



Family Support Services of North Florida, Inc.

Invitation to Negotiate

To Provide Preliminary and Post Adoption Services

Duval and Nassau Counties

ITN # FSSNFPPAS 12-13

Invitation release date: Tuesday, November 1, 2011

Invitation due date: Thursday, December 22, 2011

**Contact Person:
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SECTION 1: INTRODUCTION

1.1 Background and Purpose

Family Support Services of North Florida, Inc. (“FSSNF”), a Florida not-for-profit corporation, delivers foster care and related services pursuant to s. 409.1671, F.S., and prevention services, while ensuring each child’s safety, well-being and permanency, to certain eligible persons referred by the State of Florida Department of Children and Families (“Department” or “DCF”), or its designee, pursuant to contract number DJ031 (“Master Agreement” or “DCF Contract”). FSSNF is the Community-Based Care Lead Agency in Duval and Nassau Counties under the Master Agreement and is defined by s. 409.1671, F.S. FSSNF is ultimately responsible under the Master Agreement to provide services through subcontracts with entities or individuals serving as Providers. FSSNF’s purpose is to contract with a Provider for the provision of Preliminary and Post Adoption Services in accordance with the terms and conditions of the Master Agreement.

Children need safe, permanent homes where they are free from abuse, neglect and other forms of mistreatment by their caregivers. While most caregivers want to provide a nurturing and protected environment for their children, some lack the required knowledge, skills, and resources to nurture and protect their children. In these circumstances, FSSNF, as Lead Agency pursuant to s. 409.1671, F.S., is responsible for coordinating, integrating, enhancing and managing a local system of supports and services for eligible children and their families in Duval and Nassau Counties.

Through this Invitation to Negotiate (“ITN”), FSSNF is seeking qualified organizations that are interested in providing Preliminary and Post Adoption Services in Duval and Nassau Counties.

Consistent with the goals of the Federal Adoption and Safe Families Act (“ASFA”) and Florida’s legislative mandates, Florida’s approach to Community-Based Care (“CBC”) will:

1. Provide for the safety of children;
2. Decrease the time it takes to achieve permanency for children;
3. Promote adoption for children when that is the best permanency option;
4. Enhance the state’s capacity and accountability for both safety and permanency; and
5. Promote families to have enhanced capacity to provide for their children’s needs.

Our Vision: That children grow up connected to their own families, supported by families and protected by the community; that children have the opportunity to achieve in school and to learn to be productive citizens; that Duval and Nassau County citizens, organizations and agencies recognize that child protection is a community responsibility and represent the best interests of all County residents.

Our Mission: To be the leader in providing safety, stability, and quality of life for all

children by working with the community to strengthen the family unit.

Definitions

a. Adoption Safe Families Act Outcomes. ASFA outcomes are specific outcome measures required by the Federal Government. The outcome measures are:

- Children are, first and foremost, protected from abuse and neglect.
- Children are safely maintained in their own homes whenever possible and appropriate.
- Children have permanency and stability in their living situations.
- Continuity of family relationships and connections is preserved for children.
- Families have enhanced capacity to provide for their children's needs.
- Children receive appropriate services to meet their educational needs.
- Children receive adequate services to meet their physical and behavioral health needs.

b. Applicant. A prospective non-profit entity that applies to become a Provider for community-based care services as defined in this ITN.

c. Application. An application by a non-profit entity, as defined in this ITN.

d. Best Practices. Evidenced-based and verified methodologies that address service strategies with conclusive, expected outcomes in the provision of the services.

e. Central Placement Unit (Kids Central). FSSNF Central Placement Unit responsible for securing placement of dependent children.

f. Corrective Action Plan (CAP). A tool to ensure that the terms and conditions of a contract are being carried out, which outlines a plan of action for correcting any deficiencies in service delivery or administrative practice that may have been uncovered by a monitoring visit or by another form of oversight.

g. Cost Allocation Plan. A plan that describes the various support service components of the organization and explains how the Provider identifies, measures, and allocates those costs to benefiting programs.

h. Continuous Quality Improvement (CQI). Continuous internal improvements in service provision and administrative functions conceived, implemented and managed by employees. Employee teams meet quarterly to review data. Strategies to review data leading to the accomplishment of goals will include: incidents, accidents, and client grievances; customer input and satisfaction; performance data; peer record review data; and products and/or results from quality improvement projects.

i. Cultural Competence. A set of congruent behaviors, attitudes, and policies that allows professionals and others to work effectively in situations of different cultural aspects, including but not limited to linguistic differences.

j. Department or DCF. The Florida Department of Children and Families.

k. Dependent Child. Any unmarried person under the age of eighteen (18) years who has not been emancipated by order of the court, and who is found by the court, pursuant to Chapter 39, F.S., to have been or is at substantial risk of imminent abuse, abandonment, or neglect by the child's parent(s) or legal custodian. Situations that may lead to dependency include:

- When a child has been abused, neglected or abandoned or is suffering from or is in imminent danger of illness or injury as a result of abuse, neglect or abandonment;
- When the parent or legal custodian of the child has materially violated a condition of placement imposed by the court; or
- When the child has no parent, legal custodian or responsible adult relative immediately known and available to provide supervision and care.

l. Evaluation. A process of assessment, including quality assurance and quality improvement that takes place no less than annually and encompasses external review, compliance with set contracted standards, and accomplishment of outcomes.

m. Family Services Counselor (FSC). The person, who coordinates all services rendered to the child and/or family, serves as an advocate and is the single and continuous point of contact for the child and system to the extent feasible.

n. Fiscal Year. The period from July 1 to June 30.

o. Lead Agency. A non-profit community-based entity or collaborative partnership under contract with the Department to provide foster care and related services along a seamless continuum of care for children who have been abused, abandoned or neglected and their families as required in s. 409.1671, F.S.

p. Model Approach to Partnership Parenting (MAPP). A training approved by the Department used for prospective foster and adoptive parents in order to prepare them to meet the needs of children entrusted to their daily care. A main focus in the pre-service training shall involve partnering with the birth families in order to assist in the reunification process. MAPP training must be provided by a certified instructor and consist of an offered thirty (30) hour course with mandatory completion of a minimum of twenty-one (21) contact hours with required specific subjects covered.

q. Outcome. A measure of the quantified result, impact or benefit of program tasks on the clients, customers or users of the services.

r. Parent Resources for Information, Development, and Education (PRIDE). A training used for prospective foster and adoptive parents in order to prepare them to meet the needs of children entrusted to their daily care. PRIDE consists of eleven (11) modules of competency-based in-service training, which total eighty-seven (87) hours of

training. The PRIDE program is designed to strengthen the quality of family foster care and adoption services by providing a standardized, consistent, structured framework for the competency-based recruitment, preparation, and selection of foster and adoptive parents, and for foster parent in-service training and ongoing professional development.

