, without limitation, from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities and costs which may be finally assessed against the State in any action for infringement of a United States Letter Patent with respect to the Products furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that the State shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of Contractor. Where a dispute or

claim arises relative to a real or anticipated infringement, the State or its Authorized Users may require Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the Commissioner of Administration shall require.

The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon: i) Authorized User's unauthorized modification or alteration of a Product, Material or Service; ii) Authorized User's use of the Product in combination with other products not furnished by Contractor; iii) Authorized User's use in other than the specified operating conditions and environment.

In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if Contractor believes that it may be enjoined, Contractor shall have the right, at its own expense and sole discretion as the Authorized User's exclusive remedy to take action in the following order of precedence: (i) to procure for the State the right to continue using such item(s) or part (s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to the State up to the dollar amount of the Contract.

For all other claims against the Contractor where liability is not otherwise set forth in the Contract as being "without limitation", and regardless of the basis on which the claim is made, Contractor's liability for direct damages, shall be the greater of \$100,000, the dollar amount of the Contract, or two (2) times the charges rendered by the Contractor under the Contract. Unless otherwise specifically enumerated herein or in the work order mutually agreed between the parties, neither party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Contractor is required to back-up the data or records as part of the work plan), even if the party has been advised of the possibility of such damages. Neither party shall be liable for lost profits, lost revenue or lost institutional operating savings.

The State and Authorized User may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

## **1.26 Payment**

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 State will not supply startup funds. No startup costs, payments for proposal costs or other preparatory costs, or advance payments are allowed. Travel will be reimbursed in accordance with state travel regulations.

This is a cost-reimbursement contract. Expenses for the services shall be incurred and invoiced in arrears each month (after the expenses are encumbered) to the DCFS Contract Monitor. Each month's expenses will be invoiced in arrears for the preceding month's service delivery.

DCFS shall require that all contractors receive payments through Electronic Funds Transfer (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 shall be responsible for any fees assessed by the financial institution for this service.

Monthly invoices must show a proportionate share of matching contributions that are in accordance with existing Federal guidelines. A twenty-five percentage matching contribution

shall be required. Matching contributions shall 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 shall result in reduced or eliminated state reimbursement of invoiced amounts and/or contract termination.

## **1.27 Termination**

### **1.27.1 Termination of the Contract for Cause**

State may terminate this Contract for cause based upon the failure of 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) calendar days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) calendar 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. Failure to perform within the time agreed upon in the contract may constitute default and may cause cancellation of the contract.

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 agency's failure and a reasonable opportunity for the State to cure the defect.

### **1.27.2 Termination of the Contract for Convenience**

State may terminate the Contract at any time without penalty by giving thirty (30) calendar days written notice to the Contractor of such termination or negotiating with the Contractor an effective date. Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

### **1.27.3 Termination for Non-Appropriation of Funds**

The continuation of this contract shall be contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act of Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.

## **1.28 Assignment**

No contractor shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the State. This provision shall not be construed to prohibit the contractor from assigning to a bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

### **1.29 Audit of Records**

The State Legislative Auditor, agency, and/or federal auditors and internal auditors of the Division of Administration shall have the option to audit all accounts directly pertaining to the contract for a period of three (3) years from the date of the last payment made under this contract. Records shall be made available during normal working hours for this purpose.

### **1.30 Civil Rights Compliance**

The Contractor shall agree to abide by the requirements of the following as applicable: Title VI and Title 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 shall agree to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor shall agree not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, 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.

### **1.31 Record Ownership**

All records, reports, documents, or other material related to any contract resulting from this RFP and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of the State and shall, upon request, be returned by Contractor to the State, at Contractor's expense, at termination or expiration of the contract.

### **1.32 Entire Agreement/ Order of Precedence**

This contract, together with the RFP and addenda issued thereto by the State, the proposal submitted by the Contractor in response to the State's RFP, and any exhibits incorporated herein by reference, shall constitute the entire agreement between the parties with respect to the subject matter.

In the event of any inconsistent or incompatible provisions, this signed agreement (excluding the RFP and the Contractor's proposal) shall take precedence, followed by the provisions of the RFP, and then by the terms of the Contractor's proposal.

