



State of Delaware

*The Department of Services for
Children, Youth and Their Families*

RFP#

CYF16-06

**Request for Proposals
For Professional Services
Bid under Title 29 Chapter 69 Section 6981**

SERVICE COMPONENTS

Family Preservation and Family Support

- **PSSF Consultation and Support**
- **Fatherhood Initiative Coalition Building**

INFORMATIONAL BIDDERS CONFERENCE: There is none scheduled.

PROPOSALS DUE: Wednesday October 5, 2016 by 2 pm ET

The RFP schedule is as follows:

Submit all questions to H. Ryan Bolles, DSCYF Procurement Administrator, at herbert.bolles@state.de.us by **COB September 28, 2016** to ensure a response prior to proposal due date.

N/A NO informational bidders' conference will be held for this RFP.

**Wednesday,
October 5,
2016
by 2:00 PM
ET** Please submit 1 original proposal marked "ORIGINAL". Please submit **6** copies of your proposal marked "COPY". Please submit **1 electronic copy of your proposal on CD, DVD or flash drive.**

Proposals **must** be **delivered by 2:00 PM ET**

Proposals arriving after 2:00pm ET will not be accepted.

You are encouraged to double-side copy/print your proposals.

Express Courier or hand deliver the sealed bids as follows:

State of Delaware
Ryan Bolles, Grants and Contracts
1825 Faulkland Road
Wilmington, DE 19805

**PROPOSAL
DELIVERY:**

Although it is not recommended to ship by the US Postal Service, if this is your preferred delivery method, please address as follows:

State of Delaware
Ryan Bolles, Grants & Contracts
1825 Faulkland Road
Wilmington, DE 19805

The proposing firm bears the risk of delays in delivery. The contents of any proposal shall not be disclosed to competing entities during the negotiation process.

As soon as possible The Department will work diligently to complete the proposal review and selection process in an expeditious fashion. While DSCYF reserves the right to contact bidders for additional information proposals are expected to be able to stand alone based upon the written information submitted.

As soon as possible Decisions are expected to be made and awards announced as soon as possible. Initial notification to all bidders will be by email.

**PSSF Department of Services for Children, Youth and Their Families
Division of Prevention and Behavioral Health Services
Title IV-B, subpart II – Promoting Safe and Stable Act**

Department Background

Department of Services for Children, Youth and Their Families – “*Our Children, Our Future, Our Responsibility*,” the State of Delaware. Its primary responsibility is to provide and manage a range of services for children who have experienced abandonment, abuse, neglect, adjudication, mental illness and substance abused. Its services include prevention, early intervention, assessment, treatment, permanency, and aftercare. The Department’s mission is to assist children, youth and families in making positive changes through services that support child and public safety, behavioral health and individual, family and community well-being.

The Division of Prevention and Behavioral Health Services (DPBHS) is part of the Delaware Department of Services for Children, Youth, and Their Families (DSCYF). DPBHS provides statewide continuum of prevention services, early intervention services, and mental health and substance abuse (behavioral health) treatment programs for children and youth and their families.

The Division’s mission: To develop and support a family-driven, youth guided, trauma-informed prevention and behavioral health system of care.

Our Division’s Vision: Resilient Children and Families living in Supportive Communities

Announcement:

The Department of Services for Children, Youth and Their Families (DSCYF), Division of Prevention and Behavioral Health Services (DPBHS) announces the availability of funds in the amount of **\$784,120 per year** to implement the Family Preservation and Family Support model. The Promoting Safe and Stable Family Consultation and Support Services and the Responsible Fatherhood Initiative Coalition Building (Delaware Fatherhood and Family Coalition) provide levels of family and community support service specifically designed to prevent families from entering or re-entering services for Child Maltreatment and to build community capacity to engage and support father’s positive engagement in the lives of their children, families and the community.

Family Support and Family Preservation components are combined together in its funding components of the Promoting Safe and Stable Family Act to implement specific services and supports to stabilize families. This provides Delaware’s three counties the opportunity to receive a community-based service model that addresses specific family stressors which may have the likelihood of causing child maltreatment and strengthens the families protective factors. Further, a coalition was developed to strengthen supports for the well-being of the child through parent engagement. Both services and supports address the Prevention of Child Maltreatment through the Promoting Safe and Stable Families Consultation and Support Services and the Responsible Fatherhood Initiative (Delaware Fatherhood and Family Coalition). In this context, the Promoting Safe and Stable Act through Family Support and Family Preservation services are at the beginning of the social service continuum within the Division of Prevention and Behavior Health Services and the Division of Family Services.

Goal of the Solicitation:

The RFP goal is to:

Provide Promoting Safe and Stable Family (PSSF) consultation and support case management services, support coalition building statewide and provide additional technical support in the data outcomes for tracking, utilization of services and program impact.

- The Promoting Safe and Stable Family Preservation and Family Support funding **can be awarded to non-profit or for profit organizations.**
- **The successful bidders** must implement the Promoting Safe and Stable Family (PSSF) Consultation and Support model as designed, and participate in the PSSF fatherhood initiative Delaware Fatherhood and Family Coalition, (DFFC) using the DFFC Strategic Priorities.

- **The successful bidders cannot** use funding to fill in the gaps of existing (supplant) or like services for the PSSF Consultation and Support service, but shall complement programming efforts to support families, fathers and adult relationships using this support as part of a continuum.
- **All bidders must respond to Section I** where three sites will be selected to provide PSSF Consultation and Support Services and hosting the DFFC County Leadership Coalition. The other bidders will be considered for providing PSSF Consultation and Support Service Only.
- **Bidders may choose to respond to Section II OPTIONALLY.** Subcontracting is an option.
- **Bidder must include in-kind services that would support the PSSF model and Fatherhood Coalitions.**

See the matrix of brief description below:

Component Levels	Type	Brief Description	Funding Amount
Section I	PSSF Consultation and Support Services and hosting the PSSF Fatherhood Initiative DFFC County Leadership Coalition.	<p><u>PSSF Consultation and Support</u> Family case assessment and self - sufficiency support model of services.</p> <p><u>Consultation and Support Only</u></p> <ul style="list-style-type: none"> • PSSF Consultation and Support Sites Only: 3 sites for New Castle, 1 site in Kent County and 2 in Sussex County. <p><u>Hosting County Leadership Coalition</u></p> <ul style="list-style-type: none"> • PSSF Consultation and Support Services and CLC host sites: 1 site for New Castle, 1 site for Kent and 1 site for Sussex County. Each CLC host site will hire a Project Coordinator and a Training Coordinator. (The position of Project Coordinator and Training Coordinator are part-time. The two part-time positions maybe combined to create (1) full time position performing both functions.) 	<p>Consultation and Support Service Cost <u>Maximum</u> \$84,000, per site. <u>6 sites = \$504,000</u></p> <p>Additional Component: Agency hosting w/positions for CLC County Leadership Coalition Additional cost <u>Maximum</u> \$50,040 per site. <u>3 sites = \$150,120</u></p>
<p>Six sites are needed for PSSF Consultation and Support Services Only and one site in each county (New Castle, Kent, Sussex) will be selected out of the proposals to host the DFFC County Leadership Coalition.</p>			

Component Levels	Type	Brief Description	Funding Amount
Section II	DFFC Fatherhood Initiative Support System: <ul style="list-style-type: none"> ○ the DFFC Statewide Lead Coordinator ○ DFFC Steering Committee ○ DFFC governing Board of Director (to be established) 	The bidder may respond to Level I and Level II. <u>Statewide Lead Coordinator and Supports</u> <ul style="list-style-type: none"> • Coalition primary point of contact, provide oversight, support achievement of DFFC mission, four strategic priorities, outcomes, performance measures, educational components, and the completion of the strategic prevention framework of DFFC • Website maintenance and communication • Direct support to CLC Project Coordinator-Training staff • Membership cooperate/agency level engagement, webpage operation, • Support county specific implementation of DFFC mission and four strategic priorities, community events and education services, • Membership cooperate/agency level engagement, webpage operation, • Provide Statewide governance of the function of the DFFC • Organizational infrastructure, policy and procedures, by-laws, officers, 	<u>Maximum</u> \$130,00

Area of Focus and Description:

The Promoting Safe and Stable Family (PSSF) Consultation and Support Service and its fatherhood initiative the Delaware Fatherhood and Family Coalition, was established to enhance the life skills of parents in the prevention of child maltreatment, to improve family resiliency and build upon community strengths. The program and supports consist of the Family Consultant, the Consultation and Support Skill Building process, Partnering Supports, Connection to Resources and Services, and Coalitions with the priority focused on Fatherhood and Adult Healthy Relationships/co-parenting, when child safety is not a concern.

Using Delaware's PSSF Family Consultation and Support case management model and the set of evidence-based assessment tools, the program participant self-evaluates the family to critically assess family core concerns, identify family needs and appropriate support systems. As a result the participant becomes empowered to take the lead as the decision maker in developing and implementing plans to address their core concerns to reach family goals. This prevention and early intervention service method promotes protective factors, reduces risk and seeks to address the root cause of negative outcomes for children and their families. The family life stressors the consultation and support service addresses are: 1) parental personality characteristics related to risk 2) children's developmental and behavioral characteristics related to risk 3) stress and crisis in the family and, 4) the absence of and inability to access resources and support.