s. Provider. An individual or organization contracted to provide services and/or materials to the Lead Agency as part of a contract with the Department.

t. Qualified Non-Profit Organization. An organization that is registered with the Florida Department of State, Division of Corporations as a non-profit corporation and/or is certified as tax exempt under Section 501 (c)(3) of the Internal Revenue Service Code.

u. Quality Assurance (QA). Periodic external review activities conducted by the Department and the Lead Agency to assure that the agreed upon level of services is achieved and maintained by the Lead Agency and its subcontractors. Quality Assurance activities will assess compliance with contract requirements, state and federal law and associated administrative rules, regulations, and operating procedures, and validate quality improvement systems and findings.

v. Unified Case Management Model. A case management model resulting in children and their families being assigned a single, primary FSC, who remains with the child and family throughout the life of the case. The FSC is responsible for coordinating and brokering all services provided to the child and family within the CBC system and any other publicly funded systems from which the child and family are receiving services. Key components for success of this model include a coordinated, integrated provider network with formal and informal agreements, community participation and involvement in supporting the children and families served by this provider network.

w. Utilization Management. A system of procedures integrating review and case management, which is designed to ensure that the services provided to a specific client at a given time are cost-effective, appropriate, and least restrictive.

1.2 Client Statistics

The data below presents total number of children 0-17 served in fiscal year 2010-2011.

Total Number of Cases -	2046	Cases
Total Number of Children -	2573	children
Total Number of Removals in 10/11 -	757	children
Total Out-of-Home Care -	1857	children
Total In-Home Care -	2080	children
Total Active Case Load 06/30/11	1732	children
	1012	Cases

The total number of adoptions for fiscal year 2010-2011 was 199. The total number of adoptions for fiscal year 2009-2010 was 204.

SECTION 2: GENERAL SOLICITATION INFORMATION

2.1 Eligible Applicants

Non-profit organizations are invited to submit an application documenting their qualifications for consideration to provide identified services in Duval and Nassau Counties. The organization will be responsible for delivering and/or contracting for the identified services. Organizations must be accredited by a nationally recognized accrediting body, such as the Commission on Accreditation of Rehabilitation Facilities (CARF), Joint Commission on Accreditation of Healthcare Organizations (JCAHO), or Council on Accreditation (COA); or have a demonstrated plan to be accredited by a national accrediting body within two (2) years of executing a service contract as a result of this ITN.

2.2 Disqualification

Failure to sign the Statement of Assurances will automatically disqualify an applicant from further consideration as a qualified applicant.

Failure to have performed any previous contractual obligations with FSSNF or the State of Florida (State) in a manner satisfactory to FSSNF or the State may be sufficient cause for disqualification. To be disqualified as an applicant under this provision, the applicant must have: 1) previously failed to satisfactorily perform in a contract with FSSNF or the State, been notified by FSSNF or the State of unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of FSSNF or the State; or 2) had a contract terminated by FSSNF or the State for cause.

In accordance with the Department requirements, FSSNF shall not subcontract Preliminary and Post Adoption Services with any person or entity which:

- is or has been debarred, suspended or otherwise prohibited from doing business with any government entity within the last five (5) years.
- is under investigation or indictment for criminal conduct or has been convicted of any crime which would adversely reflect on their ability to provide services to vulnerable populations, including, but not limited to, abused or neglected children, or which adversely reflects their ability to properly handle public funds; or
- is currently involved, or has been involved within the last five (5) years, with any litigation, regardless of whether as a plaintiff or defendant, which might pose a conflict of interest to the Department, the State or its subdivisions, or a federal entity providing funds to the Department.

2.3 FSSNF Contact Person

Any questions concerning this ITN must be submitted in writing no later than Monday, November 14, 2011, 5:00 p.m. EST, to:

Chris McMullen
 Contracts and Compliance Manager
 Family Support Services of North Florida
 4057 Carmichael Avenue
 3000 Building, Suite 101
 Jacksonville, Florida 32207

Only questions submitted in writing pursuant to Section 2.5 and pertaining to clarification of the ITN submission shall be answered. Inquiries will not be accepted by facsimile, electronic transmission, hand delivered or telephone at any time.

All notices, decisions and intended decisions will be electronically posted via the Internet on the FSSNF website: www.FSSjax.org. Applicants will only communicate with the contact person identified above regarding this ITN. With reference to this ITN, no representations, other than those distributed by the contact person in writing, are binding on FSSNF and applicants are cautioned that oral responses by FSSNF are not binding.

2.4 Schedule of Events and Deadlines (All times are EST)

EVENT	DATE AND TIME*	LOCATION
Invitation to Negotiate Released	Tuesday, November 1, 2011	FSSNF website www.FSSjax.org
Final Date to Submit Inquiries per Section 2.3	No later than 5:00 P.M., Monday, November 14, 2011	Chris McMullen Contracts and Compliance Manager Family Support Services of North Florida 4057 Carmichael Avenue 3000 Building, Suite 101 Jacksonville, Florida 32207
Response to Written Inquiries by FSSNF	Wednesday, November 30, 2011	FSSNF website www.FSSjax.org
Notice of Intent to Submit an Application	Friday, December 9, 2011	Chris McMullen Contracts and Compliance Manager Family Support Services of North Florida 4057 Carmichael Avenue 3000 Building, Suite 101 Jacksonville, Florida 32207
Sealed Applications due to FSSNF	Thursday, December 22, 2011	Chris McMullen Contracts and Compliance Manager Family Support Services of North Florida 4057 Carmichael Avenue 3000 Building, Suite 101 Jacksonville, Florida 32207

ITN Application Opening	Friday, January 6, 2012	Family Support Services of North Florida 4057 Carmichael Avenue 3000 Building, Suite 101 Jacksonville, Florida 32207
Evaluation Team Meetings Begin	Friday, January 6, 2012	Family Support Services of North Florida 4057 Carmichael Avenue 3000 Building, Suite 101 Jacksonville, Florida 32207
Posting of Qualified Applicants	Tuesday, January 17, 2012	FSSNF website www.FSSjax.org
Initiation and Posting of Negotiations	Wednesday, January 18, 2012	Family Support Services of North Florida 4057 Carmichael Avenue 3000 Building, Suite 101 Jacksonville, Florida 32207
Contract Award Date	Wednesday, February 1, 2012	Family Support Services of North Florida 4057 Carmichael Avenue 3000 Building, Suite 101 Jacksonville, Florida 32207
Contract Effective Date	Thursday, March 1, 2012	N/A

***The dates and times listed are subject to change as deemed necessary.**

2.5 Inquiries

Inquiries must be submitted in writing to the FSSNF Contact Person identified in Section 2.3 of this ITN via United States Postal Express, Certified Mail, Fed Ex, DHL, UPS, Airborne Express services or common commercial courier, and received on or before the date specified in Section 2.4. Responses to all inquiries and/or changes to this ITN will be made available to interested parties via electronic posting described in Section 2.3. No questions related to this ITN will be accepted after the time specified in Section 2.4. **Inquiries will not be accepted by facsimile, electronic transmission, hand delivered or telephone at any time.**

2.6 Cost of Application Preparation

FSSNF is not liable for any costs incurred by an applicant in responding to this ITN under any circumstances.