### **1.33 Contract Changes**

No amendment or variation of the terms of this contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract shall be binding on any of the parties.

### **1.34 Substitution of Personnel**

The Contractor's personnel assigned to this Contract shall not be replaced without the prior written consent of the State. Such consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. In the event that any State or Contractor personnel become unavailable due to resignation, illness, or other factors, excluding assignment to project outside this contract, outside of the State's or Contractor's reasonable control, as the case may be, the State or the Contractor shall be responsible for providing an equally qualified replacement in time to avoid delays in completing tasks. The contractor will make every reasonable attempt to assign the personnel listed in his proposal.

### **1.35 Governing Law**

This contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this contract shall be in the Nineteenth Judicial District Court, parish of East Baton Rouge, State of Louisiana.

### **1.36 Claims or Controversies**

Any claim or controversy arising out of the contract shall be resolved by the provisions of Louisiana Revised Statutes 39:1672.2-1672.4

### **1.37 Code of Ethics**

Proposers shall be responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics shall be the only entity which can officially rule on ethics issues.

### **1.38 Corporate Requirements**

If the contractor is a corporation not incorporated under the laws of the State of Louisiana, the contractor shall have obtained a certificate of authority pursuant to R. S. 12:301-302 from the Secretary of State of Louisiana.

If the contractor is a for-profit corporation whose stock is not publicly traded, the contractor shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.

## **PART II: SCOPE OF WORK/SERVICES**

### **2.1 Overview**

Contractor shall provide specified services focused on support, preservation, and reunification services for parents and children receiving child welfare services; and supportive services to families fostering children or who have adopted children. The resource center shall serve as a hub or center of supportive and preservation service activities for families within Louisiana's child welfare system. As part of the Promoting Safe and Stable Families Program (PSSF) from the federal Administration for Children and Families (ACF) and the State, each Contractor must provide 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 contractor must result in a viable system of a Family Resource Center (FRC) that is physically located in a defined area of service. The FRC shall be available for child welfare families and children to access, i.e., located so that services can be reasonably convenient for families and children as well as child welfare staff who will participate closely with the ongoing provision and coordination of services with the resource center. As determined by the State, this shall require the offering of in-home services and/or multiple service delivery locations. The FRC will be responsible for delivery of a menu of core services (see below), with related support services that are within general guidelines of services commonly located in the FRC continuum, such as parenting education and/or transportation, where the FRC either provides transportation or helps the client develop a viable plan to get to the center to receive services. All services shall be planned for, delivered, and/or coordinated through the FRC 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 child welfare staff to the FRC.

### **2.2 Period of Agreement**

This contract shall begin on February 1, 2016 and will end on September 30, 2017. State shall have the right to contract for up to a total of two (2) years with the concurrence of the Contractor and all appropriate approvals. Funding to the successful contractor shall not exceed an amount of \$637,332.00 for the two year term of this funding depending on availability of funds.

### **2.3 Tasks and Services**

Contractor shall provide the following three core services. All staff providing these services must be trained in each curriculum they will facilitate. Training for the mandatory core services will be facilitated through DCFS.

1. **Parenting Education**—The contractor shall utilize the Nurturing Parenting Program for all referrals of parents with children ages 0 – 5 years when indicated. The contractor may also utilize one of the following approved models to teach parenting skills for parents who are without children in the 0 – 5 year age range. The contractor shall ensure staff are appropriately trained to utilize the model:
  - Nurturing Program for Parents of Infants, Toddlers and Pre-School children (Required)
  - Nurturing Program for Adolescents and Teens (Preferred)
  - Strengthening Families for ages 6-17 (Optional)
  - Nurturing Parents Skill Building (Required)



- Effective Black Parenting (Optional)
- Other evidenced-based parenting programs pre-approved by DCFS

## **2. Visit Coaching**

The contractor shall provide visit coaching services. Visit Coaching shall involve strategic use of the child's needs to help the parent learn what changes are needed in order to meet these needs and to decide to make the necessary changes. The four principles of Visit Coaching are Empowerment, Empathy, Responsiveness, and Active Parenting. The contractor shall provide:

- a. A planning Session with Parent to identify what parent thinks the needs of the child are and to clarify this. The planning session shall help the parent focus on the child and how the visit with the child should go.
- b. Pre-visit meeting with parent shall occur for 15-20 minutes immediately prior to the parent's visit with child to review the child's needs to be met during the visits and to practice skills
- c. Visit between parent and child. Contractor should schedule at least one hour for the visit. The visit coach shall observe the visit and may provide some verbal coaching during the visit but remains as unobtrusive as possible during the visit.
- d. Post-visit debriefing with the parent to discuss the visit and how the plan was met and promote parental self-evaluation.

