

STATE OF LOUISIANA



Department of
**Children &
Family Services**

Building a Stronger Louisiana

**REQUEST FOR PROPOSALS
FOR
HOMELESS INITIATIVE**

RFP #: 3000005585

PROPOSAL DUE DATE/TIME:

**JULY 7, 2016
3:00PM CDT**

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1 GENERAL INFORMATION

1.1 Purpose

This Request for Proposals (RFP) is issued by the Department of Children and Family Services (DCFS) (herein referred to as the State) for the purpose of soliciting proposals from qualified contractors interested in developing and administering a Homeless Initiative Program for homeless families or “at risk” homeless families.

Programs solicited under this Initiative should address the Temporary Assistance for Needy Families (TANF) goal one, which is to provide assistance to needy families so that children may be cared for in their homes or in the homes of relatives.

The Proposer may submit a proposal specific to a particular region, a number of regions and/or a statewide delivery approach. See RFP Attachment VI–DCFS Regional Chart & Map which lists the nine regions included in the state. DCFS reserves the right to contract by region.

There is approximately \$637,500 in TANF funds available annually for the Homeless Initiative Program.

1.2 Background

Funding for this initiative is provided by federal funds under Louisiana’s TANF Block Grant. The Homeless Initiative is established to end the cycle of homelessness in Louisiana by stabilizing homeless families, aiding these needy families in establishing permanent housing, and becoming self-sufficient. By implementing this initiative, the State seeks to:

- reduce the number of families found living on the streets from year to year,
- increase the number of families who have moved into permanent housing,
- reduce the number of families in homeless shelter services,
- reduce the number of days families are homeless, and
- reduce the amount of recidivism.

1.3 Scope of Services

RFP Attachment I–Scope of Services details the scope of services and outcomes or desired results that the State requires of the Contractor.

2 ADMINISTRATIVE INFORMATION

2.1 Term of Contract

The period of any contract resulting from this RFP is tentatively scheduled to begin on or about July 1, 2016 and to continue through June 30, 2017. The State has the option to enter into contract extension(s) not to exceed an additional 24 months. Any extension shall be with the concurrence of the Contractor and all appropriate approvals. In no event shall the term of the contract be for a period of more than 36 months.

2.2 Pre-proposal Conference

NOT APPLICABLE FOR THIS SOLICITATION

2.3 Proposer Questions

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

James Vidacovich, TANF Program Manager
627 N. 4th Street, Room 5-302
Baton Rouge, LA 70802
Email – James.Vidacovich.DCFS@LA.GOV
Fax – 225-219-4363

The State will consider written questions and requests for clarification of the content of this RFP received from potential Proposers. Written questions must be received by 3:00 p.m. Central Daylight Time (CDT) on the date specified in the ***RFP Section 2.5–Schedule of Events***. The State reserves 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 the date specified in the ***RFP Section 2.5–Schedule of Events***, at <http://www.dcfslouisiana.gov/> and <http://www.prd1.doa.louisiana.gov/osp/lapac/pubmain.cfm>.

Only James Vidacovich has the authority to officially respond to Proposer’s questions on behalf of the State. Any communications from any other individuals are not binding on the State. No negotiations, decisions, or actions shall be executed by any Proposer as a result of any oral discussions with any State employee or State consultant.

Questions shall be submitted, in writing, by an authorized representative of the Proposer, clearly cross-referenced to the relevant RFP section. Only those questions received by the established deadline shall be considered by the State.

2.4 Definitions

Agency – Any department, commission, council, board, office, bureau, committee, institution, government, corporation, or any other establishment of the executive branch of this State authorized to participate in any contract resulting from this solicitation.

Can – The term “can” denotes an advisory or permissible action.

Contractor – The Proposer awarded the Contract as a result of this RFP.

Could – The term “could” denotes an advisory or permissible action.

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.

DOA – Division of Administration.

May – The term “may” denotes an advisory or permissible action.

Must – The term “must” denotes a mandatory action or requirement.

OSP – Office of State Procurement.

Proposal – The formal written response to this document.

Should – The term “should” denotes an advisory action and is not mandatory.

Shall – The term “shall” denotes mandatory requirements.

State – The State of Louisiana.

Will – The term “will” denotes a mandatory action or requirement.

2.5 Schedule of Events

<u>Event</u>	<u>Date</u>
Advertise RFP and mail public announcements	June 20, 2016
Deadline for receipt of written inquiries	June 28, 2016
Issue responses to written inquiries	July 1, 2016
Deadline for receipt of proposals	July 7, 2016
Announce award of Proposer selection	July 19, 2016
Contract execution	August 5, 2016

NOTE: The State of Louisiana reserves the right to change this schedule of RFP events, as it deems necessary.

3 PROPOSAL INFORMATION

3.1 Minimum Qualifications of Proposer

Proposers must meet the following minimum qualifications:

Those eligible to apply shall be local or statewide or quasi-public agencies, nonprofit (meeting the requirements of nonprofit status as determined by the IRS), and for profit organizations, including faith-based or other charitable organizations whose mission and service delivery is consistent with providing services to end the cycle of homelessness in Louisiana. This initiative will allow organizations/agencies an opportunity to develop innovative and strategic programming solutions suited to the unique needs of Louisiana’s communities. Faith-based organizations must have a non-faith based alternative component to deliver the proposed services. Proposers should operate according to their bylaws and should include a copy of the bylaws in the proposal. Nonprofits must have obtained a 501(c) status and should include copies of the IRS documentation of 501(c) status in the proposal. Organizations which are barred from receiving state or federal funds must not participate in this initiative, directly or indirectly, nor may a proposing organization utilize such ineligible organization in providing services under any contract awarded as a result of this RFP.

3.2 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 shall 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.

3.2.1 Right to Prohibit Award

In accordance with the provisions of La. R.S. 39:2192, in awarding contracts after August 15, 2010, any public entity is authorized to reject a proposal or bid 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 bid awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of this Title, or the Louisiana Procurement Code under the provisions of Chapter 17 of this Title.

3.3 RFP Addenda

The State reserves 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. It is the responsibility of the Proposer to check the website at <http://www.dcfs.la.gov/> or <http://www.prdd1.doa.louisiana.gov/osp/lapac/pubmain.cfm> for addenda to the RFP, if any.

3.4 Waiver of Administrative Informalities

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

3.5 Proposal Rejection/RFP Cancellation

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

3.6 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 named in ***RFP Section 4.1–Proposal Submission***.