2.7 Withdrawal of Applications

A written request for withdrawal signed by the applicant may be considered if received by FSSNF within seventy-two (72) hours after the application due date and time indicated in Section 2.4. A request received in accordance with this Section 2.7 may be granted by FSSNF upon proof of the impossibility to perform based upon an obvious error on the part of those applicants who reply.

2.8 Notice of Intent to Submit an Application

Notice of Intent to Submit an Application (Appendix I) must be received by the FSSNF Contact Person at the location specified in Section 2.3 on or before the following date and time specified in Section 2.4:

Due Date: Friday, December 9, 2011
Not later than 5:00 P.M., EST

Information regarding any addenda to the ITN and copies of written responses to questions resulting in clarifications of addenda to the ITN will be electronically posted on the FSSNF website: www.FSSjax.org.

2.9 Acceptance of Applications

All applications, including one (1) original, one (1) electronic copy saved on a CD, and seven (7) complete copies, must be received by the FSSNF Contact Person via United States Postal Express, Certified Mail, Fed Ex, DHL, UPS, Airborne Express services or common commercial courier, and received on or before the date specified in Section 2.4.

Replies must be received by FSSNF no later than Thursday, December 22, 2011. Any Reply submitted shall remain a valid offer for at least ninety (90) days after the reply submission date. No changes, modifications or additions to the applications submitted will be accepted by or be binding on FSSNF after the deadline for submitting applications has passed. Faxed or electronic submission shall not be accepted or considered.

Applications not received at either the specified place or by the specified time will be rejected and returned unopened to the applicant.

FSSNF reserves the right to reject any and all applications or to waive minor irregularities when to do so would be in the best interest of FSSNF. Minor irregularities are defined as a variation from the ITN terms and conditions that do not adversely impact the delivery of services.

2.10 Rating of Applicants and Notice of Contract Award

Eligible applicants will be rated to determine those that are qualified to enter negotiations with FSSNF that could result in a contract for services. FSSNF shall appoint an evaluation team consisting of community leaders and FSSNF staff to participate in the rating process.

Refer to Appendix III for more information regarding applicant rating.

FSSNF will identify prospective Provider(s) resulting from the ITN solicitation on the FSSNF website: www.FSSjax.org no later than Tuesday, January 17, 2011, by 5:00 p.m. This information will remain posted for seventy-two (72) hours thereafter. FSSNF may

also utilize additional methods of notifying qualified applicants.

On Wednesday, January 18, 2011, FSSNF will initiate contract negotiations with the most qualified applicant/applicants. FSSNF reserves the right to negotiate with more than one qualified applicant at a time or none. FSSNF reserves the right to award multiple entities for service(s) or none. If a contract cannot be negotiated with any of the qualified applicants who responded to this ITN, FSSNF shall have the right to issue a new ITN or to otherwise seek additional qualified applicants, or use alternate means to provide the services.

2.11 Protests or Disputes

See Appendix IV regarding the FSSNF ITN Protest Process.

2.12 Anticipated Contract Terms

Contract Term

The anticipated term of the contract period will be from March 1, 2012, to June 30, 2013. Depending upon the satisfactory performance and continued availability of funds, the contract may be extended for one or more additional years.

Contract Reports

The Provider under any contract resulting from this ITN shall complete and submit fiscal, programmatic, and administrative reports as provided by FSSNF or in a manner approved by FSSNF.

Record Retention Confidentiality

All documents including consumer records, financial records, supporting documents, statistical records, any other documents, and electronic storage media pertaining to this program proposed by this ITN shall be retained for a period of seven (7) years after the termination of the resulting contract or as required by applicable federal and/or state law. During the records retention period, the Provider agrees to furnish all retained documents upon request. Data files will be provided in a format readable by FSSNF. If an audit has been initiated and audit findings have not been resolved at the end of seven (7) years, then the records shall be retained until resolution of the audit findings or any resulting litigation.

Confidentiality

The Provider shall comply at all times with applicable federal and state laws, rules, and regulations, including but not limited to 45 C.F.R. s. 205.50 and s. 402.115, F.S., regarding the confidentiality of the records and identity of consumers; as well as the Health Insurance Portability and Accountability Act (42 U.S. Section 210 et seq) and all

regulations promulgated under (45 C.F.R. Parts 160, 162, and 164). The contract resulting from this ITN will define the responsibilities of the Provider related to the disposition of records following termination of the contract.

Nonexpendable Property

Nonexpendable property is defined as tangible personal property of a non-consumable nature that has an acquisition value or cost of \$1,000 or more and an expected useful life of at least one year. All computers, including all desktop and laptop computers regardless of the acquisition cost or value are classified as nonexpendable property.

A formal contract amendment is required prior to the purchase of any property item not specifically listed in the approved contract budget.

Information Technology Resources

The Provider under a contract resulting from this ITN agrees to receive written approval from FSSNF prior to the purchase of any Information Technology Resource (ITR) made as a part of any contract resulting from this ITN. ITR includes data processing hardware, software, services and maintenance. The Provider will not be reimbursed for any ITR purchases made prior to obtaining FSSNF's written approval.

Please refer to Appendix V for further specifications regarding Information Systems Requirements.

Shared Risk/Shared Reward

FSSNF and the Provider share in both the financial successes and challenges of this collaborative approach to CBC. Consequently, contractual changes from time to time with the Department may result in subsequent amendments to subcontracts by either reducing or increasing the total funding available for the project.

FSSNF's Master Agreement with the Department

All applications and resulting contracts accepted or negotiated by FSSNF are subject to the terms and conditions of FSSNF's Master Agreement with the Department, Contract DJ031. If an applicant desires a copy of the Master Agreement, a written request must be submitted to the FSSNF Contact Person identified in Section 2.3 of this ITN within the inquiry timeframe as stated in Section 2.4.

SECTION 3: PROGRAMMATIC REQUIREMENTS

Specific service and program requirements will be negotiated in detail with the successful applicant.

PROGRAMMATIC DESIGN

COMMUNITY-BASED CARE MODEL

I. LEGISLATIVE INTENT

Purpose of Model

Florida Statute 39.001(3) describes the purpose of CBC in Florida. As cited, “It is a purpose of the Legislature that the children of this state be provided with the following:

1. Protection from abuse, abandonment, neglect, exploitation, and threatened harm.
2. A permanent and stable home.
3. A safe and nurturing environment that will preserve a sense of personal dignity and integrity.
4. Adequate nutrition, shelter, and clothing.
5. Effective treatment to address physical, social, and emotional needs, regardless of geographical location.
6. Equal opportunity and access to quality and effective education, which will meet the individual needs of each child and to recreation and other community resources to develop individual abilities.
7. Access to preventive services.
8. An independent, trained advocate when intervention is necessary and a skilled guardian or caregiver in a safe environment when alternative placement is necessary.”