The following link will provide additional information about Visit Coaching:

[http://www.cffutures.org/conference\\_information/documents/VisitCoachingSummary.pdf](http://www.cffutures.org/conference_information/documents/VisitCoachingSummary.pdf)

## **3. Family Skill Building**

The contractor shall provide Family Skills Building training services. Family Skills Building (FSB) is a service component that shall provide customized support, mentoring, guidance, and teaching on identified needs that were not readily addressed by other services, such as parenting education or visit coaching, to focus services on development of skills related to maintaining children safely in their own home. The contractor shall provide:

- a. In-home services designed around specific identified needs of the family
- b. Services that shall last from 3 to 8 weeks, depending on the type of needs identified
- c. Services that may draw upon mixture of evidence base/informed curricula and approaches such as in-home parenting (utilizing information from the approved parenting curricula) advocacy, skill development, etc. to improve the family's functioning, child safety, risk and wellbeing.

## **2.4 Deliverables**

Contractor shall submit reports to the Contract monitor at specified intervals. Monthly Monitoring Reports (MMR) will be due on the 10th working day of each month following service delivery. The yearly MMR reporting format will be provided to the Contractor at the beginning of each contract year by DCFS. Contractor will participate in the FRC Peer Review/Continuous Quality Improvement process. Additionally, contractor will be responsible for submitting a comprehensive Annual Evaluation Report to DCFS documenting program activities and success regarding client outcomes at the end of each contract year. Most of this information shall be obtained from completed MMRS, surveys, observation, and database review. In addition, the contractor shall be responsible for reporting Performance Measure outcomes as discussed in Part IV: Performance Standards. 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 DCFS. The reports should be no more than 15 pages. The first Evaluation Report will be due one (1) year after service delivery initiates, and yearly thereafter. The outline for Annual Evaluation Report will be provided to the Contractor each year by DCFS.

Data entry of outcomes related to service delivery information into a uniform automated system shall be a required deliverable of this contract. This will allow for data queries to be done that will include and result in comparisons and outcome assessments to be conducted by DCFS. Computer hardware must be such that the DCFS uniform database can be operated, such as equipment which can operate Microsoft Excel programs, ability to access web-based programs, and staff must be assigned to successfully complete inputs. Cooperation and participation in organized, sponsored meetings concerning the outcome evaluation process will be requisite of the successful proposer.

All reports generated from Promoting Safe and Stable Families Program (PSSF) from the federal Administration for Children and Families (ACF) resulting from this RFP are considered to be contract deliverables and are considered the property of DCFS. It shall not be 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 shall be 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. Contractor shall have the necessary equipment and identify staff with expertise to complete outcome evaluation reports.

## **2.6 Scope of Work Elements**

### **2.6.1 Functional Requirements**

The Contractor shall have clinical supervision available for case consultations. The clinical supervision must be provided by someone on Contractor's staff or hired as a subcontractor.

The contractor will serve the following clients.

- The primary and first priority population that shall be served is families accepted for service by DCFS. This population shall include families and children for whom DCFS is currently investigating reported child abuse/neglect, families with one or more children in the custody of DCFS (Foster Care) with a goal of reunification, families with a validated report 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.



- DCFS may refer families who have been involved with its Child Protective Services unit and will not be referred for ongoing services within the department. These families would no longer be connected with a worker within the department, but it has been determined that services may be beneficial to them. Additionally, DCFS may refer families in which a child has recently been reunited for post reunification services.
- DCFS will be the sole referral source for all families referred under the above circumstances. All families referred by DCFS must agree to receive the services prior to referral. Adoptive families with no current DCFS involvement, other than an adoption subsidy, may self-refer to the FRC.
- Referrals and services may be given to non-DCFS cases referred from the Families in Need of Services (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 FRC and shall be budgeted 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.