3.7 Subcontracting Information

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, Proposers should 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. 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.

3.8 Ownership of Proposal

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

3.9 Proprietary Information

Only information which is in the nature of legitimate trade secrets or nonpublished financial data may 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 may be rejected without further consideration or recourse.

3.10 Cost of Preparing Proposals

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 are entirely the responsibility of the Proposer and shall not be reimbursed in any manner by the State.

3.11 Errors and Omissions in Proposal

The State will not be liable for any errors in proposals. The State reserves the right to make corrections or amendments due to minor errors identified in proposals by State or the Proposer. The State, at its option, has the right to request clarification or additional information from the Proposers.

3.12 Contract Award and Execution

The State reserves the right to enter into a contract without further discussion of the proposal submitted based on the initial offers received.

The State reserves 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 ***RFP Attachment III–Sample Contract***. 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. Unsubstantial changes to the standard contract terms and conditions may be considered if needed to conform to industry practices and the Proposer's proposed solution. Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, governing law, claims or controversies, and termination based on contingency of appropriation of funds. Negotiations may begin with the announcement of the selected Proposer.

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

3.13 Code of Ethics

Proposers are 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 is the only entity which can officially rule on ethics issues.

4 RESPONSE INSTRUCTIONS

4.1 Proposal Submission

Firms/individuals who are interested in providing services requested under this RFP must submit a proposal containing the information specified in this section. The proposal must be received in hard copy (printed) version by the RFP Coordinator named below on or before 3:00 p.m. CDT on the date specified in the ***RFP Section 2.5–Schedule of Events***. Fax or e-mail submissions are not 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:

Department of Children and Family Services
James Vidacovich, TANF Program Manager
Post Office Box 94065, Room 5-302
Baton Rouge, LA 70804-9065

For courier delivery, the street address is 627 North 4th Street, Room 5-302, Baton Rouge, Louisiana 70802 and the telephone number is (225) 342-0495. It is solely the responsibility of each Proposer to ensure that their proposal is delivered at the specified place and prior to the deadline for submission. Proposals received after the deadline will not be considered.

The Proposer shall submit the completed cover page (See ***RFP Attachment VII–Proposal Cover Page***) and one original proposal and should submit five copies of the proposal and one electronic version (such as USB drive or CD) 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. The original copy should be clearly marked or differentiated from the other copies of the proposals with the words “signed original.” A certified copy of a board resolution granting such authority must be submitted if Proposer is a corporation (See ***RFP Attachment VIII–Board Resolution***). The copy of the proposal with original signatures will be retained for incorporation in any contract resulting from this RFP.

4.2 Proposal Format

Proposals should be submitted as specified in ***RFP Section 5–Proposal Content***, and should include enough information to satisfy evaluators that the Proposer has the appropriate experience and qualifications to perform the scope of services as described herein (See ***RFP Section 5.3–Corporate Background and Experience***). Proposers should respond to all requested areas.

4.3 Cover Letter

A cover letter should be submitted on the Proposer's official business letterhead and:

- explain the intent of the Proposer;
- exhibit the Proposer’s understanding and approach to the project;
- contain a summary of the Proposer’s ability to perform the services described in the RFP and confirm that the Proposer is willing to perform those services and enter into a contract with the State;
- indicate which of the following applies to the signer of the proposal:
 - The signer of the proposal is either a corporate officer who is listed on the most current annual report on file with the secretary of state or a member of a partnership or partnership in commendams as reflected in the most current partnership records on file with the secretary of state. Evidence of signature authority shall be provided upon the State’s request.
 - The signer of the proposal is a representative of the Proposer authorized to submit this proposal as evidenced by documents such as but not limited to corporate resolution, certification as to corporate principal. **If this applies, a copy of the resolution, certification or other supportive documents must be attached to the Cover Letter.**
 - The Proposer has filed with the secretary of state an affidavit or resolution or other acknowledged/authentic document indicating that the signer is authorized to submit

proposals for public contracts. Evidence of signature authority shall be provided upon the State's request.

- The signer of the proposal has been designated by the Proposer as authorized to submit proposals on the Proposer's vendor registration on file with the Office of State Procurement. Evidence of signature authority shall be provided upon the State's request.
- identify the submitting Proposer and provide their federal tax identification number;
- identify the name, title, address, telephone number, fax number, and email address of each person authorized by the Proposer to contractually obligate the Proposer;
- identify the name, address, telephone number, fax number, and email address of the contact person for technical and contractual clarifications throughout the evaluation period;
- contain an unequivocal positive statement that the Proposer will supply all the services and products required in this RFP for the fixed price offered in the proposal; and
- contain an unequivocal positive statement that the proposal submitted was developed without collusion with other Proposers.

4.4 Certification Statement

The Proposer must sign and submit the Certification Statement shown in ***RFP Attachment II–Certification Statement***.

5 PROPOSAL CONTENT

The proposal should conform to all instructions, conditions, and requirements included in the Request for Proposal. Proposers should examine all documentation and other requirements. Failure to provide requested information needed for evaluation of the proposal may result in the reduction of points awarded.

All pages of each proposal should be consecutively numbered from beginning to end. The proposal should be presented in three ring binders with each section indexed with labeled tabs. Any other information thought to be relevant, but not applicable to the prescribed format, should be provided as a separate appendix to the proposal.

Proposals submitted for consideration should follow the format and order of presentation described below.

5.1 Executive Summary

This section should serve to introduce the scope of the proposal. It should include administrative information including, at a minimum, Proposer contact name and phone number, and the stipulation that the proposal is valid for a time period of at least 90 days from the date of submission. This section should also include a summary of the Proposer's qualifications and ability to meet the State agency's overall requirements in the timeframes set by the agency.

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 must be

supplied. The Proposer should address the specific language in ***RFP Attachment III–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.

The Summary should contain a brief description of the service delivery area proposed (specific region(s) or statewide service delivery approach), what population will be served, how many will be served, what services the Proposer’s organization will provide, amount of funds Proposer is requesting, and how outcomes will be measured.

