

RFA: #7 Emergency Shelter



Saint Francis
MINISTRIES

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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 **Emergency Shelter** 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, 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 **Emergency Shelter** 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 **Emergency Shelter** 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 conversations 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

Emergency Shelter Service Appendix

DEFINITION

Emergency Shelter is a placement option for youth in need of structure, supervision and programming for a short duration, to achieve stabilization such that an alternate long term placement can be identified. Emergency Shelter is designed to allow youth to remain in a community based setting, when other placement options have been exhausted, pending identification of a more permanent living environment that will meet the individualized needs of the youth. Emergency Shelter should include teaching/educational interventions and strategies, as well as interventions enhancing youth stabilization. Contractor will schedule and facilitate weekly shelter staffings to discuss efforts toward discharge and next steps. Contractor will actively participate in meetings and case planning. Emergency Shelter will ensure that youth are supervised and monitored at all times while present within the program.

The Contractor will ensure 24-hour crisis intervention is available to aid in the stabilization of crisis situations. The Contractor will adhere to the Safety Plan and any support plan in place with the youth and/or family. The Contractor will have weekly Shelter staffings, and actively participate with the family team to provide the youth and family with supports designed to enhance family problem solving, and to provide information and updates necessary, to ensure youth and family needs are met. 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 skill acquisition programs from which to establish a foundation for appropriate teaching.

The Contractor shall provide for the youth's basic needs, which includes daily supervision, personal safety, food, shelter, and transportation. The Contractor shall be responsible for transporting youth in its care to the youth's home school, activities, and services that are located within a 31-mile radius from the Emergency Shelter Center facility. The Contractor shall provide family involved programming, which shall include providing opportunities for youth and family visits on-site, as well as youth and family events within the program.

The Contractor shall comply with all of the applicable provisions of the Preventing Sex Trafficking & Strengthening Families Act of 2014 (P.L. 113-183/HR 4980) and provide services consistent with Neb. Rev. Stat. § 43-4706. Such compliance shall include promoting "normalcy" for youth in its care through the use of the reasonable and prudent parent standard when making decisions involving the participation of the youth in age or developmentally-appropriate activities that provide opportunities for youth to grow emotionally, socially, and developmentally and to have the most family-like experience possible. The Contractor shall notify youth, both verbally and in writing, in an age and developmentally appropriate manner, of the process for making a request to participate in age or developmentally appropriate activities. The process shall also be displayed in an accessible, public place in the facility. During all hours of operation, the Contractor shall have a staff person present and on-site who is authorized to apply the reasonable and prudent parent standard for youth in care. The Contractor shall provide the names and coverage hours of the authorized staff persons to the Saint Francis designee within seven (7) calendar days following the execution of the attached subcontract. The Contractor shall provide the Saint Francis designee with any updates or changes in the authorized staff persons within seven (7) calendar days following such updates or changes.

DIRECT CARE STAFF TO YOUTH RATIO

The Contractor shall provide Direct Care Staff to Youth Ratio in compliance with the applicable licensing standards.

TARGET POPULATION

The Contractor shall accept and serve youth who are age 12 through 18 years old and who are referred by Saint Francis.

LENGTH OF SERVICE

Duration of service is based on individual youth need and progress with the average expectation of no more than 20 days.

ACCEPTING & RESPONDING TO REFERRALS

The Contractor shall be available to accept referrals Monday through Friday 8am to 5pm, except Federally recognized holidays. Additionally, the Contractor will provide Saint Francis with their after hours/on-call procedure.

DISCHARGE

Contractor shall collaborate with Saint Francis to proactively plan for the discharge of youth from Emergency Shelter Services. The Contractor shall use a trauma informed approach to prepare youth for transitions and will collaborate with Saint Francis to ensure that the most appropriate post discharge placement is available for the youth prior to discharge. When the youth's discharge is not planned, the Contractors shall give Saint Francis a five (5) calendar day notice in writing. When 5 day discharge notice is given, the Contractor is responsible for maintaining the youth until the notice period is completed in accordance with the Contractor Handbook. Immediate notice may be given if there is a safety issue present that cannot be mitigated with immediate safety planning. Such situations may include: a. Extremely dangerous and potentially harmful acute physical behavior that cannot be de-escalated. The youth poses an immediate safety risk that cannot be mitigated with safety planning. b. Admission into psychiatric hospitalization when the treating practitioners are recommending and applying for a higher level of care. A five (5) day notice is not required when the Contractor and Saint Francis mutually agree that it is in the best interests of the child to move sooner.

MINIMUM REPORTING REQUIREMENTS

- Written weekly reports will be provided to Saint Francis, to include information on the youth's activities designed to address addressing the youth's strengths and areas of need.
 - Weekly summaries must include:
 - Identifying information to include, youth first and last name, MC#, age, Date of Placement, Placement location, placement name, placement contact information;
 - Report Date
 - Youth strengths and areas of need
 - Family Team Meeting or Court Hearing attendance
 - Updated medical, medication, dental and vision, mental health information to include date and outcome of most recent appointment; if applicable.
 - Updated information on the youth's academic, school status and date of most recent IEP/MDT/BIP if applicable.
 - If youth is not of school age how are his/her educational/developmental needs being met?
- Contractor will complete an inventory of all youth personal belongings at time of admission and will update it as items are added. The inventory shall be signed and dated by the Contractor and youth.
- Contractor will agree to maintain a Medication Policy identifying how the Contractor will handle the provision of medication for the youth in their care.

- The Contractor agrees to maintain an individual medication log for each youth residing in the Contractor's care and make it available to Saint Francis upon reasonable request.
- Contractor will document all interactions and attempts at interactions with the parents/siblings.
- The Contractor will complete a discharge report within seven (7) business days of discharge from service.
- Contractor shall provide Saint Francis information for youth that are being discharged from service(s).
 - Identifying information to include, youth first and last name, MC#, age, Date of Placement, Placement location, placement name, placement contact information,
 - Youth strengths and areas of need
 - An overall summary of youth's participation in activities.
 - Updated contacts for the most recent month of service
 - Date of Discharge

STAFF CREDENTIALS

The Contractor shall adhere to the applicable standards for staff qualifications.

PERFORMANCE OUTCOME MEASURES

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

- 100% of children/youth in Emergency Shelter will have 24-hour access to crisis intervention.
- 100% of youth in shelter will experience no instances of substantiated maltreatment.

ESTABLISHED RATE

1. Saint Francis shall pay the Contractor **\$214.20 per youth per day** for Emergency Shelter services upon placement by Saint Francis. The daily rate begins on the day of admission and will not be paid on day of discharge regardless of the time of day.
2. Saint Francis shall pay **\$214.20 per youth per day** for a bed hold if requested by Saint Francis. A request for bed hold must be approved in writing by Saint Francis. Saint Francis shall not pay the Contractor for a bed hold beyond five (5) days.
3. If a state ward is not Medicaid eligible, the Contractor is responsible for providing medical transportation for the youth.
4. All other related service costs are included in the established rate. No additional costs will be paid by Saint Francis.