## **2.6.2 Technical Requirements**

NOT APPLICABLE TO THIS CONTRACT

## **2.6.3 Project Requirements**

The contractor must 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 shall be 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 FRC shall be required.
- Families shall be 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 shall address core and concrete needs for the target group to be served.
- Services being delivered in families' residences or environments shall be required, unless prohibited by case characteristics.
- A menu or roster of available FRC 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 the State's Child Protection Services, Family Services, Adoption, and Foster Care Program caseloads.
- The FRC 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.

- Services provided should enhance and promote 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 shall 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 the state to the FRC.
- The services must respond to concerns of the State's referral, and the FRC must be diligent in advising the state's child welfare staff of client compliance and progress and in making recommendations for additional intervention.

The FRC must be administered as a separate entity from any other of the contractor's ongoing projects. The FRC must be a free standing operational entity within the contractor's organization. Funding provided by DCFS for services shall not be mixed or intermingled with other funding which the contractor manages. There shall be unencumbered lines of authority and management within the FRC. This management philosophy shall guide and suggest certain actions and practices.

Subcontractor Management: If subcontractors are used, a formalized contract shall be negotiated and drafted for each subcontractor with prior DCFS approval.

Responsibility for Insuring the Safety of Children and Families Served: The contractor shall develop, implement, and modify as necessary guidelines, procedures, and services that will insure the safety of the children and families being served through the project. Guidelines, procedures and services governing the Louisiana Child Welfare Family Resource Center(s) are subject to review and approval by DCFS.

Collaboration with Parish and Regional Staff of the DCFS and FINS Staff: A close working relationship with the staff of the referring agencies, FINS and DCFS, shall be required throughout the contract duration. The contractor shall provide linkages, feedback processes, and ongoing coordination and collaboration with FINS and DCFS staff. In this way, the menu of services can be made to order for the families and children to be served through the resource centers.

### **PART III: EVALUATION**

Proposals that pass the preliminary screening and mandatory requirements review will be evaluated by an evaluation team comprised of DCFS program and region staff, based on information provided in the RFP. The Evaluation Team will evaluate and score the proposals using the criteria and scoring as follows:

<b>CRITERIA</b>	<b>MAXIMUM SCORE</b>
<i>Experience and Capability of Organization</i>	<b>20</b>
<i>Staff Qualification</i>	<b>20</b>
<i>Cost (Budget)</i>	<b>25</b>
<i>Implementation Plan</i>	<b>40</b>
<i>Approach and Methodology</i>	<b>15</b>
<i>Ancillary Services</i>	<b>5</b>
<b>TOTAL SCORE</b>	<b>125</b>

#### **A. Experience and Capability of Organization (20 points)**

This component will measure whether the proposer is capable of performing the project requirements. The following factors will be assessed:

- Proposer's experience servicing children and families.
- Proposer's experience with the child welfare population
- List of all similar projects, including references with names and phone numbers of contact persons.

#### **B. Staff Qualifications (20 points)**

- Knowledge and experience of staff in the scope of services required in the RFP.
- Inclusion of resumes of key personnel.
- Identification of core staff, including qualifications, experience, and role/responsibility to the project.
- Knowledge of and experience in dealing with entities providing public-funded, social services.

### **C. Costs/Budget (25 points)**

- Reasonable for proposed service delivery as compared to budgets of other proposers for the two (2) year contract
- Inclusion of the 25 percent (25%) match and how proposer intends to satisfy this requirement.
- Focused primarily on direct service expenditures rather than administrative costs
- Clearly delineated in relation to separation of costs for agencies with multiple programs sharing resources (cost allocation plan), if applicable.
- Defined monitoring method to insure adherence to proposed budget.