The Delaware Fatherhood and Family (DFFC), coalition exist as an extension of the Promoting Safe and Stable Family; Title IV-B Subpart II which is also an outcome of the Responsible Fatherhood and Healthy Adult Relationship Initiative. The growing absence of fathers' presence has been identified as one of the most consequential social trend in our culture for children, families and communities. Drawing on social science research that suggests that children from single parent families face disadvantages as adults, policymakers have presented paternal absence as a public problem or an issue with public status for which action is required (Gusfield 1984). With father involvement being a protective factor of child well-being and has been identified as a stress reducer for single mothers raising children, the Delaware Fatherhood and Family Coalition, emerged, statewide .

The DFFC operates and continues to expand in alignment with the Divisions' Prevention Strategies, Family Support and Family Preservation components of Title IV-B, subpart II PSSF Act and the Coalition Priority Strategies. The DFFC, priority strategies are to: **1) Promote Father Involvement as a Positive Influence, 2) Support the Building of a Self-Sustaining Coalition, 3) Provide Education Opportunities and Technical Assistance Opportunities, and 4) Promote Fatherhood and Co-Parenting Services.** With the charge of increasing awareness, influencing attitudes and behaviors, providing case management services, offering education and technical assistance opportunities, the DFFC, strengthens the community and parents involvement in effective co-parenting for the safety and well-being of the child and creates a more conducive father-friendly environment to encourage father participation.

Included in the program narrative requirements, **the proposal must adhere to the five steps of the Strategic Prevention Framework** and shall describe how you will implement the PSSF model and/or the Delaware Fatherhood and Family Coalition Strategies.

PSSF Consultation and Support Target Populations:

The target population includes caregivers who have child(ren) under the age of 18 and, who have multiple needs due to social and/or emotional stressors. Non-residential fathers wanting to re-engage with their children, youth transitioning out of Foster Care and Foster Parents are also eligible for case management services. All who participate must reside in Delaware and the family shall not incur any cost for this service or related services by participating in the PSSF program service or DFFC coalition.

- **100% of Departmental youth and families** referred will receive priority status.
- **All referrals are voluntary.** It is anticipated that referrals will come from three sources; (1) The Department of Services for Children Youth and Their Families and other state services, (2) Other service providers and partners within the community, and (3) Self-referral by caregivers or family members.

PSSF Preferred geographical areas for sites:

In fiscal year **2014**, Delaware's Office of Children Services (OCS) accepted **7,286** child protective referrals, **4,051** in New Castle, **1,542** in Kent and **1,693** in Sussex. Out of the 7,286, **1,147** child maltreatment reports were founded. **287** of which were classified as Abuse, **608** as Neglect, **129** as Dependency and **123** were founded in other categories.

By reaching the targeted population and addressing the risk factors identified below, the outcome of the program is expected to reduce family stressors and introduce supports which will prevent and or lead to the reduction of child abuse, neglect and dependency.

Based on the data, PSSF Consultation and Support sites will be located as follows: three sites in New Castle County, one site in Kent County and two sites in Sussex County. In addition, with this proposal, the DFFC, will continue to have one DFFC County Leadership Coalitions in each county, a Steering Committee until the establishment and full implementation of the Coalition Board of Directors and Statewide Lead Coordinator.

Bidders shall focus on communities with these risk factors along with associated risk factors. **Describe** the characteristics of the at-risk population, geographical area, and resiliency/risk factors of the target population you are selecting to serve.

The Zip codes with the highest OCS referrals for 2014 in Delaware are identified below.

Count	Zip Code	City	Count	Zip Code	City
957	19720	NEW CASTLE	432	19904	DOVER
902	19805	WILMINGTON	395	19966	MILLSBORO
726	19901	DOVER	394	19963	MILFORD
667	19702	NEWARK	374	19709	MIDDLETOWN
547	19973	REHOBOTH	369	19701	BEAR
537	19802	WILMINGTON	335	19947	GEORGETOWN
517	19801	WILMINGTON	325	19713	NEWARK

Count	Zip Code	City
292	19956	LAUREL
288	19977	SMYRNA
280	19808	WILMINGTON
264	19711	NEWARK
229	19804	WILMINGTON
217	19809	WILMINGTON
211	19943	FELTON
201	19703	CLAYMONT

Delaware Fatherhood and Family Coalition, Target Population:

The target population is an organized group of diverse people, organizations, institutions and business who coalesce for a common cause to raise the importance of father involvement and effective co-parenting and address the challenges preventing this goal. The membership is open to Delawareans and includes parents, targeting fathers, laypersons, organizations, institutions, faith base institutions and businesses, statewide.

DFFC, Structural Make up and Geographical Areas: Under the umbrella of the Promoting Safe and Stable Families Program Consultation and Support Services, Delaware-Fatherhood and Family Coalition, , current structure consists of a Statewide Lead Coordinator, Steering Committee, and three County Leadership Coalitions. Members participate in their residential geographical location as well with at-large statewide activities. Social and state organizations, laypersons, parents, faith-based institutions and businesses participate with a common interest to increase collaboration and strengthen resources which support the involvement of fathers in the lives of their children, promote effective co-parenting and decrease the barriers that may challenge these efforts.

Per KIDS COUNT data center, a project of the Annie E. Casey Foundation: Delaware Health Statistics Center there is a continuous increase of children born to **single mothers**. This brings about parental stress and reduces the child’s protective factors through one’s development into adulthood.

Percentage of children born to single mothers in Delaware

Location	Race	Data Type	2003 -2007	2004-2008	2005-2009	2006-2010	2007-2011
Delaware	White	Percent	36.1%	37.3%	38.6%	39.2%	40.1%
	Black	Percent	70.8%	71.5%	71.7%	72.0%	72.1%
	Hispanic	Percent	60.9%	62.3%	63.5%	63.8%	64.8%
	Total	Percent	44.1%	45.4%	46.4%	47.0%	47.6%

PSSF CONSULTATION AND SUPPORT SERVICE COMPONENTS

Priority - PSSF Family Consultant:

- The Division of Prevention and Behavioral Health Services will provide training in the model design, technical assistance, quality control and assistance with program implementation to ensure program fidelity, with the assistance of the provider designee. Supervisors should participate in the initial training to provide effective oversight. **See Appendix A** (Family Consultation and Support Process)
- The Family Consultant is **dedicated 100% to** the PSSF program and must possess the qualifications as outlined in **Appendix B** (Family Consultant Position Description).
- **Due to the intensity of training required, start up providers will be given resumes of trained and high performance Family Consultants for consideration, and to expedite start up.**
- **Participation** by the DSCYF PSSF Program designee is required for all successful bidders who are hiring for the Family Consultant position without previous PSSF Family Consultation and Support training in the model.
- **The Family Consultant will be available after hours when required to meet family and on weekends to attend trainings, conferences, and related program events.**

Priority - PSSF Consultation and Support Engagement and Retention: The PSSF Consultation and Support Program is an on-site and outreach community-based service and provides technical support to the County Leadership Coalition (CLC) through the position of Project Coordinator-Trainer as the PSSF CLC host provider site.

- **PSSF Engagement:** Services are accessible to the community where providers may meet with the program participants either at their home or a location conducive to the program process. Per contract year, each site shall **engage at least 70 families** for the Family Consultation and Support Service.
- **PSSF Retention:** Per contract year, each site shall **retain at least 50 families** for the Family Consultation and Support Service. **Retention is defined** as a Family Consultation and Support participant who, completes all of the PSSF pre/post Consultation and Support Family Forms, reaches at least two goals and completes the Program Participant Satisfaction Survey.
- **Supports:** The DFFC, Statewide Lead Coordinator works with the DFFC County Leadership Coalitions staff (Project Coordinator-Trainer position) as a liaison providing support and technical assistance in the sustainment of the county level infrastructure and in the engagement of program participants into service.

Priority - PSSF Support Only Referrals:

- Per contract year, each site **shall serve at least 300 individuals** connecting them to appropriate services and resources. Individuals are defined as all family members documented on the Family Information Registration Form for PSSF Family Consultation and Support Services.
- A participant who does not complete a post assessment but completes their goals.
- A participant who does not complete two goals.
- A participant who does not wish to participate in the Consultation and Support Service but wishes to receive resource referral services only.

Priority - PSSF Stress Reduction Measurement:

- Participation in the consultation process of the Consultation and Support service, and engagement of targeted population in specific events and activities.
- Reduction of Stress is measured by the completion of the Pre/Post PSSF Family Forms and the Participant Satisfaction Survey results demonstrating improvement in the level of functioning. This measures the reduction of stress, the increase adequacy level of support, confidence to address their concerns, goal attainment and connection of appropriate services.
- Number of families, children and adults receiving services.
- Number connecting to services and supports.

Bidders shall note implementation of the program model as designed must be practiced to adhere to the program fidelity.

Bidders shall describe creative strategies and the type of incentives used for engaging and retaining families in the program.

Bidders shall describe their plans for engaging fathers into program services.

Bidders shall describe how the population in their selected service area will benefit from the program; identify the site(s), location(s) and the county/geographic area. Outline advantages and/or barriers the location will have in attracting and retaining participants and how will they overcome these challenges.

Bidders shall describe how program participants have accessibility to the PSSF program services by ensuring that the Family Consultant is available to meet off and on the designated operation site with participants.

Bidders shall provide information on the hours of on-site availability and available hour's staff for home visits. The RFP Selection Committee may request to visit the site during the selection process.

Bidders shall provide information of operation hours, family accessibility and accessibility for staff after hours for meetings.

Bidders shall describe how their organizational system and their physical environment support the Family Consultant and Support process.

Bidders shall describe how other services within the organization can support the program participants.

Bidders shall describe how the organization will ensure program fidelity, quality and contractual compliance.

Bidders shall describe the organization plans to develop partnerships with other agencies if the organization does not provide the services, and **how** program participants can access such services.