II. COMMUNITY-BASED CARE FUNDAMENTAL PRINCIPLES

A. System Beliefs

1. *Child safety.* Above all else, children must be protected from abuse, neglect or other forms of maltreatment.
2. *Community involvement.* The State of Florida, the school system, the courts, Guardian Ad Litem, law enforcement, foster parents, local governments, the child and family, volunteers, local businesses, donors and foundations, as well as faith based and other community organizations, are critical partners in achieving and maintaining successful outcomes.
3. *Accountability.* We are held accountable for performing to a higher standard of care based on best practice principles and established, measurable outcomes.

4. *Resource management.* We reach established outcomes when all resources are used in the most efficient method, i.e., human resources, fiscal resources, and information/technology.
5. *Responsiveness.* We deliver services through a rapid and attentive approach that is responsive to the child and family's needs when in crisis.
6. *Concurrent planning.* Children and families are best served when we remain open to multiple potential solutions and goals to achieve stability and permanency.
7. *Single point of entry.* We approach each child and family in a way that assures access to consistent treatment and services and reduction in duplication of efforts.
8. *Individualized case planning.* We assure the greatest opportunity for success when the service approach remains flexible and adjusts to the child and family's needs as identified through an ongoing process of risk and safety assessment.
9. *Strength-based approach.* We recognize and build on the strengths, resources and skills of each family to engage them in developing strategies to best protect and care for their children.
10. *Continuity of Relationship.* Children and families experience higher degrees of safety, permanency and well-being, regardless of their service need (i.e., voluntary protective services, court ordered protective supervision, foster care, adoption) when they have consistent and stable support, guidance and communication.
11. *Commitment to Cutting-Edge Practices.* We are committed to implementing best practice models to provide the highest quality services for our children including Foster Care Redesign, Trauma Informed Care and Family Centered Practices.

B. System Strengths

1. *FSSNF Mission Statement.* *To be the leader in providing safety, stability, and quality of life for all children by working with the community to strengthen the family unit.*

The mission of FSSNF drives a seamless system of CBC that is characterized by integrity in decision-making with child safety as a central focus, respect for the rights and dignity of children and families, and priority on professional responsibilities over personal interests.

FSSNF strives to:

- Develop a network of family foster care that is neighborhood-based and makes every attempt to place children in their own communities;

- Reduce the number of children served in institutional and group care – shifting to family foster care and family-centered services;
 - Lessen the number of children coming into foster care;
 - Decrease the length of stay of children in out-of-home care;
 - Reunite families quickly by implementing preventive measures; and
 - Streamline the adoption process and provide ongoing support to adoptive families.
2. *Community investiture.* FSSNF does not work in isolation from other critical human service programs. On a regular and ongoing basis, we report system outcomes and seek direction from community stakeholders.
 3. *Intensity of services.* We place emphasis on services from point of referral and assess risk to help determine level of contacts. Ongoing assessment determines intensity of service throughout the life of the case.
 4. *Team approach.* We use the Family Team Conference Case Planning approach to create an individualized case plan. Children and families are the core of the team. They bring their history, experience, and strengths to their own resolution process. Professional staff, FSC, foster parents, Guardian Ad Litem, therapist/counselor and other service providers work with the family toward safety, permanency and well-being for the child.
 5. *Checks and balances.* Reliance on a Community-Based Care model, with multiple stakeholders and perspectives, inherently reinforces continual stimulation of checks and balances that ensures optimal service delivery, system integrity and achievement of client outcomes.
 6. *Staff development system.* The system deploys and relies on a well-trained and competent workforce. It promotes achievement of initial competencies and ongoing skill development through established and formal training and regular supervision on service delivery topics. Program specific training and competency expectations include foundations, indicators of maltreatment, initial response, interviewing, removal and placement, assessment and case planning, case supervision and services, and adoptions, as well as legal base, court systems, federal funding, and relative caregiver.
 7. *Ethical standards.* According to the highest standards of family-centered ethical practice, all services and interventions help the family identify its strengths, competencies, resources, and options for community assistance/support; help the family understand problems in new and more helpful ways; and help the family formulate solutions to specific problems. Services demonstrate respect for individual and family values and goals; support cultural identity and linguistic needs; accommodate variations in lifestyle; and emphasize personal growth, development, and situational change. Clients and families are informed of their right to consent and participate in decisions about their care; have right of refusal and self-determination; have a right to privacy and confidentiality protection; and have the right to be heard by the organization with regard to grievances.

III. FSSNF SYSTEM OF CARE DESIGN

A. Regulatory Compliance

1. All services are responsive to and compliant with the requirements of the ASFA. General requirements for all programs focus on safety, well-being and permanency through attention to Service Provision, Health Care Needs, Case Plans, Judicial Reviews, In-Home Protective Supervision, Out-of-Home Care, Adoption Program, Independent Living, Department of Juvenile Justice, Data Validation, Federal Funding Requirements and Adoption Subsidy.
2. All services are responsive to and compliant with required statutory and the applicable Department policies and administrative rules, national accreditation standards, and FSSNF policies and procedures.

B. General Best Practice Service Requirements

Based on FSSNF's system of care beliefs and strengths, services under this ITN will include the following:

General Description.

FSSNF, through release of this ITN, seeks to contract for provision of Preliminary and Post Adoption Services. The comprehensive services shall include all aspects of the adoption process from initial pre-service training to post-adoption counseling and stabilization for adoptive families.

Scope of Services.

1. Preliminary Service Training

Preliminary Service training shall be conducted utilizing PRIDE, PRIDE consists of eleven (11) modules of competency-based in-service training which total eighty-seven (87) hours of training. The PRIDE program is designed to strengthen the quality of family foster care and adoption services by providing a standardized, consistent, structured framework for the competency-based recruitment, preparation, and selection of foster and adoptive parents, and for foster parent in-service training and ongoing professional development.

2. Home Study

- (a) Completion of all home studies, including new adoption home studies, conversion studies and updating expired home studies.
- (b) Initial contact shall be made with the Prospective Adoptive Parents (PAP) within two business days of receipt of the PRIDE packet, conversion or update request.
- (c) At least one visit shall be made to the PAP's home during the completion process.
- (d) Adoption home studies shall be completed within forty-five (45) days of assignment from FSSNF.
- (e) Upon completion, send signed copy of the homestudy to FSSNF for distribution.
- (f) Represent the family in match staffings when requested by FSSNF.
- (g) Distribute information regarding Preliminary and Post Adoption Services to PAP during the home study process.
- (h) Input the homestudies into Florida Safe Families Network (FSFN).