### **D. Implementation Plan (40 points)**

- Persons who will work with clients, supervise the project, and carry out service delivery have relevant qualifications and experience.
- Describes magnitude of use of volunteers and subcontractors, if applicable; describes subcontracting plans including volunteer and subcontractor screening, training, and supervision plans which are relevant and appropriate; job descriptions for volunteers and subcontractors are well defined and relevant; policies and procedures to ensure non-criminal staff are employed are in place and executable.
- Provides a specific and exact plan of approach to service delivery through the use of the core model of services. Access to services is clearly defined, and assessments and feedback to referring workers is adequate. Services are reasonable, targeted, interrelated, coordinated efforts to serve referrals through outreach services, service delivery in clients' homes, assessment that is ongoing throughout involvement with the FRC, and that are terminated professionally and appropriately. Provides thorough core services, at a minimum, and provides an additional range of supportive services that are desirable, feasible, and can meet needs of the region.
- Proposed referral guidelines and procedures that are appropriate for DCFS and FINS referrals.
- Provides a FRC for child welfare families based on a commitment to values which guide practice, administration, planning, service delivery, and evaluation.
- Description of the physical plant or location of the existing or planned FRC, including square footage that the FRC will occupy is adequate for provision of services; location is within designated region and provides convenient access to DCFS and referred clients.
- Confidentiality guidelines are detailed and acceptable; they provide a feasible method for addressing confidentiality issues with all employees, volunteers and subcontractor staff engaged in FRC services.
- Provides a comprehensive and meaningful work plan, detailing 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.

**E. Approach and Methodology (15points)**

- Commits to a cooperative development and joint partnerships with DCFS/Child Welfare in carrying out all activities of the outcome evaluation. Provides evidence that the proposer understands how proposer will conduct outcome evaluation efforts through technical assistance from DCFS, including training and consultation. Agrees to commit required budget allocations to conduct outcome evaluation.
- Agrees to develop and submit: Annual reports, consumer satisfaction surveys, data collection forms, data base information, monthly monitoring forms, and outcome evaluation reports timely and as requested by DCFS.
- Provides evidence that proposer has a thorough understanding of DCFS goals, outcome measures and objectives regarding the FRC and each proposed service activity.

**F. Ancillary Services (5 points)**

- Description of the services beyond those required by the RFP which will be provided to referred families at no cost to the contract. These services will include ancillary social or human services provided by the contractor within their agency that will be beneficial to the children and families served by DCFS.

## **PART IV: PERFORMANCE STANDARDS**

### **4.1 Performance Requirements**

The contractor's performance will be measured by the evaluation of outcomes. A uniform set of outcomes/performance measures have been outlined in Section 4.2. It is the expectation that the contractor will report on these standards annually and upon request of DCFS. The contractor will need a commitment of time, budget, equipment, and staff in participating with DCFS for evaluation completion. The evaluation process shall consist of data collection activities, data programming activities, data compilation, and reporting of the findings from the evaluation process to DCFS. 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.

***Expectations of the Contractor:*** Data entry of outcomes related to service delivery information into a uniform automated system shall be a required deliverable of this contract. This will allow for data queries to be done that will include and result in comparisons and outcome assessments to be conducted by DCFS. Computer hardware must be such that the DCFS uniform database can be operated, such as equipment which can operate Microsoft Excel programs, ability to access web-based programs, and staff must be assigned to successfully complete inputs. Cooperation and participation in organized, sponsored meetings concerning the outcome evaluation process will be requisite of the successful proposer.

### **4.2 Performance Measurement/Evaluation**

Contractor shall report yearly on the following performance/outcome measures:

*a) Parenting Education*

- ***Number and % of parents who complete the Nurturing Parenting Program (NPP)***
- ***Number and % of parents who complete the NPP with a higher post-test mean score than the pre-test mean score.***

*b) Family Skill Building (FSB)*

- ***Number and % of parents who demonstrate an improved skill/behavior at the conclusion of the intervention (as indicated on the FSB pre/post instrument)***

*c) Visit Coaching*

- ***Number and % of visit coaching referrals received within the first 90 days of out-of-home placement.***

**ATTACHMENT I: CERTIFICATION STATEMENT**

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

**OFFICIAL CONTACT.** The State requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. The Proposer should identify the Contact name and fill in the information below: (Print Clearly)

Date \_\_\_\_\_ Official Contact Name: \_\_\_\_\_

A. E-mail Address: \_\_\_\_\_

B. Facsimile Number with area code: (     ) \_\_\_\_\_

C. US Mail Address: \_\_\_\_\_

Proposer shall certify that the above information is true and shall grant permission to the State or Agencies to contact the above named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer shall certify that:

1. The information contained in its response to this RFP is accurate;
2. Proposer shall comply with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
3. Proposer shall accept the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
4. Proposer's quote shall be valid for at least 90 calendar days from the date of proposal's signature below;
5. Proposer understands that if selected as the successful Proposer, he/she will have 7 business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document. (
6. Proposer shall certify, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov> .)