Bidders shall describe how the organization will support the professional development of the Family Consultant in efforts to build skills in family support practices, fatherhood, co-parenting and coalition building.

Bidders shall describe the success of past implementation of the PSSF Consultation and Support Program, if applicable.

Bidders shall identify their office location and all contact information.

Bidders shall submit a startup time chart for implementing the program for the initial year.

**PROMOTING SAFE AND STABLE FAMILY CONSULTATION AND SUPPORT PROGRAM AND
DELAWARE FATHERHOOD AND FAMILY COALITION COUNTY LEADERSHIP COALITION
Service DATA Overview**

The Promoting Safe and Stable Family (PSSF) Consultation and Support Program assess the reduction of family stress and the effectiveness of program service through the use of the PSSF Family Assessment Tools. The success of the DFFC Strategic Initiatives will be measured through the DFFC objectives, and will require process and outcome evaluation data for measuring outcomes identified either by the contractor, Division of Prevention and Behavioral Health Services, state or the federal government or all entities.

Priority – PSSF Consultation and Support Data Collection

- A system has been established to house PSSF consultation service data in support of data driven service outcome reports and service evaluations. Weekly reports are submitted on the number of families, adults and children served. In addition a quarterly report is submitted the PBHS designee for the creation of QA report sampling the statistical data on pre and post family responses to stressors after participation in program services is required.

Priority - The DFFC County Leadership Coalition Data Collection

- The DFFC County Leadership Coalition will submit statewide process outcomes on activities, survey data, membership activities, trainings and community event reports to the DFFC Statewide Lead Coordinator / evaluator who will collect process outcome data for all trainings, workshops, community information sessions, conference and related conducted by DFFC providing DFFC statewide service data evaluations to be reported to the DPBHS PSSF designee and to the DFFC Steering Committee, Communication/Webmaster Coordinator.

Priority - Confidentiality

- All PSSF Consultation and Support Service family information and the DFFC County Leadership Coalition membership and coalition participant’s information is confidential and cannot be shared outside unless otherwise instructed by the family and DFFC member-participants with a consent form. Both PSSF program and DFFC Statewide Lead Coordinator / Evaluator facility housing the program service data must have a location where family records and community participant’s data are safe and secured. Data stored on the computer must be backed up daily.

Priority – PSSF Data Reporting and Evaluation Measurement:

- The PBHS PSSF designee will provide support to the PSSF Consultation and Support Program to compile data and assist with reporting outcomes. The PBHS PSSF designee evaluate the PSSF Consultation and Support service data. The DFFC Statewide Lead Coordinator / Evaluator will work with the County Leadership Coalitions in the collection of all community service data to provide outcomes. The DFFC Statewide Lead Coordinator / Evaluator will compile the County Leadership Coalition activities and training workshop and all DFFC coalition data to report coalition outcomes. PBHS PSSF designee will evaluate the PSSF Consultation and Support Data and the DFFC Statewide Lead Coordinator / Evaluator will evaluate DFFC related information.

Bidders shall describe how they will identify space and equipment to house confidential information.

Bidders shall identify their office location and all contact information.

PSSF RESPONSIBLE FATHERHOOD INITIATIVE - DFFC, COUNTY LEADERSHIP COALITION

DFFC County Leadership Coalition (DFFC/CLC) falls under DFFC Inc. and supports the DFFC vision, mission and strategic priorities within their geographical area. Volunteers make up the officer positions and general membership for the County Leadership Coalition. The DFFC/CLC will staff one position to assist to bring about local change. **The CLC staff paid position (Project Coordinator-Trainer) works with the local County Leadership Coalition and may share responsibilities within the PSSF hosting agency.** The County Leadership Coalition allows local action to occur independently while under the umbrella of PSSF and through the guidance of the DFFC state-wide Lead Coordinator and steering committee.

The DFFC Steering Committee consists of the DFFC Statewide Lead Coordinator, representatives from Division of Prevention Behavioral Health Services, president from Kent, New Castle and Sussex County Leadership Coalition, one PSSF Family Consultant representative, the County Leadership Coalition Project Coordinator-Trainer, and other appointed organization and community representatives focusing on DFFC county coalition building, communication, county alignment, assessment of needs and proposed solutions. The Steering Committee brings localized guidance and outlines the planning process of the DFFC four strategic priorities: **1) Promote Father Involvement as a Positive Influence, 2) Build a Self-Sustaining Coalition, 3) Provide Education Opportunities and Technical Assistance Opportunities, and 4) Promote Fatherhood and Co-Parenting Services.**

Priority – Hosting PSSF Agency Responsibility:

- The hire of a DFFC / CLC Project Coordinator-Trainer who is at least 60% dedicated to the coordination of the DFFC, County Leadership Coalition. See **Appendix C** for the job description. And 40% dedicated to providing training to the DFFC, County Leadership Coalition. See **Appendix D** for the job description.
- Allow participation by the DSCYF/ PSSF Program designee is required for all successful bidders who are hiring the DFFC / CLC Project Coordinator-Trainer
- The team (PSSF and the County Leadership Coalition) coordination occurs to support the family and community engagement, effective communication and leadership skill building.
- Designate staff (Project Coordinator-Trainer) participation on the statewide Steering Committee ensuring the DFFC / CLC is in alignment with DFFC, strategic priorities.
- Providing a father, family and community friendly environment where trainings and meetings can be held.

- Convene DFFC / County Leadership Coalition monthly meetings to organize, plan and strategize on implementing activities to meet DFFC strategic priorities.
- The fiscal agent for Project Coordinator-Trainer salary, operation cost and other activity needs for the County Leadership Coalition.
- Provide support to other DFFC/ County Leadership Coalition and the Steering Committee demonstrating a unified force and to ensure each county is successful in its endeavors.
- The hosting agency is responsible for ensuring the salary position adheres to the DFFC planning charter.

Bidders shall describe their level of involvement with the DFFC or other coalitions.

Bidders shall describe their level of involvement in the field of fatherhood and co-parenting.

Bidders shall describe their methods of promoting a positive fatherhood environment, their agency's strategy to engage fathers into services and active participation into the DFFC/ County Leadership Coalition

Bidders shall describe how their organizational system and their physical environment can support the County Leadership Coalition, with space to hold meetings and trainings.

Bidders shall identify their collaborative partners with the common interest of Fatherhood and co-parenting.

Bidders shall describe their expertise in building and/or supporting coalitions.

Bidders shall be prepared to seek qualified person and prepare interview questions for hire based on the Project Coordinator-Trainer job description. See **Appendix C and D**.

Bidder shall identify their office location and all contact information.

Bidders shall submit a timeline for implementing the program for the initial year.

Bidders shall identify measurements assess the function of the County Leadership Coalition in the delivery of the DFFC four Strategic Priorities.

Priority – DFFC County Leadership Coalition (CLC) Responsibilities:

- **Engage** – Advertise, dialogue and promote DFFC,
- **Recruit** –The public and specific targeted populations to attend the County Leadership Coalition monthly meetings, events, trainings and join DFFC committees to increase knowledge and become active member of DFFC, /CLC.
- **Volunteer** - or recruit for officer positions to lead the DFFC/ County Leadership Coalition.
- **Retain** – Stimulate a broad-based positive social movement to combat father absence, promote responsible fatherhood and to increase the number of active membership to prevent shortage of assistance.
- **Development** – Develop and implement County wide activities and participate in statewide DFFC, initiatives.
- **Leadership** –Elevate the County Leadership Coalition using leadership skills and participate on committees to build policies, consensus to agenda and strengthen the DFFC, infrastructure.
- **Meetings** – Hold DFFC / County Leadership Coalition meetings held in each county to organize plan and strategize on implementing community information exchange sessions, activities to meet DFFC, strategic priorities.
- **PSSF/DFFC** – The DFFC County Leadership Coalition works under the umbrella of the DFFC Lead Coordinator in support of the DFFC four strategic priorities in parallel with PSSF program.

Priority – DFFC County Leadership Coalition (CLC) Education:

Implement Strategies to disseminate information including presentations. Identify new members for trainings and assist to engage community dialogues facilitators, and select CLC ambassadors.

Priority – DFFC County Leadership Coalition Measurement:

- Awareness Increased: Report on type of events, location, demographics, number in attendance, type and number of information disseminated.
- Engagement and retention of County Leadership Coalition officer positions for President (3), Vice-President (3), and Secretary (3) fill with active officers.

- The number of county specific calendar events implemented and the number of statewide designated events implemented in accordance to the County Leadership Coalition Infrastructure timeline. Minimal of five county specific community events and a minimal of six statewide DFFC proceedings.
- Report monthly on meeting and other required reporting agenda items.
- Increase in the number of **new active DFFC members, per county** by 20% at the end of each contract year. Members at large are those DFFC members participating in less than 4 DFFC/County Leadership Coalition sponsored event, trainings and activities a year.
- Increase in the number of active DFFC / County Leadership Coalition members, per county by 15% by the end of each contract year. Active DFFC-County Leadership Coalition membership are those members attending 6 monthly County Leadership Coalition meetings annually, DFFC-County Leadership Coalition members engaged in the implementation of the county and or state wide DFFC/County Leadership Coalition trainings, activities and related events. Increase should reflect 15% by the end of the contract year.
- Complete and submit the required reporting forms for a minimal of 6 County Leadership Coalition county specific events, activities and trainings in accordance to the CLC Infrastructure timeline.