3. Full Disclosure Meeting

- (a) A Clinical Adoption Counselor will be involved in every full disclosure meeting as requested by FSSNF to ensure that the adoptive parents fully understand the information provided regarding the child's mental health diagnosis. The staff member shall also provide the adoptive parents with information about Post Adoption Services at the disclosure meeting.

4. Match Staffing

- (a) A Clinical Adoption Counselor will be involved in every match staffing as requested by FSSNF to ensure that a clinical adoption competent perspective is offered and the child's needs remain primary as a strengths based view of all PAP is explored.

5. Sibling Separation Staffing

- (a) A Clinical Adoption Counselor will be involved in every sibling separation staffing, as requested by FSSNF, to ensure that a clinical adoption competent perspective is offered and the children's safety, therapeutic and emotional needs are explored prior to determination of sibling separation.

6. Case Management/Counseling

- (a) A Clinical Adoption Counselor will be available to attend termination of parental rights hearings and have continued case involvement, as needed.
- (b) Coordinate with FSSNF adoption recruiter for specialized recruitment for the child.
- (c) After identifying appropriate families, the Clinical Adoption Counselor will be involved in match staffing as needed.
- (d) A Clinical Adoption Counselor will be involved in every full disclosure meeting to ensure that the adoptive parents fully understand what they are being told in regards to the child's mental health diagnosis.
- (e) Follow-up adoption training will be offered monthly as a prerequisite to completion of the home study.
- (f) Individual and family counseling is available to families in Pre-Adoptive status to assist with the transition to adoption and to continue to support the family, if needed, after finalization.
- (g) Those families not referred to clinical adoptive services prior to adopting will be encouraged to participate in Post Adoption Services immediately following finalization.

7. Crisis Management 24/7 on call Services

- (a) Families have access to crisis management services twenty-four (24) hours, seven (7) days per week.
- (b) Families have access to speak with a counselor over the telephone or in person to assist with crisis intervention twenty-four (24) hours, seven (7) days per week.

8. Therapeutic Adolescent/Teen Group

- (a) A three (3) hour Adolescent/Teen Group is offered quarterly that focuses on the following areas:

Preparation for Transition	Grief and Loss
Life Book	Overcoming barriers to accepting adoption
Identity Issues	Finalization / Court Process
Birth Family Issues	Trusting and Relationship Building
Overcoming Barriers to Success	Goal Setting

9. Respite Services

- (a) Respite Services are designed to assist families with temporary out-of-home care to de-escalate crisis, prevent adoption disruption or dissolution, and assist families with support services as needed.
- (b) Post Adoption counseling assist families in identifying extended family support and community support they can rely on when needed.

10. Parent Support Group

- (a) Adoption Support Groups are parent-run provider facilitated meetings that allow adoptive parents and children to obtain mutual support from other families with similar experiences. Families build informal networks and assist one another through mutual support, helpful advice, shared joys and milestones.
- (b) Provider will assist in the start-up of support groups in other counties as requested by FSSNF.
- (c) Child care will be provided during support group meetings.

11. Initial Pre-adoption Training for Prospective adoptive Parents

PRE-ADOPTION ISSUES

• Child History-Full Disclosure	• Finalization/Court process
---------------------------------	------------------------------

ADOPTION BENEFITS

• Subsidy	• Adoption Tax Credit
• Medicaid	• Estate Planning
• Educational Benefits – College Scholarships	• Finalization/Court process

CORE ISSUES OF ADOPTION

• Loss	• Identity
• Rejection	• Intimacy
• Guilt and Shame	• Mastery and Control
• Grief	• Attachment

RESOURCES FOR FAMILIES

• Post Adoption Services	• Website References / Resources
• Adoption Reading References	• Special Needs Community

	Resources
--	-----------

12. Follow up Training for Prospective Adoptive Parents and/or Adoptive Parents

<ul style="list-style-type: none"> • Parent Self-Assessment 	<ul style="list-style-type: none"> • Review and In-depth Discussion of Attachment and Trauma
<ul style="list-style-type: none"> • Discussion of Self-Assessment Results 	<ul style="list-style-type: none"> • Instruction and Practice – Adoption Specific Parenting Strategies
<ul style="list-style-type: none"> • Review and In-depth Discussion of Core Issues of Adoption 	

Targets for Service Provision

The targets listed below are used as a guide for planning and monitoring productivity. Based on the type of cases received and the level of service needed, the configuration of services are not always predictable and may not match the predicted path outlined below. All targets are subject to negotiation.

1. Home Studies

- (a) Monthly target is a minimum of four (4) completed home studies per month.

2. Case management / Targeted Case Management (TCM) Tasks

- (a) Each counselor is anticipated to provide a minimum of twenty (20) hours Targeted Case Management per week including:

Match/Full Disclosure/Sibling Separation Staffing

Pre-Adoption Staffing

Attend Psychiatric Appointments

Pre-adoption visitation

Court Attendance/Monthly clinical summaries to FSC

Inquiry/Referrals

Respite/service provision

Individual education plan development consultation

3. Crisis Management Tasks

- (a) Families that present to the program that are in crisis will receive the immediate necessary attention to de-escalate the situation, ensure child safety and create a plan for ongoing stability.
- (b) Monthly Target is a minimum of eight (8) hours of crisis management per month.

4. Outreach and Education

- (a) Minimum of two (2) counselors to attend “Eat and Greet” Adoption information /recruitment events as requested.
- (b) Monthly target is a minimum of thirty (30) hours of Initial Pre-Adoption Training per month coordinated with PRIDE training.
- (c) Monthly target is a minimum of thirty-two (32) hours of Follow-up Adoption Training per month.

5. Clinical Tasks

- (a) Monthly target is a minimum of nine (9) intakes per month.
- (b) Monthly target is a minimum of eight (8) assessments per month.
- (c) Monthly target is a minimum of five and a half (5.5) Treatment/Service plans per month.
- (d) Monthly target is a minimum of five and a half (5.5) Treatment/Service plan reviews per month.
- (e) Monthly target is a minimum of twenty-nine (29) therapeutic/counseling services per week.

6. Minimum requirements for Clinical Adoption Counselor (or equivalent position):

- (a) Master’s Degree in Social Work or a comparable human services field.
- (b) Minimum of one (1) year of post master’s experience.
- (c) Three (3) years of experience dealing with emotionally disturbed clients.
- (d) Level II background screening per Florida Statutes.
- (e) Additional requirements required under the Master Agreement or Florida law.

SECTION 4: FINANCIAL SPECIFICATIONS

4.1 Funding Source

This ITN is funded through the FSSNF Master Agreement with the Department and may include, but is not limited to the following state and federal funding:

General Revenue, Administrative Trust Fund, Tobacco Settlement Trust Fund, Operations & Maintenance Trust Fund, Temporary Assistance to Needy Families (TANF) Maintenance of Effort (MOE), Home Visitor/High Risk Newborn, Social Services Block Grant (SSBG), SSBG 2, Title IV-B Child Welfare Services, Title IV-E Foster Care, Title IV-E Adoption Services, Medicaid Administration, Promoting Safe and Stable Families (PSSF), State Access & Visitation, Child Abuse Prevention and Treatment Act (CAPTA) and TANF.

