

TO: Professional Counselors and Counseling Agencies

FROM: Domestic Relations Rules Committee, Venango County Court

DATE: March 2, 2016

RE: REQUEST FOR PROPOSALS
CO-PARENTING SEMINAR PROVIDER

The County of Venango, a political subdivision of the Commonwealth of Pennsylvania and a 6th class county located in Franklin, PA, is requesting proposals from professional counselors and counseling agencies to provide a co-parenting seminars. Venango County does not have the resources to provide this seminar with in-house staff.

Counselors are requested to submit proposals that will outline their qualifications and experience in conducting co-parenting seminars or co-parenting counseling as detailed on the attached sheet.

The County is recruiting within Venango County. This request will be advertised on the County website (www.co.venango.pa.us).

REQUEST FOR PROPOSALS

CO-PARENTING SEMINAR

The County of Venango, Pennsylvania, will accept proposals from qualified agencies or individuals interested in providing co-parenting seminars for the County.

The County intends to obtain the services of a counselor on a per-seminar basis to provide co-parenting seminars in Venango County. The seminars should be offered twice per month: once during daytime hours and once during evening hours to accommodate working individuals. Seminars will also be scheduled at the Venango County Prison. The two monthly seminars will be paid at a flat rate per seminar, and the seminars given at the jail will be paid at a reduced rate. The counselor must be available to schedule parents for the seminar and provide Court staff with administrative information. The counselor must abide by the ethics of the profession. The counselor will work closely with Court personnel to obtain the list of cases filed and conagency successful attendance at the seminar. The counselor must have at least a bachelor of arts degree and two (2) years of experience in family therapy to perform the required work. The counselor must also have professional liability insurance. Individuals and agencies are invited to submit a sealed proposal to Lynn Cummings Wilson, Court Administrator, P.O. Box 831, Franklin, PA 16323 no later than **noon April 22, 2016**. Proposals must be marked "Co-Parenting Seminar" on the outside of the envelope.

The contract will be awarded to the responsible individual or agency whose proposal is determined to be the most advantageous to the County, based on the factors listed below.

Each proposal shall include the following:

- ✓ **Name and Qualifications of each staff person** that will be involved in providing the seminar.
- ✓ **Experience of the seminar presenter** – including but not limited professional education and experience in providing co-parenting therapy and co-parenting seminars.
- ✓ **Availability/Responsiveness to the County** -- to schedule seminars, to register seminar participants, provide seminar attendance certificates to the Court, and resolve any problems that may arise.
- ✓ **Capacity** – identify the number and title of staff available to be assigned to provide services and the number of on-site support staff to answer questions, register participants and return phone calls to Court staff and participants.
- ✓ **References** – provide at least 3 and no more than 5 references who can vouch for your ability to provide co-parenting seminars.
- ✓ **Cost** – Provide the fee schedule for the position that will include the fee for each seminar. This proposal should be all-inclusive and include the cost of facilities for the seminar, preparation of brochures and seminar materials, and all other costs.

Proposals will be reviewed by the President Judge, the Court Administrator and the members of the Domestic Relations Rules Committee. Interviews will be conducted with select individuals or agencies

and negotiations will then ensue to develop a mutually satisfactory contract with the successful individual or agency.

The contract will be awarded to the qualified individual or agency whose proposal is most advantageous to the County. The County reserves the right to reject any and all proposals.

Questions may be directed to: Lynn Cummings Wilson, Court Administrator at 814/432-9606 or at lwilson@co.venango.pa.us.

The Venango County Courts require any party in a custody proceeding to attend a seminar that focuses on co-parenting and the impacts of divorce and separation on children. Attendance at this seminar is required within forty-five (45) days of the commencement of a custody action. The seminar is one session lasting about two hours. Seminar brochures have been provided to Court staff to hand out to the parties as they file complaints or motions or attend custody conciliation. Certificates of completion must be filed by the provider with the Prothonotary, First Floor, Venango County Court House in a timely manner. The seminar may include short videos, power point presentations and other multi-media approaches. No Venango County persons or cases should be used as examples. The seminar will also address procedures in Venango County custody cases and completion of a parenting plan.

This seminar is not only for divorcing and separating parents, but for any person seeking custody rights of any child. Therefore, the seminar should not focus exclusively on divorcing parents. An appropriate facility should be provided at the expense of the counselor or agency; the County will not provide a site for the seminars.

Once the court document is filed, the Administrative Assistant/Custody Coordinator will notify the seminar provider so that tracking may occur. The parties will call the provider to schedule seminar attendance. This requires easy communication with the provider or support staff who can schedule attendance. Prompt return of messages left by the parties is absolutely required.

The seminar provider will be paid a flat fee by the County for each group seminar. Presentation of the seminar in person at the prison will be compensated at a lower rate. The seminar provider will not be considered a County employee and will not receive any benefits of a County employee.

Family Service & Children's Aid Society
716 E. 2nd Street
Oil City, PA 16323

Paoletta Counseling Services
300 Liberty Street
Franklin, PA 16323

Rural Mental Health Associates
19 Central Avenue
Oil City, PA 16301

Craig Psychological Services
3226 State Rte. 257
Seneca, PA 16346

Hand in Hand Christian Counseling
118 Grant Street
Franklin, PA 16323

Kimberly Huegel
224 S. Main Street
Cranberry, PA 16319

North Star Behavioral Health Services
248 Seneca Street
Oil City, PA 16301

LeGoullon Counseling Services
1243 Liberty Street
Franklin, PA 16323