THE DELAWARE FATHERHOOD AND FAMILY COALITION, STEERING COMMITTEE

The DFFC, Steering Committee provides statewide guidance and outlines the planning process which falls under the DFFC four strategic priorities: **1) Promote Father Involvement as a Positive Influence, 2) Build a Self-Sustaining Coalition, 3) Provide Education Opportunities and Technical Assistance Opportunities, and 4) Promote Fatherhood and Co-Parenting Services.** The Steering Committee functions as a governing board of director through the establishment and full implementation to the DFFC Board of Directors. The Steering Committee membership consists of the DFFC, Statewide Lead Coordinator/Trainer/Curriculum Developer and Evaluator (part-time contracted staff), Communication-Web Coordinator (part-time contracted staff), the DPBHS PSSF Program designee, PSSF Family Consultant Representative, CLC Project Coordinator-Trainer, Fatherhood Coalition Builder (volunteer), Marketing (volunteer) and other volunteer experts who are identified based on the need to implement initiatives under the four strategic priorities:

Priority – The DFFC, Hosting agency is the fiscal agent responsible for:

- The fiscal agent is responsible for supplying the cost of the annual Delaware Fatherhood and Family Coalition’s: Delaware Devoted Dads Summit and Annual Fatherhood Award Ceremony.
- The fiscal agent is responsible for supplying the cost of salaries, operation cost, technical supports and supplies, and other statewide activity needs for the DFFC/Steering Committee.
- The Steering Committee consists of two paid staff members and one volunteer position. The Statewide Lead Coordinator/Trainer/Curriculum Developer and Evaluator, the Communication-Web Coordinator. It is estimated the persons in the staff positions will work on an average of 25 hours per week to complete the expected project tasks. Evenings and weekends may be required.
- Ensuring the salary or contracted positions adhere to the DFFC Planning charter.
- DPHS program designee shall participate in the hiring process for the staff paid position, the-DFFC, (Coalition Coordinator/Trainer/Curriculum Developer and Evaluator, the Communication- Web Coordinator)

Priority – The Steering Committee supports the Delaware Fatherhood and Family Coalition vision, mission and ensures the strategic priorities are operating. The Steering Committee brings the coalition entities together to set the annual agenda, provides statewide infrastructure and training support, helps establish other branches of DFFC coalitions targeting specific populations such as the DFFC faith-based community and works together to develop statewide partnerships and provides guidance to the DFFC County Leadership Coalition. The Steering Committee along with the DFFC staff positions have been positioned to become the experts in the field of Fatherhood, Co-parenting and Coalition Building to become part of Speaker Bureau.

- The Coalition Lead Coordinator -Trainer Coordinator and Evaluator position researches content for the dissemination of information, develops DFFC Father and co-parenting curriculum for New Membership training, Ambassador/mentorship training, Train the Trainer, Community Presentation and father and co-parenting information for distribution. This position co-facilitates, trains the trainer and observes for competency. In addition, this position heads the policy and procedure committee responsible for finalizing policies and

procedures. As the Coalition Coordinator/Trainer responsibilities also include identifying and securing presenters for statewide webinars, workshops, and keynote speakers. As an evaluator this position is responsible for the development of measurement and measurement tools for state wide initiatives and templates for the County Leadership Coalition, the collection and analyzing information for outcome reporting purpose.

- The Communication Coordinator houses, secures and backs up all DFFC documents, membership contacts, information, and initiatives and training evaluations. As the Communication-Web Coordinator this position sets timelines and procedures for submitting material for the web, brochures and social media venues. Creates the DFFC Newsletter, promotes, markets and brands DFFC. This position is responsible for administrative responsibilities dedicated to the Steering Committee, coordinates presenters, gathers consents and videos presentation and activities, orders supplies for the coalition statewide needs. This position works with the Policy and Procedure Committee to establishes, update and oversees the implementation. As the Communication Coordinator this position supports the coordination of statewide activities. In addition, the Web Coordinator is a designer, webmaster and develops programs for registration and other areas based on the plans of the Steering Committee. This position is responsible for housing and filing for easy access to information / work of the Steering Committee. The Coalition Lead Coordinator/Training-Evaluator and the Communication-Web Coordinator are the lead in ensuring the coordination and implementation occurs for the Annual Fatherhood Service Award dinner and the Annual “Delaware Devoted Dads Fatherhood” summit.

Bidders shall describe their expertise level in using social media to communicate and to mobilize the community in becoming more aware of the importance of fatherhood involvement and healthy adult relationships

Bidders shall describe their level of knowledge in the area of coalition building, fatherhood and co-parenting.

Bidders shall describe their level of involvement and outcomes in conference planning and implementing.

Bidders shall identify their performance expectations that demonstrate success in all of the priority statements.

Bidders shall take into consideration in their budget allocation for two part-time staff, research, training and technical supports for training development and the County Leadership Coalition, website programs and evaluations.

Bidders shall note all information secured and created while working for DFFC, becomes the sole property of Delaware Fatherhood and Family Coalition.

PROGRAM FUNDING ALLOCATION RECOMMENDATIONS:

Bidders shall identify the allocated amount in the budget form and budget narrative which **describing** how they will ensure the financial resources are appropriately disbursed and maximized.

Bidders must submit a DSCYF Salary Detail Form including all information related to personnel cost. If a person has not been identified for the Family Consultant position a list of trained and experienced PSSF Family Consultants will be made available to the successful bidders. If a selection has been made for the PSSF Family Consultant position, submit a resume with Bidder proposal.

Bidders shall note for sub-contractor staff or expenses, bidders shall review the document titled *Direction for Budget Form v 2016* posted with the RFP for details on properly identifying allowable sub-contractor costs on the DSCYF Budget Form

Bidders shall note that an interview may occur as part of the RFP award selection.

Bidders shall note that the County Leadership Coalition Project Coordinator- Trainer position is one full time position or can be two part-time positions with share duties with an existing position.

Bidders shall note that allocation for travel and conference registration for out of state conferences and professional memberships for salary staff are not allowed in the allocation of this funding. It is recommended the hosting agency will provide in-kind support or seek alternate funding to cover these costs.

OTHER AREAS OF ALLOCATION FOR CONSIDERATION FOR EACH SITE

PSSF Family and Community Recruitment and Retention:

A **maximum of \$2,000** is recommended - The PSSF Family Consultation and Support is a strength-based model designed to enhance life skills, identify support systems and empower families to become self-sufficient in obtaining resources, services and resolving concerns independently. Providers will encounter barriers to engage fathers and parents who may seek immediate solutions to financial crisis instead of participating in the skill building process. Family Incentives is one effective evidence-based approach to retain families when needed.

Bidders shall identify and describe how they will retain families, and parents and fathers to meet their contractual expectations in the budget calculation form and on the budget narrative.

PSSF Emergency Financial Support:

A **minimum of \$3,000** is recommended – Although the PSSF Family Consultation and Support service is not a financial helping service, the program recognizes that a majority of families are in some type of financial crisis when seeking services. It is difficult for families to assess core concerns when family stability is jeopardized. If the **family is fully engaged** in the Consultation and Support Program, crisis alleviation awards are recommended to alleviate a portion of the crisis.

DFFC County Leadership Coalition Stipends

A **maximum of \$2,000 is recommend** – CLC Volunteer engagers, presenters and trainers-may be compensated for their travel and related expenses.

PSSF/CLC Project Coordinator -Trainer Supports:

A **maximum of \$3,000 is recommended per the County Leadership Coalition sites (limited three sites)** – Together the Project Coordinator-Trainer Coordinator will need support for supplies, CLC events & activities, engagements, project development and training implementation.

PSSF Consultation and Support Family Consultant, Co-Parent and Fatherhood Trainings

A **maximum of \$2,000** is recommended - Each PSSF Consultation and Support provider site will need to allocate funding for professional and community meetings and training sites. Because Kent County will only have one PSSF site to consult with, the Kent County CLC Project Coordinator-Trainer and the PSSF Family Consultant shall work together in the coordination and implementation of these trainings.

Bidders shall identity and describe additional internal/external support service the bidder will offer participants to address family crisis.

Bidders shall describe how they have developed partnerships with existing resources in their geographical location to refer for additional services to addresses the PSSF Consultation and Support stressor or collaborate and to resolve financial crisis.

DFFC Statewide Operation (Lead Coordinator)

DFFC – Statewide Lead Coordinator and staff Salaries

A **maximum of \$41,000 is recommended both part-time positions.** For the Coalition Statewide Lead Coordinator/Trainer/Curriculum Developer and Evaluator part – time position \$25,000. And the Communication-Media /Web Coordinator part-time position \$16,000. These positions may be sub-contracted.

DFFC – Website Infrastructure Support

A **maximum of \$6,000 is recommend** for the media engines and platforms supporting the operation and functionality of the DFFC website.

DFFC – Statewide Operation Supports

A **maximum of \$15,000 is recommended** for supplies, programs, advertisement, other expert contractual services or when additional time has been assessed for new initiatives.

DFFC – Statewide Annual Award Dinner

A maximum of \$13,000 is recommended - one must take into account the number of people attending, supplies, event site and food cost. The Steering Committee shall be involved in the planning and operation of the event.

DFFC – Statewide Delaware Devoted Dads Summit

A maximum of \$55,000 is recommended – one must take into account the number of people attending, supplies, event site, food and presenter cost. The Steering Committee shall be involved in the planning and operation of the trainings in each county.

