

GREENE COUNTY CHILDREN AND YOUTH AGENCY

REQUEST FOR PROPOSALS (RFP)

Independent Living Services

SERVING GREENE COUNTY, PENNSYLVANIA

All proposals must be submitted to the address below.

**Greene County Children and Youth Agency
19 South Washington Street, Suite 150 Fort Jackson Building
Waynesburg, PA 15370**

**Five (5) original copies of the proposal must be received by 4:00PM, 05/15/2020
Late proposals will not be considered.
All pages of the proposal must be numbered.**

Please submit the following information:

Agency Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____ Contact Person: _____

Submitted by: *(Please Print Name & Title)*

(Signature) _____ Date: _____

GENERAL INFORMATION:

Greene County Children and Youth Service (GCCYS) and Greene County Juvenile Probation (GCJPO) are seeking a provider to deliver Independent Living Services for transition age youth (ages 14-21). The provider will work to meet the needs of the youth while working closely with the referring county agency.

TARGET POPULATION:

Greene County eligible transition age youth (14-21). Youth may be presently or previously involved with GCCYS or GCJPO and spent at least day in Agency custody.

SCOPE OF SERVICES

This program is designed to provide services to meet this population of identified students in need of developing independent living skills. Independent living programs should be able to meet the needs of the served Youth in the following areas:

- Services should be offered within the community setting or home setting
- Assessment of youth and determine services that are presently needed
- Development of individualized independent living plan
- Ongoing revision of independent living plan
- Provide direct service to youth that are currently in care
- Provide direct service to youth in the community
- Provide life skills groups that focus on the following areas: housing, education, financial planning, employment, health, GED services and community resources
- Development of transition plan in collaboration with Family Group Decision Making (FGDM)
- Services should be proactive and positive, building on the strengths of the Youth/Student
- Provide services in a trauma informed manner
- Provider will ensure that services are being provided in accordance to Act 91 of 2012 and the IL bulletin issued on 12/8/2014 with the subject: Youth Independent Living Services Guidelines
- Ongoing monitoring and tracking of outcomes of youth involved in services
- Provider will run required credit checks and complete/submit all required reports to the State within a timely manner for compliance

All services provided must adhere to all respective federal, state and local standards, regulations, and laws.

SERVICE OBJECTIVES:

- Development of skills that enable Youth to successfully transition into adulthood
- Through ongoing professional collaboration, develop strong alliances with community partners, county agencies, and educational resources
- Increase employment and educational opportunities for Youth
- Reduce barriers that transition age Youth encounter
- Work with the GCCYS and GCJPO to create a culture of ongoing growth and development of independent living services provided

MINIMUM QUALIFICATIONS

All applicants **must** meet the following minimum qualifications to be considered for this procurement process:

1. Be experienced in providing services to the target population
2. Agency is properly registered/licensed to operate in Pennsylvania
3. Be committed as an organization to the concepts of trauma informed care
4. Direct service workers- bachelor degree level or above

Additional preferred qualifications:

1. Provider has physical location with one mile radius of Greene County Courthouse
2. Access to a facility or community resource that could be used for independent living skill building in the community; area to prepare meals, laundry, facilitate groups, etc.

INTENT

It is the intent of Greene County to solicit proposals with the intention of executing a contract. This notwithstanding, any proposal shall be submitted with the following expressed understanding:

- This Request for Proposals (RFP) is not subject to the competitive bidding process and any contract entered into as a result of any proposal will not be based on the concept of the “lowest cost applicant”;
- Greene County reserves the right to reject any applicant at any time that does not sufficiently document that they are able to meet the minimum qualifications to respond to this RFP;
- Greene County has the right to reject any and all proposals at any time during the process;
- Greene County may modify the selection process or the scope of the project or the required responses at any time;
- All costs of developing proposals and any subsequent expenses relating to contract negotiations are entirely the responsibility of the applicant and may not be charged to Greene County.