5.2 Approach and Methodology

The proposal should:

- Describe your program and what it will do to meet the goal of this RFP. Identify the short term/long-term goals and measurable objectives of your program and how it relates to the TANF goals and core services defined in ***RFP Attachment I–Scope of Services, Section 2–Tasks and Services***, and a system to document and track progress towards meeting program goals and objectives and a precise statement of the outcomes of the services proposed.
- Identify a minimum number of individuals to serve, provide a process of outreach and/or recruitment including working with community-based organizations to identify homeless families, a strategy for marketing the program, and the method of verifying income eligibility for families.
- Describe in detail the system of care for families including length of stay. Describe eligibility/intake process.
- Include how the individual needs of mother and/or father and children will be assessed and what services will be provided to help the family rebuild.
- Demonstrate how families will be accountable/responsible to the program.
- Include guidelines and policies that families must adhere to for the program. Describe what successful completion of program looks like for a family.
- Detail how the project will be accomplished, including schedules, deliverables, quality assurance, coordination of a broad service delivery area, reporting, and use of key personnel.
- Indicate ability to produce measurable gains towards proposed outcomes and performance indicator targets, extent to which programming is based on recognized model of service delivery.
- Include copies of measurement tools used to show progress towards moving families to permanent/ independent living.
- Describe how direct services that are provided in response to an episode of need or a specific crisis situation and are non-recurrent such as but not limited to food, clothing, and shelter assistance, will be tracked and not provided beyond four months.
- Describe how the use of qualified subcontractors will be determined and used to meet the stated goals, objectives, and requirements of proposed service delivery (if applicable).

- Detail how subcontractors will be monitored to ensure terms of subcontracts are being met, service delivery is appropriate, and program performance is adequate.
- Describe linkages or partnerships that will accomplish service goals.
- Include year-end program participation targets as defined in ***RFP Attachment I–Scope of Services, Section 3–Outcomes***. Describe monthly targets to demonstrate how the year-end outcomes and goals will be met. Proposers may develop additional measures specific to their unique services.
- Describe the methods that will be used to evaluate participant satisfaction. How will this information be used? How will participants have the opportunity for feedback? How will this information be used to improve services?
- Describe written policies as to how personnel-related issues and background checks will be addressed. (See ***RFP Attachment I–Scope of Services, Section 6–Project Requirements, Additional Requirements*** for specific instructions).
- Describe any other organizational or administrative aspects of your organization that you believe will have a positive impact on the provision of services to participants.

5.3 Corporate Background and Experience

The Proposer 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 qualifications and recent experience with serving homeless populations 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 with references from previous clients including names and telephone numbers. Proposers should demonstrate an understanding of TANF goals and guidelines, particularly as they relate to homelessness and document a demonstrated collaboration or partnership with community resources serving homeless populations.

The proposal should:

- Describe the professional qualifications of the organization or entity;
- Provide history of the organization's experience both in homeless service delivery and in working with low-income populations in this area within the past three years. Background information should include: type of shelter and services, physical address, and detailed description of the physical facility;
- Detail all efforts of the Proposer to alleviate homelessness. Include evidence of any past successes. How does this project complement existing services to the homeless in the area and impact unmet needs of the homeless population;
- Provide an overview of program results if the organization was previously awarded a TANF-funded contract;
- Provide evidence of capacity to plan and implement a sound program within the contract timeframe;

- Describe facilities, equipment, community partnerships, or other relevant information;
- Provide specific information on the impact and outcomes on similar services delivered by Proposer's organization;
- Describe partnerships and/or collaborations with other entities within the community. Include list of organizations and specific services the organization will provide to the program. Provide letters of agreement with any organization providing direct service to project;
- Include the names, affiliations, addresses, and telephone numbers of Directors in the proposal. The organization must have systems of accountability to the community it serves, including a community-based Board of Directors. Governmental entities are exempted from including Board of Directors information in the proposal; and
- Include the name and contact information for two references who can attest to the organization's ability to perform the services outlined in the RFP (excluding DCFS personnel).

5.4 Proposed Project Staff

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.

The proposal should:

- Demonstrate ability to attract and retain superior staff with a background appropriate to the services offered,
- A project director should be appointed by the Contractor(s) for each proposed project, and a full resume', detailing the director's qualifications and experience, should be included in the proposal, and
- Provide resumes and job descriptions of the staff that will oversee administrative, budget, and financial duties as well as program staff for service delivery of services (If staff are not currently employed with Proposer's organization, provide detailed job descriptions for the positions). Provide notification to the State when the Proposer's project director or any of the Proposer's key personnel are removed or replaced.

5.5 Service Delivery Area

The proposal should:

- Describe the general characteristics of the homeless population in the selected service delivery area (region(s) or statewide),

- Describe demographics and economics of the selected area,
- Estimate or provide evidence of the number of homeless individuals in need of assistance and estimate the number to be served by this project,
- Describe how services will be targeted to high-risk areas within the selected area, and
- Demonstrate effective collaboration aimed at serving the identified population.

5.6 Cost Information

The Proposer shall submit a total cost for providing all services in the service delivery area proposed (region(s) or statewide) for the duration as specified in ***RFP Section 2.1–Term of Contract***.

The cost per service delivery area shall remain firm for the initial term of the contract as well as any renewal terms that may follow.

The Proposer should adhere to all budget guidelines regarding expenditures described in this section.

The Proposer should provide cost information in the following formats: Budget and Cost Allocation (if applicable).

Budget – Must be submitted on required template, See ***RFP Attachment V–Budget*** or an exact duplicate. All Budget Line Items should include detailed information.

Salaries – The Proposer should list the position(s) by job title, not staff names, and total annual salary from all sources, percentage of time allocated to the program, and compensation requested for full/part-time staff actually working on this program.

Salaries should be in line with those in similar positions within the community. The Proposer should be sure to only include the salaries as they relate to the proposed service. An Executive Director may also have responsibilities in other program areas, only the time spent on proposed service is allowable.

NOTE: Salary and Employee Benefits for direct service delivery staff shall not apply to the 10% administrative cap.

Fringe Salaries – The Proposer should list only the employer’s share for funded salaries. If employee is only spending a percentage of time working on this program, the Proposer should include only the percentage requested for this proposal. Fringe benefits should not exceed 25% of the total salary. The rate or expense used for calculations must be shown for each type:

- Social Security FICA – 6.2%
- Medicare – 1.45%
- Health Insurance Premiums (Note: Life Insurance Premiums expenses are prohibited.)
- Workers’ Compensation
- Unemployment
- Public/Private Retirement
- Liability/Malpractice Insurance (if part of an employee benefit package)

Travel – The Proposer should indicate the individuals, purpose, and itemized listing of travel costs. Travel expenses should be in accordance with State Travel Regulations, Policy and Procedures Memorandum No. 49, (PPM 49), which may be accessed at <http://wwwprd.doa.louisiana.gov/osp/travel/traveloffice.htm>.