DOCUMENTATION AND CONTRACT MONITORING

Required Records and Reporting

1. The successful bidder(s) will provide specific program data in accordance with the format and timeframes designated by the Division of Prevention and Behavioral Health Services PSSF program services.
2. The successful bidder(s) agrees to maintain specific program records and statistics as may be reasonably required by the DEPARTMENT. Upon notice given to the Contractor, representatives of the DEPARTMENT or other duly authorized State or Federal agency shall inspect, monitor, and/or evaluate the program's fiscal records or other material relative to this Contract.
3. Successful bidder will be expected to primarily transmit program data electronically through a secure means.
4. The Division of Prevention and Behavioral Health Services has established a standardized monitoring protocol to implement with contracts:
 - a) Contractor(s) will participate in the monitoring process with their PBHS Program designee and any other DEPARTMENT staff included in the monitoring team.
 - b) The successful bidder(s) should prepare themselves for a monitoring examination during the contract term.
5. The Division of Prevention and Behavioral Health Services has established documentation of performance in all contracts through an evaluation plan for each contract that clearly documents expected outcome and performance measures.

PROGRAM EVALUATION

Promoting Safe and Stable Family Consultation and Support Program: A key data piece for the Division of Prevention and Behavioral Health Services is tracking adults and children who have had any involvement with contractual services of the DEPARTMENT to assist in determining program effectiveness. In addition, the PSSF Family Consultation and Support program will measure success based on participation, goal attainment and post assessment surveys or other instruments for measuring outcomes identified by the contractor, Division of Prevention and Behavioral Health Services, state or the federal government.

The success of the DFFC, Four Strategic Priorities will be measured through the planned County Leadership Coalition and the Steering Committee objectives, and will require different methods of acquiring outcomes such as increased awareness, knowledge, and frequency of contacts, resource connection, and satisfaction surveys. Other instruments for measuring **outcomes identified** either by the contractor, Division of Prevention and Behavioral Health Services, state or the federal government.

PERIOD OF SUPPORT AND FUNDING

1. The Contract Service is Cost Reimbursable.
 - a. Bidders are required to submit with the proposal a **12-month** DSCYF Budget Form, Budget Narrative and DSCYF Salary Detail Form. Awarded CONTRACTOR(S) will be reimbursed for allowable cost incurred upon submission at the close of each calendar month or as required by the Department Service for Children and their Family.
 - b. Proposed Administrative cost shall not exceed more than **10%** of the direct program costs.

2. The initial contract period will begin January 1, 2017 and end August 31, 2019. For the purposes of responding to this RFP bidders are required to submit a **12-month** DSCYF Budget Form, Budget Narrative and DSCYF Salary Detail Form. Annual Contract renewals will be subject to continued availability of funds and satisfactory performance. Contracts may be written for multi-year periods at the Department discretion. The agreement resulting from this RFP will be for three (3) years, but the Department reserves the right to extend the agreement for one (1) or two (2) years for a total of five (5) years.

REQUIREMENTS FOR ALL TITLE IV-B SUBPART II FUNDING

1. Funds must **not** be used to supplant agency resources devoted to supporting currently existing programs.
2. The successful bidders shall not charge a fee to service recipients for program(s) and/or services(s).

SECTION V-ADDITIONAL CONDITIONS FOR PROMOTING SAFE AND STABLE FAMILIES, AND DELAWARE FATHERHOOD/FAMILY COALITION STRATEGIC INITIATIVE

1. The bidder must specifically state they will explicitly reference and credit the Division of Prevention and Behavioral Health Services - Promoting Safe and Stable Family Consultation and Support Program and/or Division of Prevention and Behavioral Health Services Promoting Safe and Stable Family Delaware Fatherhood/Family Coalition in all program press releases, program advertisements, program informational / promotional brochures and literature.
2. The Bidders will conduct business for these services only in Delaware. As a contracted provider one must possess and provide a copy of a valid Delaware Business License, obtainable from the State of Delaware Division of Revenue with their application. Eligible bidders who are non-profit organizations must submit a copy of the tax exempt status under Section 501c3 with their application.
3. For-profit organizations must specifically state that there will be no direct profit or financial gain incurred as a result of their involvement in these services and initiatives.
4. All bidders (and proposed subcontractors) must have a minimum of one year experience in delivering similar services that addresses prevention, early intervention, coalition building and fatherhood involvement.
5. All bidders must submit resumes of personnel for implementing and providing oversight and two support letters for the agency assessing the quality of work previously conducted and the ability to meet contractual standards.
6. Bidders recognize they can elect to either be self-insured or to carry professional liability insurance.
7. Bidders recognize they are operating as an independent contractor and that they are liable for any and all losses, penalties, damages, expenses, attorney's fees, judgments, and/or settlements incurred by reason of injury to or death of any and all persons, or damage to any and all property, of any nature, arising out of the Contractor's negligent performance under this Contract liability. The Contractor agrees to save and hold harmless the DEPARTMENT from any liability which may arise as a result of the Contractor's negligent performance under this Contract.
8. The bidder recognizes they shall maintain books, records, documents, and other evidence pertaining to this Contract to the extent and in such detail as shall adequately reflect performance hereunder.
9. The Awardees shall establish appropriate restrictions and safeguards against access by unauthorized personnel to all data and records. Confidentiality of all data, records, and information obtained shall be governed by Federal and State statutes and DEPARTMENT policy.
10. The successful bidder must accept full payment by conventional check and/or other electronic means and/or procurement (credit) card at the State's option, without imposing any additional fees, costs or conditions.

BIDDER ORGANIZATION DESCRIPTION

The purpose of this section is to assist the Selection Committee in determining the ability of the organization to provide the services described in the application. **Bidders must:**

1. Describe the agency's philosophy, vision, and/or mission statement that provides the guiding values for these services.
2. Describe how the agency embraces the System of Care principles.
 - Practice is individualized
 - Services are Appropriate, in Type and Duration
 - Services are Child-Centered and Family Focus
 - Care is Community-Based
 - Care is Culturally Competent
 - Care is Seamless, Within and Across Systems
 - Teams Develop and Manage Care
3. Document the capacity of the agency to manage significant programs and funding sources.
4. Provide an agency organizational chart that includes where the proposed program fits in the overall agency structure.

In addition to the section described above all bidders must include in their proposal the following:

1. An agency narrative as described above
2. Completed Bidder Fact Sheet found below and **online with this RFP in MS Word**
3. Copy of current Commercial Liability insurance certification
4. Signed "Assurances" document found below
5. Signed "Certifications, Representation, and Acknowledgements" document below
6. Completed "Employing Delawareans Report" document found below
7. A DSCYF Budget Form, Salary Detail and Budget Narrative. The DSCYF Budget Form and Salary Detail can be **found online with this RFP in Excel format**

PROPOSAL EVALUATION

Your proposal will be reviewed based on the following scoring criteria:

Statement of Need 15%

The bidder shall demonstrate an understanding of the target population and their needs, the program model services, coalition building, DFFC, strategies, the risk and protective factors of the population to be served and the importance of resource and service linkages internally and community based.

Program Planning and Support 15%

The bidder shall develop a strategic plan that articulates and allocates funding in alignment with Delaware's PSSF/DFFC services and supports. Additionally, identify effective strategies for engaging and retaining participants, organizing community supports and resources for the specific targeted populations.

Program Implementation 20%

The bidder shall demonstrate how they will implement the evidence based prevention practices of the PSSF consultation process infusing the, management of the DFFC infrastructure, and support the strategic priorities through training, program coordination, direct service, technology, promotion of services, social branding, quality control, professional development and adhering to contractual expectation.

Capacity Building 15%

Bidders shall demonstrate ability to engage key stakeholders at the State, County, Business, Faith-based and Community level to plan and implement successful prevention strategies that will support service participants, strengthen the community through coalition building focusing on the PSSF/DFFC risk factors.

Program Evaluation 10%

Bidders shall be prepared to collect data, aggregate data for utilization purposes, and provide requested reports. Further, the bidder shall identify how they will use the data to monitor quality, assess standards to determine performance which is essential to meeting the goals, objectives and contractual expectations. The bidder must provide performance data to the Division of Prevention and Behavior Health Services on a regular basis to monitor, evaluate, sustain and improve the prevention program being implemented.

Experience, Reputation and Demonstrated Ability 15%

The Department will include in its review its experience working with the particular bidders for this or any service.

Proposed Cost 10%

The Department will include in its review the proposed cost for each proposal and compare it to the available fund, the fair market price and other proposals received.

APPENDIX A

PROMOTING SAFE AND STABLE FAMILIES (PSSF) CONSULTATION AND SUPPORT PROCESS

The Promoting Safe and Stable Families Consultation and Support program uses a unique family-centered intervention that helps parents become the driving force behind a planning process to meet their child(ren)'s needs. By promoting the family as the leader, the family uses specific evidence base learning tools and receives assistance from the Family Consultant to does the following:

- Assesses individual and family stressors
- Identifies issues of concern
- Finds solutions to alleviate their concerns
- Mobilizes informal and formal supports to obtain resources and meet needs
- Develops a plan to address family needs

The Family collaborates with and shares responsibility of planning with a trained Family Consultant who:

- Uses best practices to enhance relationships and strengthen family resiliency
- Transfers knowledge and guides families
- Works in a family-friendly environment, on site, in the home, or in a community setting
- Uses a strength-based approach focusing on family accomplishments
- Employs skills to understand the unique needs of the family
- Creates a partnership with family members to develop trust
- Provides learning techniques to enhance family coping skills and reduce stressors
- Communicates with the family in a responsible and effective manner

The Family Consultant:

- Skilled in the PSSF Consultation and Support Model Services
- Knows about community services and resources
- Advocates with families for services
- Focuses on building relationships between the community and the family unit
- Encourages the family to take the lead in creating an intervention plan
- Works closely with hosting agency and community partners to support the family.