Authorized Signature: \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE of Proposer's Authorized Representative

\_\_\_\_\_  
DATE

## ATTACHMENT II: SAMPLE CONTRACT

**AGREEMENT BETWEEN  
THE STATE OF LOUISIANA  
DEPARTMENT OF CHILDREN AND FAMILY SERVICES  
AND**

FOR

☐ Personal    ☐ Professional    ☒ consulting    ☐ Social Services    ☐ Interagency

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

10) **Brief Description of Services to be provided:** Include description of work to be performed, goals and objectives to be met that are measurable; description of reports or other deliverables with 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) Maximum Contract Amount:

14) 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.** (Attach as Exhibit B, if applicable)

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

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

16) If Corporation	Profit or	Non-Profit	Let by RFP	Advance	Vendor	Sub recipient
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FDA Title and Number
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ward Name, Number, Year \_\_\_\_\_

Federal Agency \_\_\_\_\_

Federal Laws/Regulations \_\_\_\_\_



**General Terms and Conditions**

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

**Contract Monitor**

The Contract Monitor for this contract is \_\_\_\_\_.

**Monitoring Plan:** Contract agency shall develop a monitoring plan specific to the monitoring needs and performances measures of the Contract Party’s project. During the term of this agreement, Contracting Party shall discuss with State’s Contract Monitor the progress and results of the project, ongoing plans for the continuation of the project, any deficiencies noted, and other matters relating to the project. Contract Monitor shall review and analyze Contracting Party’s Plan to ensure compliance with contract requirements.

**Prohibition against Discrimination**

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 Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, 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.

**Confidentiality**

Contractor shall abide by all laws and regulations concerning confidentiality which safeguard information and the patient/client confidentiality.

**Audits, Inspection and Review of Records**

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 audit, inspect and review all books and records pertaining to services rendered under this contract and the right to conduct on-site monitoring..

Social Service 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 sub recipient 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, and 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 exceptions to an annual audit are those exceptions as noted at Section \_\_\_\_220 of OMB Circular A-133.
- (2) Any sub recipient 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 is required to obtain approval of its engagement letter from the Legislative Auditor’s office. This engagement letter approval process should begin at least ninety (90) days prior to the end of the Contractor's fiscal year. Contractor subrecipient shall inform the 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.

**Record Retention and Inspection**

Contractor agrees to retain all books, records, and other documents relevant to contract and funds expended thereunder for at least four (4) calendar years after final payment or for three (3) calendar years after audit issues or litigation have been resolved.

**Assignment of Interest in the Contract**

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. Failure to provide prompt written notice of any such assignment shall be grounds for termination of the contract. "Prompt written notice" is defined as "written notice provided within ten days of the assignment".

**Taxes**

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 .and shall be identified under **TAX I.D.#.**

**Payments**

It is agreed that in consideration for the goods delivered or services performed, the Agency shall make all Electronic Funds Transfer (EFTs) payable to the order of Contractor in the amounts expressed or specified in the agreement. It is further agreed that Contractor accepts payment made under the terms of the agreement in full for services delivered.

**Prohibitions on use of funds**

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.

**Notice of State Employment**

*This subsection is applicable only to contracts with individuals.*

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.

**Property of the State**

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.

**Subcontracts**

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. Any subcontractor shall be required to sign the Subcontractor Debarment Certification Attachment which shall become a part of this contract.

**Alterations, Variations, Modifications, or Waivers**

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.

**Amendments**

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 the contract exceeds \$20,000.00 the Director of the Office of State Procurement , Division of Administration.

**Set Off**

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.

**Background Checks**

Contractors shall ensure that any staff or volunteer in a position of supervisory or disciplinary authority over children will have the appropriate background checks as required by Louisiana State Law (See R.S. 15:587.1).

**Hold Harmless**

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.

**Availability of Funds**

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 State Procurement, 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.

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

**Reports**

If applicable, at least by the end of each 6 month period of the above mentioned contract, Contractor must submit to the 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.