Operating Expenses – The Proposer should list expenses associated with services needed to operate the program. This may include, but is not limited to, the items listed on the Budget Form.

Supplies – The Proposer should list supply items that are consumable and have a life expectancy of less than one year.

Professional Services – Professional Services may include consulting, counseling services procured from contractors, or accounting. The List of professional services should include the service provider name and title, description of the services provided, rate of pay, and the annual dollar amount of the contract/agreement.

Other Charges - Other expenses should list the type, purpose, method of computation, quantity, etc.

Equipment - The Proposer should list the proposed acquisitions/equipment requested. The list should include a description of each item, purpose within the program, and its acquisition cost. NOTE: All acquisitions require written approval from DCFS, after approval of the contract, to ensure State purchasing procedures and property control guidelines are followed.

Indirect Costs – Administrative costs for TANF-funded services should be no more than 10 percent of an entity's total allocation for the service. See ***RFP Attachment IV-Clarification on Administrative and Allowable Costs*** for further clarification.

Cost Allocation Plan – A cost allocation plan should be included for all costs that are shared between programs.

Proposers should consider the following in preparation of their BUDGET:

- If chosen as Proposer, any deviation of the approved proposed budget shall not be allowed.
- Expenditures not in the approved budget or over the budgeted amount will be disallowed.
- All expenses must be prorated for this program. Expenses incurred outside the dates of the contract awarded shall not be reimbursable and shall not include retroactive pay increases.
- All expenses must be reasonable and necessary.

6 EVALUATION AND SELECTION

6.1 Evaluation Team

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

6.2 Administrative and Mandatory Screening

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.

6.3 Clarification of Proposals

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

6.4 Oral Presentations/Discussions May be Required

NOT APPLICABLE TO THIS SOLICITATION.

6.5 Evaluation and Review

Proposals that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the proposal. The committee consisting of DCFS personnel and/or other qualified professionals will recommend for selection the proposal(s) which most closely meet(s) the requirements of the RFP and the needs of the State, and which receive(s) the highest score(s) per region or statewide. The final decision will be made by the Secretary of the Department of Children and Family Services. The State reserves the right to award without discussion based on initial proposals received.

One Proposer may be selected to develop and operate the program for the entire state or more than one Proposer may be selected to operate the program in one or more regions of the state.

The Evaluation Team will evaluate and score the proposals using the criteria and scoring as follows:

CRITERIA	MAXIMUM SCORE
1. Approach and Methodology	35
2. Background and Experience	20
3. Staff Qualifications	10
4. Service Delivery Area	10
5. Cost	25
TOTAL SCORE	100

The Evaluation Team will compile the scores and make a recommendation to the head of the agency on the basis of the responsive and responsible Proposer(s) with the highest score(s) per region or statewide.

6.5.1 Evaluation of Cost

Proposals will be assessed first to determine if the services proposed meet the TANF goals and core services defined in ***RFP Attachment I–Scope of Services, Section 2–Tasks and Services*** based upon the reasonableness of the proposed contract activities relative to the contract price, its reasonableness as compared with other proposals submitted, the reasonableness of personnel costs including the allocation of funding among administrative and other personnel based on the quality and level of services provided by each, and the necessity of equipment and overhead costs.

For proposals found to reasonably satisfy the requirement(s) of the RFP as described above, cost shall be scored according to the following:

- 1) The total cost of each proposal shall be divided by the number of families the Proposer expects to serve to find the average cost per family.
- 2) The Proposer with the lowest average cost per family shall receive 25 points. Other proposers shall receive cost points based upon the following formula:

$$\text{BCS} = (\text{LPC}/\text{PC} \times 25)$$

Where: BCS = Computed cost score (points) for proposer being evaluated

LPC = Lowest average cost per family of all proposers

PC = Average cost per family of proposer being evaluated

6.6 Announcement of Contractor

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

The proposals received (except for that information appropriately designated as confidential in accordance with La. R.S. 44:1), selection memorandum with list of criteria used along with the weight assigned each criteria, scores of each proposal considered with the overall scores of each proposal considered, 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 written protest to the head of the agency issuing the proposal within 14 days after the award has been announced by the agency.

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

7 SUCCESSFUL CONTRACTOR REQUIREMENTS

7.1 Corporation 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 La. 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.

7.2 Billing and Payment

The funds awarded through this contract are not grant funds, they are contracted services. Contractors will receive payment for services rendered according to the approved budget and submittal of appropriate documentation.

Costs for providing services will be paid on a cost reimbursement basis. Contractor will bill monthly, in arrears, for actual expenditures for services rendered. Verification of expenditures must accompany the monthly bill for reimbursement. Billing for expenses must conform to practices and procedures set forth in the Louisiana Procurement Code, La. R.S. 39:1551-1755, for social services contracts. Administrative costs should not exceed 10% of the requested funding. The Contractor shall comply with ***RFP Attachment IV–Clarification on Administrative and Allowable Costs*** for administrative and allowable costs.

All equipment purchases will be discussed during contract negotiation. The property standards used for all equipment purchased with TANF funds awarded under this contract, depending upon the type of entity awarded the contract, shall be governed by 45 CFR 74.34 or 45 CFR 92.32.

The Contractor shall comply with the following:

- Any deviation of the approved budget shall not be allowed.
- Expenditures not in the approved budget or over the budgeted amount will be disallowed.
- All expenses must be pro-rated for this program. Expenses incurred outside the dates of the contract awarded shall not be reimbursable and shall not include retroactive pay increases.
- All expenses must be reasonable and necessary.

7.3 Confidentiality

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 DCFS.

7.4 Security

The Contractor shall immediately report any breach of security to the State. DCFS is sensitive to customer confidentiality and mandates that system security be in place to provide data to only staff/contractor(s) that have a legitimate business reason to need to access any piece of customer data.

7.5 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.

7.5.1 Homeless Initiative Program Civil Rights Compliance

Prohibition against Discrimination

Client discrimination on the basis of race, color, national origin, disability, sex (gender), religion and age is prohibited. Employment discrimination on the basis of race, color, religion, national origin, or sex (gender) is also prohibited.

In addition to the list of laws, statutes and executive orders identified in the contract, the following laws, statutes and executive orders are applicable to the Homeless Initiative Program.