The specific evidence-based tools used by the PSSF Consultation and Support program are:

- **Assessment process:** – The Pre/Post Assessment and Stressor Family Form assesses four stress areas: 1) Trust, Isolation, Coping, 2) Parent and Child Behaviors, 3) Lack of Access to Resources, 4) Ongoing or Situational crisis. One or a combination of factors may cause concerns in the family which may increase the likelihood of child maltreatment may cause stress.
- **Problem-Solving process:** – The Family Need and Social Support Family Form identify the priority concerns/worries. The Consultant helps families recognize their skills, identify and prioritize concerns and worries, and select informal and formal supports to match their needs.
- **Planning Stage** – The Assessment and Intervention Family Form helps the family clearly identify their goals, how to mobilize their supports and resources and the steps the family anticipates in taking to reach their goals.

The interventions:

- Reduces family stress and crisis
- Reduces incidents of child maltreatment
- Reduce family isolation
- Teaches the family a different way of planning and developing unique supports
- Increases networks of support and knowledge of resources and services
- Improves child and adult relationships
- Acknowledges family strengths and abilities.
- Increases the family's ability confidence to address issues and plan

APPENDIX B

**PROMOTING SAFE AND STABLE FAMILIES CONSULTATION AND SUPPORT PROGRAM
FAMILY CONSULTANT POSITION DESCRIPTION**

A. PSSF Family Consultant Qualification Overview

The Family Consultant shall have experience in: family support principles, family decision making practices, engagement and retention, promoting services, knowledgeable about community services. They are effective in building family skill level for self-sufficiency as well advocate for the family when needed. Important attribute is the ability to effectively engage and retain families through the Consultation and Support process to meet contractual expectations.

- ❑ Degree requirements: Associate in Human Service field or a Bachelor/Master degree (preferred) in Social Work or related Human Services field
 - Associate Degree – at least three years of experience
 - Bachelor’s Degree –at least two years of experience
 - Master Degree – at one year of experience
- ❑ Recommended Salary only range does not include other employment cost.
 - Associate Degree - \$30,000 - \$33,0000
 - Bachelor Degree - \$33,000 - \$36,000
 - Master Degree - \$36,000 - \$39,000

B. Expectations:

The Family Consultant shall have the ability to execute services at full performance in the field of providing the PSSF Consultation and Support Service Program methods once trained, with minimum support. In addition, the Family Consultant is expected to provide support to the DFFC County Leadership Committee.

Responsibilities Overview

- a.) Models behavior that is professional, respectful, non-judgmental and re-enforces the dignity of families.
- b.) Gain trust of families of diverse families, handles sensitive, confidential information and assist families through crisis.
- c.) Engages and retain families for the PSSF Consultation and Support Services.
- d.) Comfortable in conducting home visits.
- e.) Deals constructively with aggressive, hostile and other emotional attitudes.
- f.) Knowledgeable of family dynamics and reactions to social stress factors.
- g.) Conducts critical assessment of family needs and strengths.
- h.) Able to guide families towards positive outcomes.
- i.) Ability to help families build upon existing skills.
- j.) Skilled in assisting families in developing action plans to meet goals.
- k.) Uses a strength based approach.
- l.) Organized and reports information in an accurate and timely manner.
- m.) Able to work evenings and weekends

C. PSSF Community Partnership and Capacity Building:

The Family Consultant provides supports to the PSSF County Leadership Coalition (CLC) representing their host agency as a liaison, advisor, and support of the CLC Projective Coordinator-Trainer.

Family Consultant CLC Responsibilities

1. Develop a referral source for the PSSF Consultation and Support Service by working with the DFFC, CLC.
2. Assist in developing local leadership
 - a. Increase community linkages and partnerships.
 - b. Increase awareness of existing community programs , services and coalition activities
 - c. Actively participate in local and statewide PSSF/DFFC events

APPENDIX C

COUNTY LEADERSHIP COALITION (CLC)
PROJECT COORDINATOR

A. Project Coordinator Qualification Overview

The PSSF/CLC Project Coordinator shall have experience in project coordination, or project management, and some experience in coalition building, or community organization. Important attribute is that the incumbent can work both independently and in a team-oriented environment. Must be able to use techniques and be able to articulate effectively to engage and retain members and organization of the community. Activate and implement DFFC events and possesses administrative skills to communicate and coordinate internally and externally. This position can be part-time or full time with dual function of Project Coordinator and Training Coordinator requiring at least 60% dedicated to the responsibilities of the Project Coordinator. This position joins the Steering Committee. Must be able to work evenings and weekends.

Degree Requirements: Associate Degree – at least three years of experience in a position related to the duties listed below.

Preferred: Bachelor’s Degree –at least two years of experience in a position related to the duties listed below.

- ❑ Recommended Part -times Salary and OEC range.
 - Associate Degree - \$20,000 - \$23,000
 - Bachelor Degree - \$23,000 - \$25,000
- ❑ Recommended Full time Salary and OEC range.
 - Associate Degree - \$30,000 - \$36,000
 - Bachelor Degree - \$36,000 - \$42,000
 - Master Degree - \$42,000 - \$48,000

B. Expectations:

The PSSF/CLC Project Coordinator shall have the ability to execute services at full performance in order to plan, co-ordinate and control multiple and diverse activities of the CLC under the umbrella of DFFC

Responsibilities Overview

1. Models behavior exemplifies leadership qualities, professional, respectful, non-judgmental and re-enforces the dignity of parents.
2. Develops professional working relationships, networks, gains trust of individuals, the organization and becomes competent as an expert in DFFC, to engage.
3. Able to communicate effectively and articulate all levels of information pertaining to DFFC with a diverse population.
4. Able to work with others to gain a projection of ideas and activities in order to develop new or enhance DFFC County level activities.
5. Predicts, communicates with the Steering Committee and offers solutions.
6. Plans, organizes and control activities so that the project is complete timely and can measure success.
7. Coordinate, provide technical assistance, advice and support the CLC monthly meeting.
8. Recruits trainers and persons to lead committees.
9. Works closely with the County Leadership Coalition on projects, adherence to protocols, holding meetings, etc.
10. Work closely with the DFFC CLC Training Coordinator to coordinate trainings.
11. Engages the public to participate in PSSF/DFFC CLC activities.
12. Recruits representatives from barbershop/hair salon, other businesses to facilitate Community Dialogues.
13. Engages the public to participate in educational workshop sessions, town hall meetings, etc.

- 14.** Hold focus groups and conducts surveys.
- 15.** Prepare written administrative reports.
- 16.** Builds leadership skills within County Leadership Coalition.
- 17.** Provide community presentations on the PSSF program and DFFC/CLC.
- 18.** Able to work evenings and weekends.

APPENDIX D

COUNTY LEADERSHIP COALITION (CLC)
TRAINER COORDINATOR

A. Trainer Coordinator Qualification Overview

The PSSF/CLC Trainer Coordinator shall be proficient in training, using techniques of training to educate and inform. Possess the ability to communicate information to a diverse population. This person is seen as a mentor, can motivate person(s) within the County Leadership Coalition community to become more skilled and acquire more knowledge that can be put into practice. This person holds or will gain within a short period of time an expertise in Fatherhood and Healthy Adult Relationship (co-parenting). This person can work both independently and in a team-orientated environment. This position can be part-time or full time with dual function of Training Coordinator-Project Coordinator, requiring at least 40% dedicated to the responsibilities of the Training Coordinator. This position joins the Steering Committee. Must be able to work evenings and weekends.

- Degree Requirements: Associate Degree – at least three years of experience in a position related to the duties listed below.
- Preferred Bachelor’s Degree –at least two years of experience in a position related to the duties listed below.
- Recommended Part-times Salary and OEC range.
 - Associate Degree - \$20,000 - \$23,0000
 - Bachelor Degree - \$23,000 - \$25,000
- Recommended Full time Salary and OEC range.
 - Associate Degree - \$30,000 - \$36,000
 - Bachelor Degree - \$36,000 - \$42,000
 - Master Degree - \$42,000 - \$48,000

B. Expectations:

The PSSF/CLC Training Coordinator shall have the ability to execute services at full performance in order to recruit, train, and develop training plan. This person will work with the team of trainers and the statewide training coordinator to implement curriculums and develop training manuals to a diverse population umbrella of DFFC. Must be able to work weekends and evenings.

Responsibilities Overview

1. Models behavior that is professional, respectful, non-judgmental and re-enforces the dignity of parents.
2. Gains trust of the organization and become competent as an expert in DFFC, to engage and transfer knowledge.
3. Able to communicate effectively and articulate all levels of information pertaining to DFFC with a diverse population.
4. Engage the community to participate and provide presentations to increase public awareness.
5. Train others to give presentations to expand the importance of Coalition Building with DFFC, Fatherhood Involvement, Co-parenting and the activities of DFFC under the four strategic priorities. .
6. Recruit, provide training and train others to provide New Membership training, Ambassador Training, Community Dialogue Facilitation, Active Parenting, and other fatherhood and co-parenting training courses. Will train in these areas and develop a pool of trainers in this area to support county and statewide trainings.
7. Recruit members for DFFC from the trainings provided.
8. Recruit trainers for Train the Trainer
9. Able to develop and implement strategies for raising public awareness of Fathering and effective co-parenting.
10. Predicts, communicates with the Steering Committee and offers solutions.

- 11.** Plans, organizes and coordinates trainings. Ensures timeliness and measures success.
- 12.** Recruits trainers and persons to lead committees
- 13.** Works closely with the County Leadership Committee by providing trainings on policies, procedures and adherence to protocols and attend monthly meetings
- 14.** Prepare written administrative reports.
- 15.** Must be able to work evenings and weekends.