4.2 Funding Amount

Funding for the Preliminary and Post Adoption Services will be negotiated with qualified applicants. All budget requests must be reasonable with allowable costs.

4.3 Allowable Costs

Allowable costs will include those reasonable and necessary costs involved in providing Preliminary and Post Adoption Services in accordance with the Office of Management and Budget (OMB) Circular A-122 (<http://www.whitehouse.gov/omb/circulars/a122/a122.html>). Indirect costs may be limited and will be finalized during the contract negotiation.

4.4 Invoicing and Payment

The successful applicant(s) shall be paid on a negotiated basis with a not-to-exceed maximum dollar amount and/or on a cost reimbursement pending any approvals required from the Department, using an invoice format to be finalized during the contract negotiation.

4.5 Financial Audits

The contract resulting from this ITN will define the responsibilities of the applicant for complying with financial audits.

SECTION 5: INSTRUCTIONS FOR APPLICATION PREPARATION

5.1 General Information

The applicant shall include one (1) original, one (1) electronic copy saved on a CD, and **seven (7) copies** of the application, each in a separate sealed envelope clearly marked. Each envelope will be marked as follows: “Preliminary and Post Adoption ITN# FSSNFPPAS12-13,” applicant’s name and address. The original proposal must be clearly marked as such, and the copies identified and numbered (i.e., Original, Copy #1 of 7). The electronic copy should be included with the original and clearly marked.

Appendix VI lists Fatal Criteria that each application must satisfy. Failure to meet fatal criteria will automatically disqualify an application from further consideration.

The narrative portion (5.2.C) must not exceed fifty (50) pages, 12-point type, excluding cost application, required applicant statements and certifications, and required attachments, and must follow the exact sequence below. A completed application consists of the following:

5.2 Contents of Application

- A. Signed Application Summary Form, Executive Summary of the Application (see Appendix VII).
- B. Signed Required Applicant Statements and Certifications (see Appendix II)
 - Acceptance of Contract Terms and Conditions
 - Statement of No Involvement
 - Proof of Signature Authority
 - Conflict of Interest Form
 - Certification of Drug-Free Workplace
 - Certification of Board of Directors Approval
 - Certification of No Criminal Conduct
 - Certification Regarding Corrective Action Plans Implementation
 - Certification Regarding Debarment and Suspension and Other Responsibility Matters Form
 - Certification Regarding Lobbying Form
- C. Program Narrative (see Section 5.3)
- D. Cost Application (see Section 5.4)
- E. Required Attachments (see Section 5.3 and 5.4)
 - An Organizational Chart/Staffing Pattern
 - Job descriptions for key project staff
 - Most recent financial audit no older than two (2) years (if audit is more than 6 months old, also include balance sheet and unaudited end of year statements, as well as those for the fiscal year that just ended)
 - Most recent monitoring report(s) from any funding source(s)
 - Accreditation documents

- Letters of Support (limited to five [5])

5.3 Program Narrative

Information is required in two (2) areas: A) organizational capacity and collaborative relationships and B) program design and required outcomes.

A. Organizational Capacity, Collaborative Relationships and Staff Development

This section shall contain a synopsis of the applicant's organization and collaborative relationships. This section should consider service and program information described in Section 3 of this ITN and must include:

1. A synopsis of the applicant's organizational qualifications and experiences with state and federal funding, i.e., licensing/re-licensing, child welfare, TANF, prevention, and/or mental health. Present evidence that the applicant has experience managing multiple funding streams for a single project.
2. A description of the applicant's approach to integrating the services detailed in this ITN with the community's current programs and services, including linkages with existing community and neighborhood based supports. This will include, but not be limited to, linkages to full service schools, faith institutions, mental health professionals and health care providers, substance abuse and domestic violence programs, police, child care providers, parent groups, and neighborhood groups. Present evidence that the applicant has a history of community collaboration and a commitment to future collaboration.
3. A description of the experience of the applicant's project director (if known) and key project staff, including their qualifications and prior experience with Preliminary and Post Adoption Services. Additionally, the applicant should include an organizational chart which identifies how proposed staff relates to each other and the entire organization.
4. The applicant shall include a staffing plan for direct services and administrative services, including number of staff, qualifications, organization of staff and timelines for hiring and training new staff for this project. The staffing plan will address staff turnover, future recruitment and how hiring issues will be managed.
5. The applicant shall provide a staff development and training plan which will address mandatory training as well as agency specific training.
6. The applicant will submit any/all accreditation documents.
7. The applicant will submit a maximum of five (5) letters of support.

B. Program Design and Required Outcomes

This section will contain an overview of how the applicant will plan, implement and evaluate the services to meet the system of care beliefs and complement the existing FSSNF design, as further described in Section 3 of this ITN.

- a. The applicant will address the cultural diversity of the population to be served including plans for maintaining cultural competence of service staff.
- b. The applicant will address barriers to service delivery. These barriers include, but are not limited to, challenges such as language, transportation, service delivery schedules and hours accessible to clients.
- c. The applicant will state how they will achieve the required outcomes listed below.

GOALS	OBJECTIVES	OUTCOMES
Families will be supported during crises to maintain family stability on a 24/7 basis.	Crisis Management will be provided as requested by families.	<ul style="list-style-type: none"> • 95% of families will remain together during crises.
Parents will develop an understanding and compassionate view of the link between past trauma to current behaviors.	Counseling services will be provided to families as requested or as identified in the initial comprehensive assessment.	<ul style="list-style-type: none"> • 90% of parents participating in counseling services will report increase in positive feelings towards child. • 90% of families will report an increase in their ability to solve adoption-related issues effectively.
To help parents improve their understanding of the stages of growth and development and safe, effective ways to discipline their children.	Trained and experienced parent educators will provide parenting classes throughout the year.	<ul style="list-style-type: none"> • Using pre and post tests, participating parents will demonstrate a 25% increase in child rearing knowledge and appropriate discipline. • 90% of parents will report satisfaction with the classes.
To help families develop mutual support systems.	Support groups will be facilitated for parents.	<ul style="list-style-type: none"> • 90% of parents will report a positive increase in their support system.
To help children and youth to develop a sense of belonging.	Support groups will be facilitated for children and teens.	<ul style="list-style-type: none"> • 90% of children will report they feel better about themselves and

		their families at the end of one year.
To increase adoptive families knowledge regarding adoption issues.	Initial Pre-adoptive training will be offered to families in conjunction with PRIDE and Follow-up Adoption training will be offered to those that are in Pre-adoption status.	<ul style="list-style-type: none"> • 90 % of participants will increase their knowledge on adoption-related issues.
To complete homestudies on PAP.	Provide a comprehensive clinically driven adoptive homestudy that identifies prospective adoptive families potential to provide a forever family to children who have been identified as available for adoption.	<ul style="list-style-type: none"> • 90% of home studies will be completed within forty-five (45) days of receipt from FSSNF with the recommendation of denied, on-hold or approved.