- Title VI of the Civil Rights Act of 1964, as amended (42 USC § 2000d)
- Section 504 of the Rehabilitation Act of 1973, as amended (29 USC § 794)
- Title IX of the Education Amendments of 1972, as amended, (20 USC § 1681)
- The Age Discrimination Act of 1975, as amended (42 USC § 6101)
- Titles VI and XVI of the Public Health Service Act (42 USC §§ 291 and 300)

Office of Contractual Review also enforces the following:

- Section 1557 of the Patient Protection and Affordable Care Act (42 U.S.C. 18116)
- Title II of the Americans with Disabilities Act
- 28 CFR Part 35: Nondiscrimination on the Basis of Disability in State and Local Government Services

- 2010 ADA Standards for Accessible Design
- Section 508 of the Rehabilitation Act of 1973, as amended, (29 USC § 794)
- Section 1808(c) of the Small Business Job Protection Act of 1996 (42 USC §1996b)
- Sections 794 and 855 of the Public Health Service Act, (42 USC §§ 295m and 296g)
- Section 508 of the Social Security Act (42 USC § 708)
- Section 533 of the Public Health Service Act (42 USC § 290cc-33)
- Section 1908 of the Public Health Service Act (42 USC § 300w-7)
- Section 1947 of the Public Health Service Act
- The Family Violence Prevention and Services Act (42 USC § 10406)
- The Low-Income Home Energy Assistance Act of 1981 (42 USC § 8625)
- The Community Services Block Grant Act
- The Communications Act of 1934 (47 USC § 398)

7.6 Key Internal Control Outsourcing

NOT APPLICABLE FOR THIS SOLICITATION

ATTACHMENT I: SCOPE OF SERVICES

1 Overview

DCFS is requesting proposals from qualified entities to end the cycle of homelessness in Louisiana by stabilizing homeless families and aiding them in establishing permanent housing. The State's goal is to help homeless families to reach their highest level of self-sufficiency and move permanently to independent living.

The Contractor's program under this initiative shall address TANF goal one, which is to provide assistance to needy families so that children may be cared for in their homes or in the homes of relatives.

DCFS promotes a "Housing First" approach to ending homelessness for families within the State of Louisiana. This approach is based on two simple principles:

- **The best way to end homelessness is to prevent individuals from becoming homeless and therefore move individuals and families into permanent housing as quickly as possible.**
- **Provide services to help individuals and families stay housed, link them to services and long-term supports, and prevent a recurrence.**

According to the U.S. Department of Housing and Urban Development (HUD), Office of Community Planning and Development (AHAR), the issue of homelessness remains an ongoing tragedy that affects every community. According to data from HUD, 206,286 people in families nationwide were homeless on a single night in January 2015, making up 36 percent of all homeless people counted.

In Louisiana, an estimated 288 homeless family households consisting of 864 homeless family members were counted during the January 2015 point-in-time count. Those estimates represent a 25.65 percent decline in homeless family members when compared to Louisiana's 2014 estimates reported to HUD.

2 Tasks and Services

Contractor Responsibilities

The Contractor must develop and administer a Homeless Initiative Program for homeless families or "at risk" homeless families based on a "Housing First" approach. The Contractor should provide core services which include, but are not limited to, comprehensive case management, educational and employment opportunities for adult participants, community referrals, life skill modules, and housing options to end the cycle of homelessness in Louisiana. Furthermore, direct services that are provided in response to an episode of need or a specific crisis situation and are non-recurring such as but not limited to food, clothing, and shelter assistance, must not be provided by the Contractor beyond four months.

The Contractor's program under this initiative must address the TANF goal, which is to provide assistance to needy families so that children may be cared for in their homes or in the homes of

relatives by providing educational and employment opportunities to increase the literacy level and effectiveness of a caregiver.

The Contractor must provide Core Services that:

- **reduce the number of families found on the streets from year to year,**
- **increase the number of families who have moved into permanent housing,**
- **reduce the number of families in homeless shelter services,**
- **reduce the number of days families are homeless, and**
- **reduce the amount of recidivism.**

The Contractor must provide support services including referrals for other services for the needy family. The supportive services provided must relate to one or more of the five core services.

The Contractor must limit services to needy families, that is a family in which any member receives a Family Independence Temporary Assistance Program (FITAP) grant, Kinship Care Subsidy Program (KCSP) grant, Supplemental Nutrition Assistance Program (SNAP) benefits, Child Care Assistance Program (CCAP) services, Title IV-E, Medicaid, Louisiana Children's Health Insurance Program (LaCHIP) benefits, Supplemental Security Income (SSI), or who has earned income at or below 200 percent of the federal poverty level. A needy family consists of minor children residing with custodial parents, or caretaker relatives of minor children.

The Contractor must report monthly performance data to the DCFS TANF Performance system.

The Contractor must recognize the funding agency (DCFS) on all outreach materials and coordinate any media releases with the DCFS Director of Communications.

The Contractor must have the DCFS logo on all media and published materials including but not limited to brochures, posters, and training booklets that are purchased with TANF funds.

3 *Outcomes*

The Contractor should provide monthly performance measures to be tracked in order to determine demand, utilization, and program effectiveness for families served in the community where services are to be offered. Performance measures should be specific, quantifiable in numbers, and directly related to the activities of the program. A minimum of performance measures should include the following for all families served as of the start date of the contract period:

Monthly:

- Number of eligible families admitted to the program within a specific month by each of the following categories.
 - Number of "at risk" homeless family cases accepted. An "at risk" family is defined as "but for the prevention assistance, the family would be homeless within 14 days".
 - Number of "chronically" homeless family cases accepted. "Chronically" homeless is defined as families that have been continuously homeless for over one year.

- Number of family cases accepted that do not meet either criteria above.
 - Number of families determined to be ineligible for services within a specific month (eligibility as defined in ***RFP Attachment I–Scope of Services, Section 2–Tasks and Services***).
 - Number of individuals admitted to the program within a specific month.
 - Number of minor children admitted to the program within a specific month.
 - Number of families that are actively engaged and/or participating in a program of services within a specific month.
 - Number of families in emergency/transitional housing within a specific month.
 - Number of mainstream services used to assist clients within a specific month (may include but not limited to Medicaid, SNAP, Child Care, SSI).
 - Number of families that are not engaged and/or participating in a program of services within a specific month.
 - Number of families discharged from the program upon completion of a specified program of services and have obtained permanent housing within a specific month.
 - Number of families discharged from the program upon completion of a specified program of services and has not obtained permanent housing within a specific month.
 - Number of families discharged from the program due to inactive participation and/or non-contact with the provider within a specific month. Proposers must define their period of time for inactive participation/non-contact related discharges.
 - Number of families returning for services within a specific month by the following criteria:
 - Families that were not engaged and/or participating in a program of services for three or more months
 - Families discharged from the program during the contract period (including any extensions) with permanent housing.
 - Families discharged from the program during the contract period (including any extensions) without permanent housing.