APPENDIX E:

REQUIRED BIDDER'S FORMS
AND INSTRUCTIONS

DEPARTMENT OF SERVICES FOR CHILDREN, YOUTH & THEIR FAMILIES

Submission Instructions

Failure to follow Departmental procedures may disqualify a bidder organization.

I. FORMAT

Proposals must be printed on 8 1/2" x 11" paper and should be formatted with 1" margins using size 12 Times New Roman font. To be considered all proposals must be submitted in writing and respond to the items outlined in this RFP. Videos will not be presented to the panel. Binders, color graphics and extensive attachments are unnecessary. Double-side copying is strongly encouraged.

To be considered, bidders must submit a complete response to this RFP. An official authorized to bind the bidder to the proposal must sign proposals. The successful bidder must be in compliance with all licensing requirements of the State of Delaware if applicable.

Bidders may be called, only at the discretion of the State of Delaware, for an interview concerning their proposal. The State reserves the right to reject any non-responsive or non-conforming proposals.

II. QUESTIONS

All questions shall be submitted as instructed on page 2 of this RFP. RFP updates and answers to substantive content questions will be posted on the State's solicitation portal at www.bids.delaware.gov. Please check for updates regularly.

III. ETHICS LAW RESTRICTIONS

Neither the Contractor, including its parent company and its subsidiaries, nor any subcontractor, including its parent company and subsidiaries, may engage, directly or indirectly, any person who, while employed by the State of Delaware during two years immediately preceding the date any Contract entered into as a result of this request for proposals, gave an opinion, conducted an investigation, was directly involved in, or whom otherwise was directly and materially responsible for said service described herein in this request for proposal in the course of official duties as a state employee, officer or official. The Department shall determine, at its sole discretion, whether a person was directly and materially responsible for said program, project, or contract or any other program, project, or contract related to the service described in any contract entered into as a result of this request for proposals.

IV. PROPOSALS BECOME STATE PROPERTY

All proposals become the property of the State of Delaware and will not be returned to the contractor. Proposals to the State may be reviewed and evaluated by any person other than competing vendors at the discretion of the State. The State has the right to use any or all ideas presented in reply to this RFP. Selection or rejection of the proposal does not affect this right.

V. RFP AND FINAL CONTRACT

The contents of the RFP may be incorporated into the final contract and become binding upon the successful bidder. If the bidder is unwilling to comply with the requirements, terms, and conditions of the RFP, objections must be clearly stated in the proposal. Objections will be considered and may be subject to negotiation at the discretion of the State.

VI. PROPOSAL AND FINAL CONTRACT

The content of each proposal will be considered binding on the bidder and subject to subsequent contract confirmation if selected. The content of the successful proposal may be included by reference in any resulting contract. All prices, terms, and conditions contained in the proposal shall remain fixed and valid for ninety (90) days after the proposal due date. Contract negotiations will include price re-verification if the price guarantee period has expired.

VII. MODIFICATIONS TO PROPOSALS

Any changes, amendments or modifications to a proposal must be made in writing, submitted in the same manner as the original response and conspicuously labeled as a change, amendment or modification to a

previously submitted proposal. Changes, amendments or modifications to proposals shall not be accepted or considered after the hour and date specified as the deadline for submission of proposals.

VIII. COST OF PROPOSAL PREPARATION

All costs of proposal preparation will be borne by the bidding contractor. All necessary permits, licenses, insurance policies, etc., required by local, state or federal laws shall be provided by the contractor at his/her own expense.

IX. EVALUATION REQUIREMENTS AND PROCESS

The Proposal Review Committee shall determine the firms that meet the minimum requirements pursuant to selection criteria of the RFP and procedures established in 29 Del. C. §§ 6981, 6982. The Committee may interview at least one of the qualified firms. The Committee may negotiate with one or more firms during the same period and may, at its discretion, terminate negotiations with any or all firms. The Committee shall make a recommendation regarding the award to the contracting Division Director of this RFP, who shall have final authority, subject to the provisions of this RFP and 29 Del. C. § 6982 to award a contract to the successful firm in the best interests of the State of Delaware. The Proposal Review Committee reserves the right to award to one or more than one firm, in accordance to 29 Del. C. § 6986.

The Proposal Review Committee shall assign up to the maximum number of points as stated above for each Evaluation Item to each of the proposing firms. All assignments of points shall be at the sole discretion of the Proposal Review Committee.

The Proposal Review Committee reserves the right to:

- Select for award or for negotiations, a proposal other than that with the lowest costs.
- Accept/Reject any and all proposals received in response to this RFP or to make no award or issue a new RFP.
- Waive or modify any information, irregularity, or inconsistency in proposals received.
- Request modification to proposals from any or all contractors during the review and negotiation.
- Negotiate any aspect of the proposal with any bidder and negotiate with more than one bidder at the same time. The Department reserves the right to award with more than one bidder.

All proposals shall be evaluated using the same criteria and scoring process. The criteria stated previously in the RFP shall be used by the proposal review committee to review proposals. Bidders may be scheduled to make oral presentations in support of their written proposals. The Review Panel will assess the strength and clarity of any oral presentation and combine the evaluations of both written and oral presentations (when applicable) in determining the overall evaluation of the proposal and in making recommendations. A summary of the Panel's recommendations will be available for review upon request.

X. REJECTION OF PROPOSALS

DSCYF reserves the right to reject any/all proposals received in response to this RFP. Any information obtained will be used in determining suitability of proposed support.

Any proposal called "not accepted" will mean that another proposal was deemed more advantageous or that all proposals were not accepted. Respondents whose proposals were not accepted will be notified as soon as a selection is made, or if it is decided, that all proposals are not accepted.

Any proposal failing to respond to all requirements may be eliminated from consideration and declared not accepted.

The proposal must conform to the requirements of the Proposal Procedures and the Required Information Sections of the RFP. The State specifically reserves the right to waive any informalities or irregularities in the proposal format or content.

XI. RESERVED RIGHTS OF THE DEPARTMENT OF SERVICES FOR CHILDREN, YOUTH AND THEIR FAMILIES

Notwithstanding anything to the contrary, the Department reserves the right to:

- o Reject any and all proposals received in response to this RFP
- o Select for contract or for negotiations a proposal other than that with the lowest costs
- o Waive or modify any information, irregularities, or inconsistencies in proposals received
- o Consider a late modification of a proposal if the proposal itself was submitted on time; and, if the modifications make the terms of the proposal more favorable to the Department, accept such proposal as modified
- o Negotiate as to any aspect of the proposal with any proposer and negotiate with more than one proposer at the same time
- o If negotiations fail to result in an agreement within a reasonable period of time, terminate negotiations and select the next most responsive proposer, prepare and release a new RFP, or take such other action as the Department may deem appropriate
- o Negotiate a renewal of the contract resulting from this RFP with appropriate modifications.

XII. STANDARDS FOR SUBCONTRACTORS

The prime contract with the contractor will bind sub or co-contractors to the terms, specifications, and standards of this RFP, resulting prime contracts, and any subsequent proposals and contracts. All such terms, specifications, and standards shall preserve and protect the rights of the Department under this RFP with respect to the services to be performed by the sub or co-contractor. Nothing in the RFP shall create any contractual relation between any sub or co-contractor and the Department of Services for Children, Youth and Their Families.

All sub or co-contractors must be identified in the Contractor's proposal. The proposal's work plan must also state which tasks the sub or co-contractor will perform. Approval of all sub and/or co-contractors must be received from the Department prior to the contract negotiation.

The prime bidder will be the State's primary contractor.

XIII. CONTRACT TERMINATION CONDITIONS

The State may terminate the contract resulting from this RFP at any time that the Contractor fails to carry out its provisions or to make substantial progress under the terms specified in this request and the resulting proposal.

The State shall provide the Contractor with 15 days notice of conditions which would warrant termination. If after such notice the Contractor fails to remedy the conditions contained in the notice, the State shall issue the Contractor an order to stop work immediately and deliver all work and work in progress to the State. The State shall be obligated only for those services rendered and accepted prior to the date of notice of termination.

With the mutual agreement of both parties, upon receipt and acceptance of not less than 30 days written notice, the contract may be terminated on an agreed date prior to the end of the contract period without penalty to either party.

Notwithstanding any other provisions of this contract, if funds anticipated for the continued fulfillment of this contract are at any time not forthcoming or insufficient, through the failure of the State of Delaware to appropriate funds or through discontinuance of appropriations from any source, the State of Delaware shall have the right to terminate this contract without penalty by giving not less than 30 days written notice documenting the lack of funding.

XIV. NON-APPROPRIATION

In the event that the State fails to appropriate the specific funds necessary to continue the contractual agreement, in whole or in part, the agreement shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available, at the end of the last fiscal year

for which no appropriation is available or upon the exhaustion of funds.

XV. FORMAL CONTRACT AND PURCHASE ORDER

The successful firm shall promptly execute a contract incorporating the terms of this RFP (unless renegotiated in the contract) within twenty (20) days after the award of the contract. No bidder is to begin any service prior to approval of a State of Delaware Purchase Order properly processed through the State of Delaware. The Purchase Order shall serve as the authorization to proceed in accordance with the bid specifications and the special instructions, once the successful firm receives it.

XVI. INDEMNIFICATION

By submitting a proposal, the proposing firm agrees that in the event it is awarded a contract, it will indemnify and otherwise hold harmless the State of Delaware, DSCYF, its agents, and employees from any and all liability, suits, actions, or claims, together with all costs, expenses for attorney's fees, arising out of the firm, its agents and employees' performance of work or services in connection with the contract, regardless of whether such suits, actions, claims or liabilities are based upon acts or failures to act attributable, in whole or in part, to the State, its employees or agents.