**Environmental Tobacco Smoke**

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 include 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 sub-awards 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.

**Termination for Cause**

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.

**Termination for Convenience**

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. The contractor shall be entitled to payment for work in progress, to the extent work has been performed satisfactorily.

**Controversies**

Any claim or controversy arising between the State and the Contractor shall be resolved pursuant to R.S. 39:1672.2-1672.4.

**Force Majeure**

The Contractor and the State of Louisiana shall be exempted from performance under the contract for any period that the Contractor or State of Louisiana is prevented from performing any services in whole or part as a result of an Act of God, strike, war, civil disturbance, epidemic or court order, provided the Contractor or State of Louisiana has prudently and promptly acted to make any and all corrective steps that the Contractor or State of Louisiana can promptly perform. Subject to this provision, such non-performance shall not be considered cause or grounds for termination.

**Governing Law**

All activities associated with this contract shall be interpreted under Louisiana Law. All proposals and contracts submitted are subject to provisions of the laws of the State of Louisiana including but not limited to L.R.S. 39:1551-1755; executive orders; and standard terms and conditions.

**Headings**

Descriptive headings in this contract are for convenience only and shall not affect the construction or meaning of contractual language.

**Anti-Kickback Clause (Federal Clause)**

Contractor agrees to adhere to the mandate dictated by the Copeland (Anti-Kick) Act which provides that each Contractor or sub grantee shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation.

**Clean Air Act (Federal Clause)**

Contractor agrees to adhere to the provisions, which require compliance with all applicable standards orders or requirements issued under Section 306 of the Clean Air Act, which prohibits the use under nonexempt Federal contracts, grants or loans of facilities included on the EPA list of Violating Facilities. This clause applies to contracts with federal funds.

**Energy Policy and Conservation (Federal Clause)**

Contractor recognizes the mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163). This clause applies to contracts with federal funds.

**Clean Water Act (Federal Clause)**

Contractor agrees to adhere to all applicable standards, orders, or requirements issued under Section 508 of the Clean Water Act, which prohibits the use under nonexempt Federal contracts, grants, or loans of facilities included on the EPA List of Violating Facilities. This clause applies to contracts with federal funds.

Code of Ethics

The contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this contract. The contractor agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term of this contract.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Covered Transactions

1. The primary contractor certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;

(b) Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this contract had one or more public transactions (Federal, State or Local) terminated for cause of default.
2. Where the primary contractor is unable to certify to any of the statements in this certification, such participant shall attach an explanation to this proposal.

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 CHILDREN AND FAMILY SERVICES

Suzy W. Sonnier, Secretary

Type name of Contractor

Etta Harris, Undersecretary

Date

(If corporation, type name and title of person signing contract)

DCFS Agency

Kim Glapion-Bertrand, Deputy Secretary

Date

Division of Programs

Office





Attachment III: Cost Summary  
EXHIBIT B-BUDGET

CONTRACTOR	ADDRESS
SERVICE PROVIDED	PARISH(ES) SERVED
CONTRACT PERIOD	BUDGET PERIOD

NOTE: All budget justifications including computation of this budget must be retained and provided upon request. If more space is needed you may attach additional sheets utilizing the same format for the appropriate section.

SECTION A. SALARY – (Contracted/hourly employees not included)

Complete this section only for expenses that will be invoiced to the contract. Percentage of salary charged to contract must correlate to the actual percentage of time worked in the program.

(A)	(B)	(C)	(D) (B*C=D)	(E)	(F)
NAME  POSITION/TITLE	ANNUAL SALARY from all sources (Fringe Included) Not	% OF TIME ALLOCATED TO PROGRAM	ALLOCATED ANNUAL SALARY AMOUNT TO PROGRAM	TOTAL BUDGET PERIOD SALARY	BUDGET PERIOD MATCH
TOTAL					

SECTION B. Fringe  
gross salary.

Note: Itemize the fringe benefits for each position listed. Fringe benefits are not included in

Position/Title	Retirement	Insurance	FICA 7.65%	UI	Workers Comp 3%	Other	% To Contract	Budget Period Total	Budget Period Match
TOTAL									

\* Place % allocation used under to determine benefit amount under each category heading\*

SECTION C. TRAVEL EXPENSES

Complete this section only for expenses identified to the contract. Expenditures for training and travel for contract related purposes as authorized in the contract and in accordance with State of Louisiana Travel Policies and Procedures (PPM 49) unless otherwise stated in the contract such as, registration fees, mileage, meals, lodging, etc.

