

# RFA: #18 Kinship Support



**Saint Francis**  
**MINISTRIES**

**TABLE OF CONTENTS**

**SECTION I**

**Introduction..... Pg. 2**

- A. Introduction**
- B. Evaluation**

**SECTION II**

**Instructions and Procedures..... Pg. 3**

- A. Necessary Documents**
- B. Specifications**
- C. Questions**
- D. Provider Certification**
- E. Preparation of the Response**
- F. Response Requirements**

**SECTION III**

**Response Criteria..... Pg. 5**

**SECTION IV**

**Timeline/Submittal Documents..... Pg. 6**

**SECTION V**

**Service Definition..... Pg. 8**

## SECTION I

### A. Introduction

SFM is dedicated to providing services to children and families involved in the child welfare system in the least intrusive and least restrictive manner possible. Services offered are based on family voice and choice and designed to give children and families the opportunity to safely preserve their family whenever possible, engage with both formal and informal community resources, strengthen parents' protective capacity in order to keep children safe from harm, meet the needs of children and families as identified through the assessment process, be culturally humble, and include parents, siblings, and extended family.

SFM continuum of services includes prevention activities, coordination and services that focus on the safety, health and wellbeing of the child, parental and sibling engagement, family voice and choice in service provision, respite, independent living, adoption, domestic violence, safety, mental health, substance abuse and treatment services, as well as educational initiatives. These services are provided to children and families by Saint Francis personnel or through sub-contracted vendors. Specifically, Saint Francis is seeking providers whom are able and/or willing to provide services through the provision Well-Supported, Supported, and Promising Practice evidence-based models that strengthen families and build protective factors in families, in compliance with the federal Families First Prevention Services Act (FFPSA), part of the Bipartisan Budget Act of 2018 (H.R. 1892). Additionally, the Subrecipients will ensure services are culturally humble, trauma-informed, and engage and support the biological/legal parents in the process of family preservation or reunification.

Saint Francis is issuing this Request for Application (RFA) in order to qualify Providers to deliver **Kinship Support** throughout the Eastern Service Area. The Service Description detailed in this RFA contains the mandatory minimum requirements Providers must meet in order to provide this service.

The subaward will be for the initial period of July 1, 2021 through February 28, 2023. Saint Francis reserves the right to extend the period of this subaward beyond the termination date when mutually agreeable to the Parties. The resulting subaward may not be an exclusive subaward as Saint Francis reserves the right to subaward for the same or similar services from other sources now or in the future. Under federal law, the resulting contract awarded will also be a "subaward", and the Contractor will also be a "subrecipient".

### B. Evaluation

Responses will be evaluated based upon the criteria outlined in Section 3 of this document and scored accordingly. Providers' scores must meet the minimum standards set by Saint Francis to be considered for an offer to join the Saint Francis Provider Network.

Contracts may be entered into with those Applicants whose submissions meet the minimum requirements set forth by Saint Francis. Saint Francis reserves the right to contact individual references and to consider other sources of information to determine eligibility.

Saint Francis may reject any or all responses or parts thereof and/or cancel this RFA and re-solicit, if such an action is in Saint Francis' best interest. Saint Francis may waive informalities and minor irregularities on responses received. This RFA does not commit Saint Francis to award any contract or to pay any costs incurred in the preparation of responses.

## SECTION II

### **A. Necessary Documents**

Providers who wish to submit a response shall complete all necessary documentation as identified in Section 4 of this RFA.

### **B. Specifications**

The specifications included in this RFA provide adequate information as to whether or not Provider can meet the needs of Saint Francis. Deviations from the specifications may result in lower scores or be grounds for disqualification.

### **C. Questions**

Saint Francis believes this RFA contains sufficient information to respond however will allow Providers to submit questions according to the Procurement Schedule in Section 5.

### **D. Provider Certification**

By submission of a response, Provider certifies that Provider has neither paid nor agreed to pay any person, other than a bona fide employee, a fee or a brokerage resulting from the award of the contract.

### **E. Preparation of the Response**

Providers are expected to examine all service requirements, rules, documents, forms, specifications, standard provisions, instructions, and review its response for accuracy before submitting its response: Failure to do so may result in lower scores or be grounds for disqualification.