XVII. LICENSES AND PERMITS

In performance of this contract, the firm is required to comply with all applicable federal, state and local laws, ordinances, codes, and regulations. The cost of permits and other relevant costs required in the performance of the contract shall be borne by the successful firm. The firm shall be properly licensed and authorized to transact business in the State of Delaware as defined in Delaware Code Title 30, Sec. 2502.

XVIII. INSURANCE

- As a part of the contract requirements, the contractor must obtain at its own cost and expense and keep in force and effect during the term of this contract all required commercial liability insurance with a carrier satisfactory to the State.
- Forty-five (45) days written notice of cancellation or material change of any policies is required.

XIX. NON-DISCRIMINATION

In performing the services subject to this RFP, the firm agrees that it will not discriminate against any employee or applicant for employment because of race, creed, color, sex or national origin. The successful firm shall comply with all federal and state laws, regulations and policies pertaining to the prevention of discriminatory employment practice. Failure to perform under this provision constitutes a material breach of contract.

XX. COVENANT AGAINST CONTINGENT FEES

The successful firm warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement of understanding for a commission or percentage, brokerage or contingent fee excepting bona-fide employees and/or bona-fide established commercial or selling agencies maintained by the bidder for the purpose of securing business. For breach or violation of this warranty, the State shall have the right to annul the contract without liability or at its discretion and/or to deduct from the contract price or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

XXI. CONTRACT DOCUMENTS

The RFP, the Purchase Order, and the executed Contract between the State and the successful firm shall constitute the Contract between the State and the firm. In the event there is any discrepancy between any of these contract documents, the following order of documents governs so that the former prevails over the latter: Contract, Contract Amendments, RFP, Purchase Order and Vendor Proposal. No other documents shall be considered. These documents contain the entire agreement between the State and the firm.

XXII. APPLICABLE LAW

The Laws of the State of Delaware shall apply, except where Federal law has precedence. The successful firm consents to jurisdiction and venue in the State of Delaware.

XXIII. SCOPE OF AGREEMENT

If the scope of any provision of this Contract is too broad in any respect whatsoever to permit enforcement to its full extent, then such provision shall be enforced to the maximum extent permitted by law, and the parties hereto consent and agree that such scope may be judicially modified accordingly and that the whole of such provisions of the contract shall not thereby fail, but the scope of such provisions shall be curtailed only to the extent necessary to conform to the law.

BIDDER FACT SHEET

PLEASE COMPLETE AND PLACE AS TOP PAGE OF EACH PROPOSAL

RFP Title: CYF 16-06 PSSF/DFFS Services

Total amount of proposed budget: \$ _____

Indicate type of funds proposed (check all proposed):

- Section I PSSF Section II DFFC

Indicate proposed site locations included in this proposal (**check all proposed**):

- New Castle City of Wilmington
 Kent County Sussex County

BIDDER INFORMATION		
Indicate the type of business bidder is or proposes to be if yet to be formed:		
<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Individual
Bidder Name: _____		
Office Address: _____ _____ _____		
Contact Person: _____		
Office Phone #: _____		
Cell Number: _____		
E-mail Address: _____		

COMPANY CLASSIFICATIONS: CERT. NO.:	Certification type(s)	Circle all that apply	
	Minority Business Enterprise (MBE)	Yes	No
	Woman Business Enterprise (WBE)	Yes	No
	Disadvantaged Business Enterprise (DBE)	Yes	No
	Veteran Owned Business Enterprise (VOBE)	Yes	No
	Service Disabled Veteran Owned Business Enterprise (SDVOBE)	Yes	No

Bidder Tax ID#: _____ Delaware Business License#: _____
(Not required to bid)

A Delaware Business License is not required to bid, but is required before the time of award/contract signing. This requirement is waived for non-profits.

PLEASE SIGN AND SUBMIT WITH THE PROPOSAL

ASSURANCES

The bidder represents and certifies as a part of this offer that:

The organization will complete or provide any information necessary for enrollment in Medicaid requested by the Department, concerning, but not limited to, such areas as licensure and accreditation, Medicaid rates paid by other states for services provided by the organization, the usual and customary charges for medical services, and/or past sanctioning by the Centers for Medicare and Medicaid Services (CMS).

The organization will maintain records, documents, and other required evidence to adequately reflect the service under contract.

The organization agrees to maintain or to make available at a location within the State, such records as are necessary or deemed necessary by the Department to fully disclose and substantiate the nature and extent of items and services rendered to the Department clients, including all records necessary to verify the usual and customary charges for such items and services. Organizations that show cause may be exempted from maintaining records or from making such records available within the State.

The organization understands that all records shall be made available at once and without notice to authorized federal and state representatives, including but not limited to Delaware's Medicaid Fraud Control Unit, for the purpose of conducting audits to substantiate claims, costs, etc., and to determine compliance with federal and state regulations and statutes.

The organization shall retain medical, financial, and other supporting records relating to each claim for not less than five (5) years after the claim is submitted.

The organization will maintain accurate accounts, books, documents, and other evidentiary, accounting, and fiscal records in accordance with established methods of accounting.

In the event that the Contract with the organization is terminated, the organization's records shall remain subject to the Department's regulations.

The organization will physically secure and safeguard all sensitive and confidential information related to the service given. This includes service activities and case record materials.

The organization shall comply with the requirements for client confidentiality in accordance with 42 U.S.C. 290 and/or 290 cc-3.

The organization will cooperate with designated program monitors, consultants, or auditors from the Department of Services for Children, Youth and Their Families or the Criminal Justice Council in connection with reviewing the services offered under contract.

The organization will comply with all applicable State and Federal licensing, certification, and accreditation standards, including the Department's Generic Program Standards, and it will submit documentation of annual renewals of applicable licenses/certifications at whatever point they are renewed during the contract year.

The organization will not let subcontracts without prior approval from the contracting Division.

The organization will attempt to obtain all supplies and materials at the lowest practicable cost and to contain its total cost where possible by competitive bidding whenever feasible.

The organization will, upon signature of the contract, provide written assurance to the Department from its corporate counsel that the organization is qualified to do business in Delaware.

The organization agrees to comply with all requirements and provisions of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Federal Equal Employment Opportunity and Non-Discrimination regulations, and any other federal, state, or local anti-discriminatory act, law, statute, regulation, or policy along with all amendments and revisions of these laws, in the performance of the contract. It will not discriminate against any applicant or employee or service recipient because of race, creed or religion, age, sex, color, national or ethnic origin, handicap, or any other discriminatory basis or criteria.

The organization shall comply with: the Uniform Alcoholism and Intoxication Treatment Act (16 Del.C., Chapter 22 as amended; Licensing of Drug Abuse Prevention, Control, Treatment, and Education Programs (16 Del.C., Chapter 48 as amended); Drug Free Work Place Act of 1988.

The organization shall comply, when applicable, with the Methadone Regulations (21 CFR, Part III), which prohibit use of methadone for children and youth.

The organization will establish a system through which clients receiving the service under contract may present grievances. Clients will be advised of their appeal rights by the organization.

The organization agrees that it is operating as an independent contractor and as such, it agrees to save and hold harmless the State from any liability which may arise as a result of the organization's negligence.

The organization will abide by the policies and procedures of the Department and will comply with all of the terms, conditions, and requirements as set forth in the contract. The organization understands that failure to comply with any of the terms, conditions, and provisions of the contract may result in delay, reduction, or denial of payment or in sanctions against the organization. The organization also understands that penalties may be imposed for failure to observe the terms of Section 1909, Title XIX of the Social Security Act.

Name of Organization's Authorized Administrator

Signature of Authorized Administrator

Date

PLEASE SIGN AND SUBMIT WITH THE PROPOSAL

CERTIFICATION, REPRESENTATION, AND ACKNOWLEDGEMENTS

By signing below, bidding contractors certify that:

- They are an established vendor in the services being procured
- They have the ability to fulfill all requirements specified for development within this RFP
- They have neither directly nor indirectly entered into an agreement, participated in any collusion, nor otherwise taken any action in restraint of free competitive bidding in connection with this proposal
- They are accurately representing their type of business and affiliations
- They have included in their quotation all costs necessary for or incidental to their total performance under contract
- Within the past five (5) years neither your firm, any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor has been the subject of a Federal, State, or Local government suspension or debarment

The following conditions are understood and agreed to:

- No charges, other than those shown in the proposal, are to be levied upon the State as a result of a contract.
- The State will have exclusive ownership of all products of this contract unless mutually agreed to in writing at the time a binding contract is executed.

Name of Organization's Authorized Administrator

Signature of Authorized Administrator

Date

PLEASE COMPLETE AND SUBMIT WITH THE PROPOSAL

EMPLOYING DELAWAREANS REPORT

RFP No. CYF 16-06

RFP Title: PSSF/DFFC Services

Bidder Name:	
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As required by House Bill # 410 (Bond Bill) of the 146th General Assembly and under Section 30, No bid for any public works or professional services contract shall be responsive unless the prospective bidder discloses its reasonable, good-faith determination of:

1.	Number of employees reasonable anticipated to be employed on the project:	
2.	Number of such employees who are bona fide legal residents of Delaware:	
3.	Percentage of such employees who are bona fide legal residents of Delaware:	
4.	Total number of employees employed by the bidder:	
5.	Total percentage of employees who are bona fide resident of Delaware:	
If subcontractors are to be used:		
1.	Number of employees who are residents of Delaware:	
2.	Percentage of employees who are residents of Delaware:	

“Bona fide legal resident of this State” shall mean any resident who has established residence of at least 90 days in the State.