d. The applicant shall describe how they will interface with other service providers and systems, both formal and informal, when the needs of children in the child welfare system transcend the direct authority of the FSC. Other service providers may include, but are not limited to:

- Florida Department of Children and Families
- Children’s Legal Services
- Agency for Persons with Disabilities
- Department of Juvenile Justice
- Children’s Medical Services/Department of Health
- Developmental Disabilities Program
- Office of the State’s Attorney
- Child Protection Team
- Guardian Ad Litem’s Office
- Court Systems
- Law Enforcement
- Public and private school systems
- Behavioral health systems
- Other providers

e. The applicant’s QA plan will include a method for assessing need and adequately address safety issues and risk assessment.

f. The applicant will describe previous experience and knowledge using FSFN.

g. The applicant will describe its ability or history with contract compliance (reporting, outcomes, etc.).

Information and further detail on Programmatic Authority (Federal), Florida Statutes, Florida Administrative Code (Rule), Child Welfare/Community-Based Care Operating Procedures, and Miscellaneous can be found in Appendix VIII, Authority and Requirements.

5.4 Cost Application

Applicants should propose a sixteen (16) month project and include a discussion of strategies for securing additional funding that can enhance the initiative allowing for additional services.

The cost application must contain three (3) parts:

1. Financial Capability Statement
2. Applicant Self Evaluation (Appendix IX)
3. Budget Cost Analysis Template (Appendix X)

A. Financial Capability Statement

1. The applicant should include a statement describing the organization's experience and capacity to:
 - Receive and manage federal and state funds;
 - Provide fiscal management of current programs, including revenue maximization expertise, fiscal reporting and oversight; and
 - Access funds (i.e., through cash reserves, line of credit, etc.) for operating costs for at least two months of service in the event advances from the Department or FSSNF are unavailable.
2. The applicant shall submit a cost allocation plan that describes allocation methodologies used by the applicant to claim costs for this project. This plan must also include the applicant's indirect allocation and rate methodology. If the applicant has a federally approved plan, a copy may be submitted to FSSNF to support claimed costs.

B. Applicant Self Evaluation (Appendix IX)

C. Budget Narrative and Budget Forms

This component of the cost application justifies the budget and the cost of services. The method of cost presentation will be a line-item budget and budget narrative per the instructions and format of the ITN Project Cost Analysis and Instructions found in

Appendix X. All requested costs shall be allowable, reasonable, and necessary, and be in compliance with OMB Circular A-122.

The cost application shall include proposed expenditures to be used as match (if any). The funding source of budget items identified as match may not be another federal grant or state contract.

SECTION 6: EVALUATION PROCESS

Phase 1 – Fatal Criteria

The FSSNF Contact Person identified in Section 2.3 of this ITN or designee will determine whether each application meets the fatal criteria listed in Appendix VI. Failure to comply with all fatal criteria will render an applicant non-responsive and ineligible for further evaluation. All qualified applicants will advance to Phase 2.

Phase 2 – Evaluation of Applicants

The FSSNF Contact Person identified in Section 2.3 will convene an evaluation team to evaluate all qualified applicants. The evaluation team will rate the responsive applicants using the structured evaluation tools located in Appendix III. Each evaluation team member will perform an individual evaluation of assigned applications.

Each evaluator rating summary (Appendix III) will be submitted to the contact person identified in Section 2.3, who will average the rates. The resulting average will be totaled yielding the evaluation team's final rating for the application.

Phase 3 – Report of Applications

The contact person identified in Section 2.3 will review rating sheets for accuracy, and prepare a report. This report will be submitted to the CEO of FSSNF and subsequently to the FSSNF Board of Directors.

The Board of Directors shall, at its absolute discretion, select the applicant or applicants with which further negotiations shall be conducted and provide any related direction to the CEO of FSSNF it believes warranted in that regard. FSSNF reserves the right, at its absolute discretion, to seek to provide services in some other manner and not enter into negotiations with any applicant to this ITN.

Phase 4 – Negotiation with Applicants

The CEO, or designee, in accordance with the direction of the Board of Directors shall negotiate the terms of the contract, including the award amount, with the selected applicant(s) prior to entering into a contract. FSSNF reserves the right to negotiate with more than one applicant at a time. If a contract cannot be negotiated with any of the ranked applicants who responded to this ITN, FSSNF shall have the right to issue a new

ITN or to otherwise seek additional qualified applicant(s) or provide the services in some other manner.

APPENDIX I

NOTICE OF INTENT TO SUBMIT AN APPLICATION

**Due Date: Friday, December 9, 2011
Not later than 5:00 P.M. EST**

To become a provider of Pre and Post Adoption Services in Duval and Nassau Counties.

ITN#FSSNFPPAS 12-13

Applicant Name: _____

Authorized Signature: _____

Title: _____

Date: _____

This submission stands to inform FSSNF of intent to respond to the ITN for Duval and Nassau Counties.

APPENDIX II

REQUIRED APPLICANTS STATEMENTS & CERTIFICATIONS

A. Statement of Assurances	Appendix II.A.
1. Acceptance of Contract Terms and Conditions	Appendix II.A.
2. Statement of No Involvement	Appendix II.A.
3. Proof of Signature Authority	Appendix II.A.
4. Conflict of Interest Statement	Appendix II.A.
5. Certification of Drug-Free Workplace	Appendix II.A.
6. Certification of Board of Directors Approval	Appendix II.A.
7. Certification of No Criminal Conduct	Appendix II.A.
8. Certification of Corrective Action Plan	Appendix II.A.
B. Certification Regarding Debarment, Suspension and Other Responsibility Matters Form	Appendix II.B.
C. Certification Regarding Lobbying Form	Appendix II.C.

APPENDIX II.A.