To be reported at end of contract period (including any extensions) or by request:

- Average length of stay in emergency/transitional housing.
- Average time to link to housing.
- Average time to link to case management.

The Contractor should pay careful attention to the measures that they will be responsible for reporting on a monthly basis. The Contractor should have understanding of what is being captured in the measure as well as the methodology that will be used to retrieve the data. Proposal should indicate the data collection and tracking mechanisms that will be utilized for reporting purposes.

Proposals should include year-end program participation targets for each service delivery program component. This year-end target should be a projection of monthly targets to demonstrate how the year-end goal will be met. If 80% of the monthly target for program participation as set in the contract is not achieved, a corrective action plan may be required. If the corrective action plan is inadequate, the Contractor is unresponsive, or if performance does not improve after corrective plan implementation, contract termination may be considered.

4 *Functional Requirements*

The services provided by the Contractor to accomplish the Statement of Work shall be under the control, management, and supervision of the Contractor unless stated otherwise in the Statement of Work. The Contractor shall have a sound business management capability. The Contractor must also have adequate liability insurance and must adopt referral procedures that limit liability risks. The Department of Children and Family Services requires a minimum of \$1,000,000 in liability coverage.

5 *Technical Requirements*

NOT APPLICABLE TO THIS CONTRACT

6 *Project Requirements*

The Contractor will be responsible for program operation services and client services. Program operation services shall be those services and functions associated with the development and operation of the overall program, including administrative costs. Client services shall be those services that are provided directly to clients. The Contractor shall provide the program operation services and shall provide the client services or subcontract with other providers.

Program operation services/administrative

Administrative and program support services necessary for the efficient and accountable operation of the program for the area served, shall include, but shall not be limited to:

Financial management and reporting, including the development of appropriate financial controls and policies applicable to the services;

- Provider network development
- Provider payment
- Complaint management and customer satisfaction
- Quality assurance of services
- Services necessary to recruit and enable the participation of qualified service providers
- Services that enhance the utilization and effectiveness of the array of services

The Contractor may utilize subcontractors for services, but shall be responsible for all services, including those provided by subcontractors.

Program operation services/outreach

The Contractor shall provide services that increase the public's awareness and knowledge of the program, such as radio ads, billboards, brochures in medical offices, and/or social media.

Client Services

The Contractor shall provide a viable and effective program that will move homeless families or "at risk" homeless families to reach their highest level of self-sufficiency and move permanently to independent living.

Reporting Requirements

The Contractor will be required to report monthly performance data to the DCFS TANF Performance system.

Monitoring/Evaluation of TANF Services

All contracts awarded through this RFP must grant to the State of Louisiana, through the Department of Children and Family Services, the Office of the Legislative Auditor, the Inspector General's Office, the Federal Government, and/or other such officially designated body the right to inspect and review all books and records pertaining to services rendered under the contract. The Contractor(s) and any subcontractor(s) must cooperate with any monitoring/evaluation site visits or requests for information from the abovementioned entities.

Additional Requirements

- A. In conjunction with other previously outlined requirements, the following additional requirements are to be made a part of any proposal submitted. The Contractor should include written policies as to how their organization will address personnel-related issues. These policies should be aimed toward both personnel and the program participants. The policies should include guidance on how the following issues will be addressed; however, the Contractor is not required to limit their policies to the following topics:
1. The Contractor should have written policies regarding substance abuse. The policy should cover staff and participants. The policy should state how participant referrals are made to the appropriate agency and how each Contractor will work with that agency to ensure that appropriate services are provided.
 2. The Contractor should have a written policy regarding child abuse reporting requirements. The policy should cover staff and participants. The policy should state how participant referrals are made to the appropriate agency and how each Contractor will work with that agency to ensure that appropriate services are provided.
 3. The Contractor should have written policies regarding domestic violence. The policy should cover staff and participants. The policy should state how participant referrals are made to the appropriate agency and how each Contractor will work with that agency to ensure that appropriate services are provided.

- B. The Contractor 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 R.S. 15:587.1.

Note: The costs for background checks should be included when developing the cost reimbursement budget.

ATTACHMENT II: 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. 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 certifies that the above information is true and grants 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 certifies that:

1. The information contained in its response to this RFP is accurate;
2. Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
3. Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
4. Proposer's quote is valid for at least 90 days from the date of proposal's signature below;
5. Proposer understands that if selected as the successful Proposer, he/she will have seven (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. (Agency insert number of days to correspond to same number referenced in RFP section number 3.12 Contract Award and Execution.)
6. Proposer certifies, 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 III: SAMPLE CONTRACT

DSS-CF-1
Rev. 02/2011

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. (Attach Exhibit B, if applicable)

Contractor shall bill monthly, in arrears, for actual cost incurred for services rendered (provided). Supporting documentation of the costs incurred must accompany the form for reimbursement. Each monthly invoice must be submitted by 15th of the month following the month of services.

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):

- Maximum contract amount includes travel, which will be reimbursed in accordance with State Travel Regulations.
- Contract Extensions: *This subsection applies to contracts with less than a three year term.*

If necessary, this contract may be extended for one or more periods of time not to exceed a total contract period of three (3) years or thirty-six (36) months.

16) If Corporation ___ Profit or ___ Non-Profit ___ Let by RFP ___ Advance ___ Vendor ___ Subrecipient

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

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 Program Manager 1/2.