LINE ITEM	BUDGET PERIOD TOTAL	BUDGET PERIOD MATCH
CONFERENCE TRAVEL (Enter detail)		
ROUTINE TRAVEL		
OTHER (Enter detail)		
TOTAL		

SECTION D. OPERATING EXPENSES



Expenditures, other than personal or professional services, required in the operation of the contract. Operating services include, but are not limited to, expenditures such as advertising, utilities, telephone services, printing, insurance, maintenance, rentals, dues and subscriptions, and communication services. A copy of lease agreement should be attached.

LINE ITEM	BUDGET PERIOD TOTAL	BUDGET PERIOD MATCH
<i>BUILDING</i>		
<i>UTILITIES</i>		
<i>OTHER (Enter detail)</i>		
TOTAL		

#### SECTION E. SUPPLIES

Expenditures for articles and commodities which are consumed, to be consumed, or materially altered when used in the operations of a business. List each type with complete description of item and costs. Attach a detailed explanation of these charges.

LINE ITEM	BUDGET PERIOD TOTAL	BUDGET PERIOD MATCH
TOTAL		

## SECTION F. PROFESSIONAL

Expenditures for services provided in specialized or highly technical fields by sources outside of the contractor. Professional services include accounting and auditing, management consulting, engineering and architectural, legal, medical, and dental.

(Subcontracts and non-salaried personnel should be included in this section.)

CHARGE (Be Specific)	BUDGET PERIOD TOTAL	BUDGET PERIOD MATCH
TOTAL		

## SECTION G. OTHER CHARGES

Complete this section only for expenses identified to the contract. Include expenditures peculiar to a contractor and not otherwise chargeable to another expenditure category. Expenditures for other charges must be identified and approved in the contract and budget documents

LINE ITEM	BUDGET PERIOD TOTAL	BUDGET PERIOD MATCH
TOTAL		

## SECTION H. EQUIPMENT

Complete this section only for expenses identified to the contract. Include tangible assets purchased for use in the operations of an office such as, office machines and furniture. Cost would include purchase price, delivery charges, taxes, and other purchase related costs. Equipment is defined as any item of value and/or has a useful life of more than one (1) year. The value of equipment is defined by the user agency and funding source. Contractor's required to obtain prior approval required from DCFS before making purchase.

LINE ITEM	BUDGET PERIOD TOTAL	BUDGET PERIOD MATCH
TOTAL		

## SECTION I. INDIRECT COST

Complete this section only for expenses identified to the contract. Indirect costs should be no more than the agreed on budgeted amount. Attach a copy of the contractor's approved indirect rate agreement or rate plan.

LINE ITEM	BUDGET PERIOD TOTAL	BUDGET PERIOD MATCH
TOTAL		

## BUDGET SUMMARY

BUDGET ITEM	BUDGET PERIOD TOTAL	CONTRACT TOTAL	BUDGET PERIOD MATCH TOTAL
Section A Salary			
Section B Fringe			
Section C Travel Expense			
Section D Operating			
Section E Supplies			
Section F Professional			
Section G Other Charges			
Section H Equipment			
Section I Indirect Cost			
TOTAL			

Budget reflects entire cost of services. Contractor is responsible for all cost incurred which are not agreed upon for providing services through this contract.

THIS AGREEMENT CONTAINS OR HAS ATTACHED HERETO ALL THE TERMS AND CONDITIONS AGREED UPON BY THE CONTRACTING PARTIES. ALL PARTIES CERTIFY THAT THEY HAVE REVIEWED THE INFORMATION AND ARE AUTHORIZED TO ACT ON BEHALF OF THE RESPECTIVE AGENCY.

\_\_\_\_\_  
Contractor Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
DCFS Program Manager 1/2

\_\_\_\_\_  
Date

\_\_\_\_\_  
DCFS Program Director

\_\_\_\_\_  
Date

**BOARD RESOLUTION FOR CORPORATIONS**

**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 Children and Family 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**