### **F. Response Requirements**

Responses should be completed and submitted electronically to [ProviderRelationsNEESA@saintfrancisministries.org](mailto:ProviderRelationsNEESA@saintfrancisministries.org), hand delivered, or sent via certified mail Addressed to Saint Francis 9218 Bedford Ave Omaha, NE 68134 for Appendix A, Appendix B, and Letters of Recommendation.

Copies of the forms for Appendix A and Appendix B can be found on the Saint Francis Website.

**SECTION III**  
**RESPONSE EVALUATION CRITERIA**

Responses will be evaluated through in depth analysis and will be based on the following criteria:

- (1) Provider's demonstration of understanding the Service Description requirements.
  - Provider's demonstration of experience, knowledge and education (or a combination thereof) in the following:
    - Family engagement
    - Wraparound principles
    - Trauma informed care
    - Skill training with directed practice
    - Engaging ongoing support in natural communities
    - Community resources and ability to collaborate
    - Child development
    - Skill building
    - Ability to incorporate FFPSA models
- (2) Provider's demonstration of experience with child welfare-involved youth and coaching and skill building in order to effect positive outcomes for youth and families.
- (3) Provider's Letters of Recommendation, reputation, professionalism, and completeness of response to this RFA.

Subcontractors must meet the above requirements to be considered for contract issuance.

## SECTION IV

### TIMELINE/SUBMITTAL DOCUMENTS

#### A. Timeline

- 1) Provider Submittal Documents are due no later than 4:00 p.m. Central Standard Time ~~April 23, 2021~~ **May 14, 2021**.
- 2) Responses will be evaluated from ~~April 26, 2021~~ **May 14, 2021** through ~~May 7, 2021~~ **May 21 2021**. During this time, Saint Francis may require Provider to accommodate further discussions with evaluation team. Provider will be notified in writing or by phone if this is requested.
- 3) Discussion may be conducted with Provider(s) for the purpose of clarifying responses to ensure the evaluation team has a full understanding of the responses to this RFA. In conducting discussions, there shall be no disclosure of any information derived from responses submitted by competing Providers. However, once this competitive procurement process is complete, all records and associated contracts are considered public record and may be released to third parties upon appropriately submitted public records request(s). Saint Francis reserves the right to conduct discussion if determined necessary. Discussions shall not constitute a contract award nor shall they confer any property rights on a Provider. Ward may be made without discussions, therefore, offers shall be submitted complete and on most favorable terms.
- 4) Providers selected to provide **Kinship Support** will be contacted by end of business on ~~May 1, 2021~~ **May 21, 2021**.
- 5) Providers not selected to provide the services, but that meet the minimum score threshold, are put on the Qualified Provider Listing and will remain on that Listing for the full RFA cycle. Should there be a need for additional Providers to provide **Kinship Support** a Qualified Provider will be contacted, unless a Qualified Provider is unavailable for that service in ESA.

#### B. **Submittal Documents**

- a. Appendix A – Submittal Letter and Provider Profile
  - i. Appendix A is required by each provider. Provider will include a list of all services provider is seeking a contract for. This document is only required once per provider regardless of the amount of services the provider is seeking to contract for.
- b. Appendix B – Services Response Form
  - i. Appendix B is required for each individual service provider is seeking a contract for.
- c. Letters of Recommendation
  - i. Each provider requires three letters of recommendation. No specific format is required however the response should support the provider's ability to provide the service(s).

#### C. **Responses must utilize the printed Submittal Forms (do not submit handwritten forms) located on the Saint Francis website.**

1. Email submittal documents with the following attachments to:
  - a. Electronic submissions must be sent in the pdf. Format.
  - b. The Subject Line in the email for submissions must include the name of the Organization and Procurement April 2021. (e.g. ABC Company – Procurement April 2021.