Required Applicants Statements and Certifications

***As described in Section 5.2, Items 1 through 8 below are Mandatory Requirements (Fatal Criteria).**

*1. Acceptance of Contract Terms and Conditions	
<p>I, _____, as an authorized representative of, _____, hereby agree that if awarded any contract as a result of the FSSNF ITN number <u>FSSNFPPAS 12-13</u>, it will comply with the requirements, terms and conditions stated in the Invitation to Negotiate and in FSSNF's Master Agreement. In recognition thereof the applicant's representative has read, understood, and agrees to comply with, and any deviation from, the terms and conditions set forth therein may result, at FSSNF's exclusive determination, in rejection of the application.</p>	
Type Name of Authorized Official:	Title:
Signature of Authorized Official:	Date:
*2. Statement of No Involvement	
<p>I _____, as an authorized representative of _____, certify that no member of this agency nor any person having interest in this agency has been awarded a contract by FSSNF on a non-competitive basis to:</p> <ol style="list-style-type: none"> 1. Develop this ITN. 2. Perform a feasibility study concerning the scope of work contained in this ITN. 	
Type Name of Authorized Official:	Title:
Signature of Authorized Official:	Date:

APPENDIX II.A. (continued)

Required Applicants Statements and Certifications

*3. Proof of Signature Authority	
This ITN shall include proof of signature authority if someone signs the ITN other than the President or Chairperson of the Board of Directors. This proof shall be one of the following: a written statement by the President or Chairperson of the Board delegating authority to a particular person; a copy of the entity’s by-laws reflecting signature authority to a particular position; a copy of the Board of Directors’ meeting minutes that shows action to delegate signature authority to a particular person or position. If delegating signature authority, please complete the below and include the above requested document.	
Type Name of President or Chairperson of the Board of Directors:	
Type Title of Person to Whom Signature Authority is Delegated:	
Type Name of Person to Whom Signature Authority is Delegated:	
*4. Conflict of Interest Statement (Non-Collusion)	
I hereby certify, that all persons, companies, or parties interested in the ITN as principals are named therein, that the ITN is made without collusion with any other person, persons, company, or parties submitted in the application; that it is in all respects made in good faith; and as the signer of the ITN, I have full authority to legally bind the applicant to the provisions of this application.	
Type Name of Authorized Representative:	Title:
Signature of Authorized Representative:	Date:
*5. Certification of Drug – Free Workplace Program	
I hereby certify that my agency currently maintains a drug-free workplace environment in accordance with s. 287.087, F.S. and will continue to promote this policy through the implementation of that section.	
Type Name of Authorized Representative:	Title:
Signature of Authorized Representative:	Date:
*6. Certification of Board of Directors Approval	
I hereby certify that my agency’s Board of Directors has given its approval for my agency to enter into negotiations with FSSNF to provide Preliminary and Post Adoptive Services in Duval and Nassau Counties commencing March 1, 2012.	
Type Name of Authorized Representative:	Title:
Signature of Authorized Representative:	Date:

APPENDIX II.A. (continued)

Required Applicants Statements and Certifications

7. Certification of No Criminal Conduct	
<p>I hereby certify, that no persons or companies interested in the ITN as principals are under investigation or indictment for criminal conduct, nor have they been convicted of any crime which would adversely reflect on their ability to provide services to vulnerable populations, including, but not limited to, abused or neglected children, or which adversely reflects their ability to properly handle public funds.</p> <p>If there are persons or companies under investigation or indictment for criminal conduct, or have been convicted of any crime as described above, please provide an explanation below.</p>	
Type Name of Authorized Representative:	Title:
Signature of Authorized Representative:	Date:
8. Certification of Corrective Action Plan Implementation	
<p>I hereby certify that all persons, companies, or parties interested in the Invitation to Negotiate as principals have implemented Corrective Action Plans approved by FSSNF, Department of Children and Families or any governmental entity, after having received due notice.</p> <p>If there are persons or companies that have failed to implement Corrective Action Plans as described above, please provide an explanation below.</p>	
Type Name of Authorized Representative:	Title:
Signature of Authorized Representative:	Date:

APPENDIX II.B.

Certification and Affidavit Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Contracts/Subcontracts

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, signed February 18, 1986. The guidelines were published in the May 29, 1987 Federal Register (52 Fed. Reg., pages 20360-20369).

INSTRUCTIONS

1. Each provider must sign this certification prior to execution of each contract/subcontract. Additionally, providers who audit federal programs must also sign this certification. FSSNF cannot contract with these types of providers if they are debarred or suspended by the federal government.
2. This certification is a material representation of fact upon which reliance is placed when this Agreement is entered into. If it is later determined that the signer knowingly rendered an erroneous certification, the Federal Government may pursue available remedies, including suspension and/or debarment.
3. Subcontractor shall provide immediate written notice to the Contract Manager at any time the provider learns that its certification was erroneous when submitted or has become erroneous due to changed circumstances.
4. The terms “debarred”, “suspended”, “ineligible”, “person”, “principal”, and “voluntarily excluded”, as used in this certification, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the Contract Manager for assistance in obtaining a copy of those regulations.
5. Subcontractor agrees by submitting this certification that, it shall not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this Agreement unless authorized by the Federal Government.
6. Subcontractor further agrees by submitting this certification that it will require each subcontractor of this Agreement to submit a signed copy of this certification.
7. FSSNF may rely upon a certification of a provider that it is not debarred, suspended, ineligible, or voluntarily excluded from contracting/subcontracting unless it knows that the certification is erroneous.

8. This signed certification must be kept in the Contract Manager's file. Subcontractor's certifications must be kept at the contractor's business location.

CERTIFICATION

- (1) Subcontractor certifies, by signing this certification, the following:
- a) Subcontractor is not barred, suspended, or otherwise prohibited from doing business with any government entity, or has been barred, suspended, or otherwise prohibited from doing business with any government entity within the last 5 years;
 - b) Subcontractor is not under investigation or indictment for criminal conduct, or has been convicted of any crime which would adversely reflect on their ability to provide services to vulnerable populations, including, but not limited to, abused or neglected children, or which adversely reflects their ability to properly handle public funds;
 - c) Subcontractor is not currently involved, or has been involved within the last 5 years, with any litigation, regardless of whether as a plaintiff or defendant, which might pose a conflict of interest to the department, the state or its subdivisions, or a federal entity providing funds to the department;
 - d) Subcontractor has not had a contract terminated by the department for a failure to satisfactorily perform or for cause; or
 - e) Subcontractor has not failed to implement a corrective action plan approved by the department or any other governmental entity, after having received due notice.

[The remainder of this page has been left blank intentionally.]

- (2) Where the prospective Subcontractor is unable to certify to any of the statements in this certification, such prospective Subcontractor shall attach an explanation to this certification.

Signature

Date

Name

Title

STATE OF
COUNTY OF

The foregoing instrument was acknowledged before me this ____ day of _____, 2011, by _____, as _____ of _____, a _____ corporation, on behalf of the Corporation. He/She is personally known to me or has produced _____ as identification.

NOTARY PUBLIC:

Sign _____

Print _____

State of _____ at Large (Seal)

My Commission Expires:

APPENDIX II.C.

CERTIFICATION REGARDING LOBBYING
(Certification for Contracts, Grants, Loans, and Cooperative Agreements)

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL. "Disclosure Form to Report Lobbying" in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all* subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file that required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name of Certifying Official

Signature

Date

Title

Name of Organization

Address of Organization

**Note: In these instances, "All" in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).*

APPENDIX III

ITN Rating Scale