



Community Based Care: Hardee, Highlands & Polk Counties

OPEN REQUEST FOR APPLICATIONS (RFA) for ANCILLARY SERVICES

Date posted:	The date and time of first official posting of this RFA is March 6, 2014 at 1:00p.m. local time in Bartow, Florida.
Submission Deadline:	None
Anticipated Start Date:	TBD
Number of Awards:	TBD based upon responses received, need for service within the community, and funding availability.
Funding Available:	TBD. Actual payment for services will be contingent on HFC's receipt of funding from the State of Florida Department of Children and Families.

Please be informed that Heartland for Children, Inc. (HFC) operates under a philosophy of fair and open competition to meet the best interests of the network and the clients we serve. HFC is committed to developing and maintaining a comprehensive, competent and cost effective network of individual and agency providers to accomplish HFC's mission of "Improving safety, permanency, and well-being for all children in Polk, Highlands, and Hardee counties" and vision "to eliminate child abuse and neglect in Polk, Highlands, and Hardee counties." Council on Accreditation (COA) standards will be used by HFC as the benchmark for quality in provider agencies, though comparable standards of other national accrediting bodies will be accepted.

HFC has two primary categories of services within our system of care. The first, our Core Services, include those services where it is critical to maintain consistency in service delivery. These include our Case Management Services. Our second type of services is our Ancillary services. These would include, but not be limited to, areas such as:

- Parenting/Early Childhood Services
- Supervised Visitation
- Relative and Non-Relative Support
- Residential Group Care
- Independent Living Services
- Family Reunification/Preservation
- Pregnancy Prevention
- Training

www.heartlandforchildren.org

P.O. Box 1017 • 1239 E. Main Street • Bartow, Florida 33831 • (863) 519-8900



Our Core Services will only be procured through a formal ITN or RFP Process and applications for these services will only be accepted during the times posted in those specific procurement announcements.

HFC maintains an open application process for providers who are interested in providing Ancillary services within our system of care. Applicants providing recognized evidenced based services are preferred. All applications must be submitted in writing.

Interested parties who wish to submit an application for an Ancillary service must:

- Complete and submit the Network Provider Application and associated documents/information. The application is located on Heartland for Children's website at www.heartlandforchildren.org ;

The completed application and all applicable documents must be submitted to the Procurement Manager noted below and may be submitted via mail, courier, email, or hand delivery. HFC will review all applications submitted and determine if there is a current need for the service within our system of care, whether there is funding available, and whether the proposed service is being offered at a competitive rate.

Note: Applications for Residential Group Care services which are not already licensed by the Department of Children and Families (DCF), or other appropriate state licensing agency, will not be accepted or reviewed unless it addresses a specific gap in the system of care. It will be the applicant's responsibility to prove the gap in service and highlight this on the application at the time of submission. In order to be licensed by DCF to provide this service a provider must have a letter of need from the local Community Based Care Lead Agency stating there is a need for additional group home beds in our area. At this time, HFC does not recognize a need for additional traditional group home beds within our community. Our focus on substitute care is on the development and licensing of Foster Homes. If you are interested in becoming a foster parent, please contact our Foster Home Licensing Department at (863) 519-8900 ext. 289.

Qualification Requirements:

Mandatory contract award and performance criteria include:

- The respondent must be appropriately licensed/authorized in the State of Florida to provide the service they are applying for.
- Accompanying the application must be the names and contact information for three (3) professional references who are knowledgeable about the quality of service the applicant provides.

Disqualification Criteria:

- Failure to have performed any previous contractual obligations with Heartland for Children, Inc. or the State of Florida in a manner satisfactory to Heartland for Children, Inc., another Lead Community Based Care Agency, or DCF may be sufficient cause for disqualification. To be disqualified as a Respondent under this provision, the Respondent must have:
 - previously failed to satisfactorily perform in a contract with Heartland for Children, Inc., another Lead Community Based Care Agency, or DCF, been notified by Heartland for Children, Inc. or DCF of unsatisfactory performance,

- had a contract terminated by Heartland for Children, Inc., another Lead Community Based Care Agency, or DCF.
- and failed to correct the unsatisfactory performance to the satisfaction of Heartland for Children, Inc. or DCF; or
- had a contract terminated by Heartland for Children, Inc., another Lead Community Based Care Agency, or DCF.
- Heartland for Children, Inc. will not award contracts to any agency or its Providers and/or sub-providers that:
 - Have been barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local Department or agency;
 - Have within a 3-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - Are presently indicted or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated in the paragraph above; and
 - Have within a 3-year period preceding this proposal, had one or more public transactions terminated for cause or default.

Disclaimer:

Any contract or agreement with Heartland for Children will require applicant's performance to be in compliance with all applicable federal and state laws, regulations, agency rules and procedures, and Heartland for Children policies and procedures.

Any actual or potential conflict of interest must be declared at the time of initial application submission or immediately upon discovery of any such conflict of interest.

A response must contain the completed application and associated applicable documents. Applicants will be scored based upon the application, presentation, references and supporting documentation.

Participation by smaller businesses and organizations and by minority and women's business enterprises certified as such by the State of Florida is encouraged. Anyone is eligible to submit a proposal for contracted services. HFC shall not discriminate against a potential provider or proposal for service on the basis of race, creed, sex, religious orientation, or affiliation.

All inquiries/protests regarding this competitive procurement announcement or solicitation document must be made in writing to the Procurement Manager. Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes.

HFC reserves the right to reject any and all responses to the competitive procurement solicitation document, and to ignore or correct minor irregularities when it is in the best interest of HFC, the network and its clients to do so.

This procurement along with all questions, answers, notices, and modifications will be posted at www.heartlandforchildren.org. Should you have any questions, please contact the Procurement Manager noted below:

Procurement Manager
Kim Corpus
Heartland for Children, Inc.
Post Office Box 1017
Bartow, Florida 33831
Email: kcorpus@heartlandforchildren.org