

VENANGO COUNTY HUMAN SERVICES  
1 DALE AVE.  
FRANKLIN, PA 16323

REQUEST FOR PROPOSAL

EVIDENCE-BASED IN-HOME PARENTING PROGRAM for  
CHILDREN, YOUTH AND FAMILY SERVICES

February 6, 2013

## **I. PROJECT INFORMATION**

### **a. PROJECT DESCRIPTION**

The Venango County Human Services Department is seeking proposals for the provision of in-home parenting education services for families involved in the child welfare system. Based on the availability of funding the target population may be expanded to include families outside of the human services system (prevention activities).

In-home parenting services are services designed to increase a parent's ability to provide the structure and discipline a child needs to grow up to become a healthy, self-sufficient adult. Many parents involved in the child welfare system grew up in households that lacked structure or effective discipline. As result, many lack the skills to provide the structure and discipline their children need.

Venango County Children, Youth and Family Services is one of five counties that are participating in what is known as the Child Welfare Demonstration Project. This is a five year initiative that proposes to use a series of evidence-based practices to help safely reduce reliance on placing children in congregate or group care settings. The project has received a waiver from the Federal Administration of Children, Youth and Families that will enable participating counties to use Federal Title IV-E funds, heretofore restricted to placement of children, for activities related to keeping children out of placement.

Pennsylvania has reduced placements overall by over 30% in the past five years, although the reduction in congregate placements is only 9% over the same period of time. Pennsylvania, though has the highest reentry rate in the nation-27%. Many parents do not have the necessary skills to successfully parent their children and while they are out of the home do not acquire these skills.

Venango County has elected to use the Evidence-Based parenting skills program know as Positive Parenting Program®, or Triple P.

Triple P is a system of evidence-based education and support for parents and caregivers of children and adolescents (from birth to age 16), although this RFP is only for children 0-12.. The system increases parenting skills and parenting confidence, by engaging, encouraging and empowering families to address common child and adolescent social, emotional, and behavioral problems. Originally developed by Professor Matt Sanders and colleagues from The University of Queensland, Australia, Triple P is backed by over 30 years of ongoing research conducted by academic institutions in Australia, Belgium, Canada, the Dutch Caribbean, Germany, Hong Kong, Iran, Japan, New Zealand, the Netherlands, Sweden, Turkey, the United Kingdom, and the United States. For this reason, it is one of the most recognized parenting programs worldwide

The Triple P-Positive Parenting Program® has been demonstrated to prevent and treat behavioral, emotional and developmental problems in children by enhancing the knowledge, skills, and confidence of parents. All of this is done through a strength-based and self-reflective approach that builds upon existing parenting strengths. The flexibility and scope of the system enables it to be offered in a variety of settings with a diverse range of practitioners and target populations. The system is based on key principles of minimal sufficiency and self-regulation. By tailoring the intervention to each family's needs, the goal is for children to develop emotional self-regulation and for parents to become resourceful, independent problem-solvers. Parental self-regulation involves building a parent's capacity for the following five aspects:

1. Self-sufficiency – having the ability to use one's own resources to independently solve problems and decrease the need to rely on others;
2. Self-efficacy – having confidence in performing daily parenting tasks;
3. Self-management – having the tools and skills needed to enable change;
4. Personal agency – attributing the changes made in the family to one's own effort (or the effort of one's child); and
5. Problem-solving – having the ability to apply principles and strategies, including creating parenting plans to manage current or future problems.

There is existing evidence to support that building a parent's ability to self-regulate decreases stress and depression in parents and caregivers and decreases children's vulnerability to emotional and behavioral problems.

### Target Population

The target population covered by this RFP would be all families referred to the child welfare agency having children between the ages of birth to 12 years old who lack the skills to adequately provide their children with the structure and discipline they need. The target will be scaled up during the first 18 months of the project.

In the initial phase of the contract, the target population is those families who would benefit from Standard Triple P which is suitable for parents with concerns about their child's behavior or who wish to learn a variety of parenting skills that will promote their child's development and potential.