- c. Submittal documents should be attached to the email and named pursuant to the naming conventions listed below.
  - Appendix A Submittal Letter and Profile: Providername-AppendixA.pdf
  - Appendix B-Service Response Form(s): Providername-AppendixB.pdf
  - 3 References: Providername-References.pdf

Example: When ABC Company responds to this RFA, the Provider shall attach the following submittal documents to the email:

1. ABCCounseling-AppendixA.pdf
  2. ABCCounseling-AppendixB.pdf
  3. ABCCounseling-Recommendations.pdf
2. If submitting documents via hand delivery or certified mail, utilize the following instructions:
- a. Ensure all documents are in the following order
    - i. Appendix A Provider Submittal Letter and Profile
    - ii. Appendix B-Service Response Form(s)
    - iii. Three (3) Professional Letters of Recommendation
  - b. Ensure all documents are submitted at the same time.

## SECTION V

### **Kinship Support Service Appendix**

#### **DEFINITION**

Kinship Support services are designed to assist with family reunification and is utilized to provide support to kinship/relative caregivers when children/youth are placed in their home for foster care purposes. The service is intended to provide additional support to the kinship/relative caregivers so that they are best able to meet the safety and wellbeing needs of the child(ren). Kinship Support Services are designed to assist kinship/relative caregivers in becoming licensed (either relative or fully licensed). It is the expectation of Saint Francis that Contractors support the youth and relative/kinship caregivers, and will work to achieve relative or full foster care licensure.

The Contractor recognizes and affirms that working with the family of origin is integral to the success of the youth's transition back home or to a permanent placement. The Contractor will assure youth and family involvement in accordance with the Case/Safety Plan. The Contractor will ensure 24-hour crisis intervention is available to aid in the stabilization of crisis situations so preservation of placement can be maintained. The Contractor will adhere to all plans, including safety and/or support plans, written by Saint Francis and/or the Nebraska Department of Health and Human Services (DHHS). The Contractor will attend Family Team Meetings and actively participate with the family team, provide support to the youth and/or kinship caregiver to enhance family problem solving, and provide information and updates necessary to ensure youth and family needs are met. The Contractor will encourage the placement and the youth/families to attend Court Hearings. The Contractor will attend all court hearings, education meetings, and medical/therapy appointments as needed and/or requested by Saint Francis. The Contractor will provide their staff with access to training in Well Supported, Supported or Promising Practices in alignment with the Family First Prevention and Services Act of 2018, from which to establish a foundation for appropriate teaching. The Contractor will provide their staff with training in Trauma Informed practices. The Contractor will attend court hearings at the request of Saint Francis to provide information as needed.

The Contractor will utilize a variety of interventions to deescalate crisis situations; to include by phone or face to face as necessary. The Contractor will utilize an established parenting model as the basis for appropriate teaching and intervention. In-home support/consultation and education occurs based on the needs of the kinship/relative caregiver and in consideration of the unique needs of the child(ren) placed. The Contractor will participate in the development of the Kinship Support Plan and will provide services and supports as outlined. The Contractor will update the kinship support plan at a minimum of every six months, with more frequent updates occurring if there is a change in youth or family need. The Contractor will assist the kinship/relative caregiver in identifying and accessing informal and formal supports as necessary to maintain the safety, stability and well-being of the youth. The Contractor will assist the kinship/relative caregiver in navigating and understanding the new relationship with birth families as needed. The Contractor will assist with transportation of the child(ren) when necessary to allow the family to access needed supports or services to meet the needs of the youth in their care. The Contractor will assist in obtaining material items needed by the kinship/relative caregiver to provide quality care to the child(ren). The Contractor will collaborate with Saint Francis to obtain more costly items necessary to maintain the safety and well-being of the child(ren). The Contractor will facilitate parent training, coaching and education to the kinship/relative caregiver with emphasis on how to best meet the needs of the child(ren) placed. Contractor will assist the Kinship caregiver in becoming licensed and will convey the importance/benefits of licensure. The Contractor will assist the Kinship caregiver in locating and/or approving respite Contractors. The Contractor will assist the Kinship caregiver in meeting the educational needs of the child(ren); to include maintaining the youth in their identified school. The Contractor will



monitor the Kinship caregiver's home environment for health or safety issues; reporting any concerns to the Saint Francis. The Contractor must have a medication policy identifying proper and safe ways of administering medication to youth in their care. The Contractor must retain an individualized medication log per youth and have this available upon Saint Francis request.