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 subrecipient contractor who expends \$500,000 or more in federal funds from all sources is required to have performed a single audit for that year under the provisions of OMB Circular A-133, Revised June 27, 2003, 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 subrecipient contractor who expends less than \$500,000 in federal funds from all sources and who is subject to the provisions of Louisiana Revised Statutes 24:513 (State Audit Law), shall follow the guidance offered in the Louisiana Governmental Audit Guide (as Revised). Those who are subject to the provisions of Louisiana Revised Statutes 24:513 include governmental, public or quasi-public agencies or bodies as defined by the Statute.
- (3) Any subrecipient contractor who expends less than \$500,000 in federal funds from all sources and is not subject to the provisions of Louisiana Revised Statutes 24:513 (State Audit Law), then no audit is required.
- (4) Any subrecipient contractor who is a nongovernmental provider and receives \$100,000 or more per year of state funds via one or more cost reimbursement contracts, shall submit to the Agency source documentation (evidenced by invoices, cancelled checks, certified payroll sheets, etc.) to justify each payment request. Agency may at its discretion request that a contract compliance audit utilizing internal auditors, certified public accountant or the Legislative Auditor's office be performed. These provisions are cited at Louisiana Administrative Code Title 34: V: 134.

Contractor subrecipient 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 checks payable to the order of Contractor in the amounts expressed or specified in the agreement. In cases where travel and related expenses are required to be identified separate from the fee for services, such costs shall be in accordance with State Travel Regulations and shall be specified under "Special Provisions." It is further agreed that Contractor accepts payment made under the terms of the agreement in full for services delivered.

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, copies of all records, reports, worksheets or any other materials related to this contract shall be provided to the state upon request.

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 Contractual Review, 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 La. 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 Contractual Review, Division of Administration, in accordance with La. R.S. 39:1595. 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 La. 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 La.R.S. 39:1624-1672.4; 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 (La. 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.

Entire Agreement Clause

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

Order of Precedence Clause

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

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.

<div><div></div><div>Signature</div></div> <div><div></div><div>Date</div></div>	<div>STATE OF LOUISIANA</div> <div>DEPARTMENT OF CHILDREN AND FAMILY SERVICES</div> <div>Marketa Garner Walters, Secretary</div>
<div><div></div><div>Type name of Contractor</div></div>	<div><div>Etta Harris, Undersecretary</div><div>Date</div></div>
<div><div></div><div>Name of Person Authorized to Sign Contract</div></div> <div><div></div><div>Date</div></div>	<div>DCFS Agency</div> <div><div></div><div>Sammy Guillory, Deputy Assistant Secretary</div><div>Date</div></div> <div><div></div><div>Division of Programs</div><div>Office</div></div>

ATTACHMENT IV: CLARIFICATION ON ADMINISTRATIVE & ALLOWABLE COSTS

As a general rule, administrative costs for TANF-funded services should be no more than ten percent of an entity's total allocation. **Agencies who receive TANF funding shall ensure that any contractors adhere to these specifications.** The examples below should help illustrate the types of cost allocations that would generally be considered to be administrative or nonadministrative costs and identified costs that would not be considered allowable even if otherwise related to service delivery.

The cost of salaries and related benefits should be calculated only for the percentage of time personnel works on TANF funded activities. For example, a project director may be employed full time, but only four hours per week is allocated for TANF funded activities. Only that portion of salary and benefits should be considered as an allowable cost, not the entire annual salary. Recipient agencies shall also ensure that any building costs related to program operation charge only the percentage of time that the facility is utilized for operations related to a TANF activity. For example, a program may receive funding from multiple sources, only the amount of time the building is used to provide TANF services should be considered a TANF expense. TANF shall not be used to subsidize building operations for other services.

The following are guidelines as to what is considered an administrative cost:

- ✓ General administration or coordination of program, including accounting and payroll functions;
- ✓ Salaries and indirect costs associated with performing administrative functions;
- ✓ Supplies, equipment, travel, postage, utilities, and office space related to the administration of a program;
- ✓ Activities related to eligibility determinations;
- ✓ Preparation of program plan, budget, and schedules; and
- ✓ Program monitoring and audits of service functions.

The following are guidelines as to what is considered a nonadministrative cost:

- ✓ Direct cost of providing program services including client activities, assessment, case management, etc.;
- ✓ Salaries and indirect costs associated with performing services functions;
- ✓ Supplies, equipment, travel, postage, utilities, and office space related to the performing of services functions;
- ✓ Evaluations of service functions
- ✓ Technology/management information systems (including data tracking for performance) not related to payroll, personnel, or other administrative functions.

The following are not generally considered allowable costs under TANF, even if they are related to program operations:

- ✓ Purchase of vehicles;
- ✓ Renovation, construction, or purchase (including payment of a mortgage) of a building used for program operation;
- ✓ Payment of bad debts, or interest payments as a result of credit agreements;
- ✓ Medical services;
- ✓ Payment of stipends to program participants without prior authorization from DCFS;
- ✓ Payment of on-going basic needs (cash, food, or housing) beyond four months;
- ✓ Services provided to elderly adults without minor children and single adults without children;
- ✓ Payment of basic needs (housing, beds, etc.) for minors and adults in secure facilities;
- ✓ Payment of equipment costs that exceed or are disproportionate in relation to the cost of service delivery;
- ✓ Purchase of alcohol; and
- ✓ Services/materials determined to be inappropriate in their relation to program delivery.

ATTACHMENT V: BUDGET – Homeless Initiative RFP

Revised 9-5-14

CFMS # _____

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) NAME POSITION/TITLE	(B) ANNUAL SALARY from all sources (Fringe not included)	(C) % OF TIME ALLOCATED TO PROGRAM	(D) (B*C=D) ALLOCATED ANNUAL SALARY AMOUNT TO PROGRAM	(E) TOTAL CONTRACT PERIOD SALARY
SECTION 1. TOTAL				

SECTION B. FRINGE Note: Itemize the fringe benefits for each position listed. Fringe benefits are not included in gross salary.