INCURRING COSTS

Greene County is not liable for any costs incurred by applicants for work performed in preparation of a response to this RFP.

PROPOSAL REVIEW

Greene County reserves the right to reject any and all proposals received as a result of this RFP, and to negotiate separately with competing applicants. If all proposals are unacceptable, the County reserves the right to reject the proposals at any time during the process and to issue a new RFP.

SELECTION/REJECTION PROCEDURE

Applicants whose proposals are selected will be notified in writing as to their selection. Applicants whose proposals are not selected will also be notified in writing by Greene County. Applicants responding to this RFP will not receive any feedback on the quality of their responses or the selection process.

UPON AWARD:

- An adequate reimbursement rate for this service will be agreed upon by all parties
- There is no commitment by Greene County on anything beyond what is directly stated in this RFP.

The award resulting from this RFP does not ensure that the need is sufficient to support the development and/or sustainability of this service.

Directions:

1. Be sure your agency meets all the minimum qualifications prior to completing your response;
2. Respond to the questions in the sequence that they appear in the RFP and as completely as possible;
3. There is no page limit to responses;
4. All responses must be typed using 12 pt. font;
5. Additional supporting or requested documentation should be attached as Appendices.

Questions pertaining strictly to information contained in the RFPs may be submitted in writing via email to

[Michael Holloway – mholloway@co.greene.pa.us](mailto:mholloway@co.greene.pa.us)
&
[Brandy Yekel – byekel@co.greene.pa.us](mailto:byekel@co.greene.pa.us)

up to **close of business 05/08/2020**

REQUEST FOR PROPOSALS

Please provide cover sheet to include the following:

1. Name of agency
2. Address
3. Telephone Number
4. Administrator or Director
5. Contact Person (name and title)
6. Telephone Number for contact person
7. Email address
8. Address of site proposed for use under this contract (if known)
9. Number of years this agency has been providing support for youths and families
10. Listing of applicable specialized certifications
11. Agency mission statement
12. Other services offered by agency

Please provide the following information regarding your ability to provide independent living services to transition age youth in Greene County.

1. Background statement and prior experience
 - a. Describe the agency's experience working with children and families.
 - b. Please describe the agency's understanding of services being requested by this RFP.
2. Organization and administration
 - a. State the name and qualifications of the person who will be responsible and accountable for this contract and who will supervise the program on a daily basis
 - b. Describe initial and on-going training provided to staff who will work with this program.
 - c. Provide job descriptions for positions that will be created for this program.
3. Please describe in detail the agency's background, experience and present activity as well as the philosophy of the organization, which will enable it to successfully provide the proposed services to youth residing in Greene County, in the following areas:
 - a. at the administrative level.
 - b. at the direct service level.
4. Service delivery description
 - a. Provide a name for the program
 - b. List the location(s) where the service will be delivered.
5. Specific service requirements
 - a. Program description.
 - b. Staffing pattern and complement.
 - c. Record keeping and reporting.
 - d. Assessment tool, sample plan, proposed outcomes.

6. Describe your agency's experience in collaborating and coordinating with community partners, county agencies, and educational institutions.
7. Describe the agency's experience in, and statement of purpose in, providing independent living services (e.g. assessments, services that will be offered, outcome measurements). More specifically, articulate the agency's goals and objectives in meeting the needs of transition aged youth through the provision of independent living services in Greene County's.
8. Describe in detail the target population to be served through independent living services. Include information detailing the agency's experience in treating high risk and special populations, (e.g. victims of sex abuse, individuals involved with Children and Youth Services, individuals involved in the juvenile justice system, individuals that are victims of domestic abuse). Also, include a statement of nondiscrimination and a statement that the agency agrees to service all diagnostic categories.
9. Described proposed budget on providing independent living services for Greene County Youth. Budget should be based on 45 youth participating in the program monthly.
10. Provide any other information the organization would like to offer, such as letters of recommendation, to support the proposal.

END OF RFP