The Contractor will have face to face contact with each youth and a primary Kinship caregiver a minimum of once monthly in the home, with increased frequency based on individualized youth and family need or as requested by Saint Francis. The Contractor will conduct a walkthrough of the Kinship caregiver home at least once monthly and documentation of such must be available to Saint Francis upon request. Contractor will have weekly phone/email contact with the Kinship caregiver to assure all needs are being met. The service location is the relative/kinship Home supported by the agency.

### **TARGET POPULATION**

The target of kinship support is the relative/kinship caregivers and child(ren)/youth placed in relative/kinship homes.

### **LENGTH OF SERVICE**

Length of service is determined by the need for the individual client based upon the referral.

### **DISCHARGE**

The Contractor will involve the family and Case Manager in the discharge planning process. Discharge should be mutually agreed upon when the Relative/Kinship home is stable and is no longer in need of ongoing support.

### **MINIMUM REPORTING REQUIREMENTS**

- The Contractor will notify the Saint Francis via email, within 48 hours of any changes to personnel involved with the family.
  - The Contractor must include this information in the required monthly report: with the new worker(s) name, contact information, and date of the next scheduled meeting with the youth/family.
- The Contractor will request and participate in a Placement Stability Call if there are concerns with possible disruption in the kinship/relative home.
- The Contractor will provide a written notification to the Saint Francis at least 14 days prior to any discharge not previously agreed upon between the Contractor and Saint Francis Case Manager.
  - Written notification will include:
    - Reason for discharge and the supports and/or services provided to address household disruption and maintain placement stability (if applicable).
- The Contractor will submit documentation of a Kinship Caregiver Support Plan for the youth and the kinship caregivers outlining supports, services and plans to stabilize and maintain the youth in the kinship placement.
  - The completed Kinship Caregiver Support plan will be submitted within 14 days of acceptance of the service referral.
  - Support plans will be updated at least every 6 months, or any time there is a change in the youth or family needs.
- The Contractor will document any specialized trainings the Kinship caregiver attends both ongoing and as it relates to unique or special needs of the youth in care.

- The Contractor will complete and submit a monthly report to Saint Francis by the 14<sup>th</sup> day following the month of service. This report will include updates on identified goals and all attempted and successful contacts with the family.
- The Contractor shall provide a written discharge summary to Saint Francis, within seven (7) days after discharging the family. The discharge summary shall include the family's involvement in the creation of the summary as well as specific community services and informal, social supports the family has been connected to during the Kinship Support length of service. Upon closure it should be reasonable to expect that the family shall need no other skill-based service to maintain success.

### STAFF CREDENTIALS

- Supervisor must have a minimum of a Bachelor's degree in social work or social/behavioral science (if his or her supervisor has a Master's degree) AND two years of experience.
- Foster Care Specialist must have a Minimum of a Bachelor's degree in social or behavioral science OR possess a Bachelor degree in a non-related field (if his or her supervisor has a Master's degree in social work, or social or behavioral sciences) AND two years of experience.
- If an employee does not meet the standards outlined above, the Contractor shall notify the Saint Francis Provider Relations Department, and provide the name of the employee, their job function, and education deficiencies which prevent them from meeting the contractual standards. This will be reviewed for an Educational Exception which the Contractor will document in their HR file.
- The Contractor shall have a written, detailed training plan for IIIH staff that includes both pre-service and ongoing training requirements. The Contractor will provide their staff with access to training in Well Supported, Supported, or Promising Practices in alignment with the Family First Prevention Services Act of 2018, from which to establish a foundation from the appropriate teaching. The Contractor shall make the training plan available to Saint Francis upon request.

### PERFORMANCE OUTCOME MEASURES

Contractors are responsible for reporting outcome data to Saint Francis Ministries via the current identified process by the 10<sup>th</sup> calendar day of the following month.

- 100% of youth served will not experience maltreatment or care concerns that would result in the removal from the foster home.
- 94% of youth will experience placement stability without going to another placement or higher level of care.
- 90% of supported homes will become licensed.

### ESTABLISHED RATE

1. Saint Francis shall pay contractor **\$525.00 for one youth per month** for Kinship Support Services. If there is more than once child/youth placed by Saint Francis in the relative/kinship home receiving services Saint Francis shall pay contractor **\$187.50 per month for each additional youth**.