Position/Title	Retirement	Insurance	FICA	UI	Workers Comp	Other	% To Contract	CONTRACT BUDGET PERIOD BUDGET TOTAL
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
<i>CONFERENCE TRAVEL (Enter detail)</i>	
<i>ROUTINE TRAVEL (Enter detail)</i>	
<i>OTHER (Enter detail)</i>	
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
<i>BUILDING RENT(Enter detail)</i>	
<i>UTILITIES (Enter detail)</i>	
<i>TELEPHONE (Enter detail)</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
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
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
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
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
TOTAL	

BUDGET SUMMARY

BUDGET ITEM	BUDGET PERIOD TOTAL	CONTRACT 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

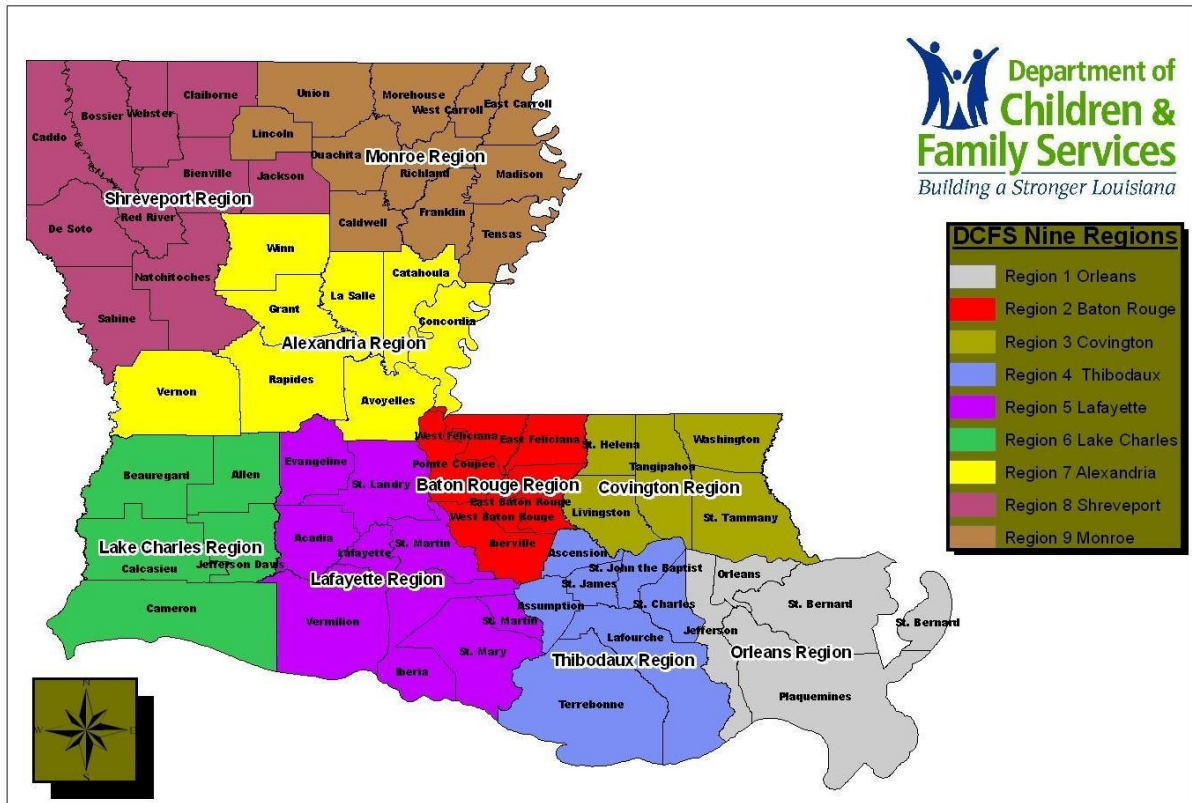
DCFS Program Director

Date

ATTACHMENT VI: DCFS REGIONAL CHART & MAP

1 *DCFS Regional Chart*

REGION NUMBER	REGION NAME	PARISHES	
1	ORLEANS	Jefferson St. Bernard	Plaquemines Orleans
2	BATON ROUGE	East Baton Rouge East Feliciana West Baton Rouge	Pointe Coupee Iberville West Feliciana
3	COVINGTON	Livingston St. Tammany Washington	St. Helena Tangipahoa
4	THIBODAUX	Ascension Lafourche St. James Terrebonne	Assumption St. Charles St. John
5	LAFAYETTE	Acadia Iberia St. Landry St. Mary	Evangeline Lafayette St. Martin Vermilion
6	LAKE CHARLES	Allen Calcasieu Jefferson Davis	Beauregard Cameron
7	ALEXANDRIA	Avoyelles Concordia LaSalle Vernon	Catahoula Grant Rapides Winn
8	SHREVEPORT	Bienville Caddo DeSoto Natchitoches Sabine	Bossier Claiborne Jackson Red River Webster
9	MONROE	Caldwell Franklin Madison Ouachita Tensas West Carroll	East Carroll Lincoln Morehouse Richland Union



ATTACHMENT VII: PROPOSAL COVER PAGE

Proposal Cover Page

PLEASE DO NOT WRITE IN THIS SECTION.

Name of Proposer

Federal ID Number

Proposer's Physical Address:

Proposer's Mailing Address:

City

State

Zip

Name of Program Director

Telephone No.

Fax No.

Email address

TYPE OF ENTITY

- () Public Non-Profit Community-Based Organization
- () Private Non-Profit Community-Based Organization
- () Faith-Based Organization
- () Public Agency
- () Other _____

RECEIPT OF ALL OTHER STATE or FEDERAL FUNDS: Check all that apply to applicant organization

- () Child Care Development Fund (CCDF)
- () TANF
- () Other _____

TOTAL FUNDS REQUESTED:

\$ _____

Service Delivery Area Proposed:

CERTIFICATION

I (We) hereby certify that _____ on behalf of _____ is fully authorized, by
(Name of Individual) (Proposer Submitting Proposal)

law or by corporate resolution (attached) to submit the following proposal, that the information contained herein is true and accurate to the best of my (our) knowledge and belief; and that I (we) am (are) fully authorized to submit said proposal on behalf of said proposer.

Official Authorized to Submit Proposal

Title

Date

Hand Deliver Proposal To: OR

Mail Proposal To:

Department of Children and Family Services
James Vidacovich, TANF Program Manager
627 North 4th Street, Room 5-302
Baton Rouge LA 70802

Department of Children and Family Services
James Vidacovich, TANF Program Manager
P. O. Box 94065, Room 5-302
Baton Rouge, LA 70804-9065

ATTACHMENT VIII: BOARD RESOLUTION

BOARD RESOLUTION FOR STATE CONTRACT PROVIDERS (IF PROPOSER IS A CORPORATION)

State of Louisiana

Parish of _____

On the _____ day of _____, 20_____, at a meeting of the Board of Directors 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) and his/her successors in office to negotiate terms and conditions that he/she may deem advisable, contract(s) with the Louisiana Department of Children and Family Services, and to bind this organization to execute said documents 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, and/or review 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 the meeting of the Board of Directors of _____ held on the _____ day of _____, 20_____.

Secretary

Date