Standard Triple P is designed as a 10 session intervention with each session being approximately 1 hour duration. The intervention involves a thorough assessment of parent-child interaction, the application of parenting skills to a broad range of

target behaviors and the use of generalization enhancement strategies to promote parental autonomy. The course provides practitioners the opportunity to develop advanced assessment and intervention skills.

During the next 12 months, the target population will be expanded to include parents who have family factors that may impact upon, and complicate, the task of parenting. These include problems with parental mood and adjustment and partner conflict. Additionally, the target population will include families at risk of maltreating their children. Providing services to each of these populations will require additional multi-day training which may be held off-site.

During 2011-12, there were approximately 2200 children from 950 families referred to the child welfare system. Approximately 140 children were the victims of child abuse.

While approximately 97% of the population is Caucasian, the child welfare system's client base includes African American, Hispanic/Latin, South East Asian and Native American. Venango County is committed to providing services to families in a culturally responsive and respectful manner. It is important that providers have the ability to provide culturally appropriate services and work with families in the context of their culture.

### Eligible Providers

Agencies or organizations who have the ability to provide in-home parenting services delivered in the homes of the families.

Agencies and organizations providing the services must have the ability to work with families from diverse backgrounds. They also must agree to the Systems of Care principles in place in Venango County.

### Desired Outcomes:

The increase of protective factors associated with favorable developmental outcomes in children and adolescents including:

- An increase in parental confidence and efficacy.
- An increase in the use of positive parenting practices.
- An increase in parental participation in an evidence based parenting program.
- Building capacity of communities to support parents with parenting programs that work.
- An increase in the capacity and confidence of service providers working with families to deliver evidence-based parenting interventions.
- Promotion of interagency collaboration and better referral pathways for children at risk of serious problems.

The reduction of risk factors associated with poor developmental outcomes in children and adolescents including:

- A reduction in the prevalence of early onset behavioral and emotional problems in children and teenagers in the birth to 12 year age range.
- A decrease in parents' use of coercive, harmful or ineffective parenting practices.
- A decrease in emotional distress experienced by parents including parental stress, depression, anger.
- A decrease in parental conflict over raising children.

Goals:

- develop structure within the family's home
- improve the parent's life skills, including home management skills,
- improve parenting skills
- improve family functioning, and
- provide a safe environment for the child(ren) in the family.

Estimate of Time Commitment

<b>Course</b>	<b>Face to Face Consultation</b>	<b>Questionnaire Scoring and Feedback - Pre and Post Assessment</b>	<b>Telephone Support or Home Visit</b>	<b>Session Preparation and Post-Session Debrief/Supervision</b>	<b>Case notes and Report Writing</b>	<b>Total Time</b>
Standard	10 hours (1 hour per session for 10 sessions)	1.5 hours	3 hours (1 hour per home-visit for 3 visits)	2.5 hours	5 hours	22 hours per family

Venango County is committed to providing training to the selected vendor. Initial Training will consist three days of training plus two additional days for accreditation in approximately 2 months after initial training. This training may be locally or in a facility within 200 miles of Venango County. Travel and overnight stay will be required in such an event.

Venango County will provide all of the resource material needed to deliver the program.

Staffing-requirements

Triple P is designed to be delivered by individuals with a post-secondary degree in social work, psychology, human services or child development. Clinical

supervision by a master's level practitioner is required. Based on a time commitment of 22 hours per family plus travel time it is estimated that one staff person can have an annual caseload of between 50 and 60 families.

### Funding

The first year of funding will be program funded. Depending upon the experience in service delivery during the start-up year, an additional year of program funding may be granted.

Subsequent years of the contract will be on a fee for service basis, with alternative funding arrangements (i.e. case rate) considered. Of note is that Venango County is moving toward a performance based contracting system and the successful bidder should anticipate future contracts based on performance meeting benchmarks tied to outcomes.

## **II. PROPOSAL EVALUATION AND VENDOR SELECTION**

### **A. TIMETABLE**

#### 1. Pre-Proposal Conference.

A pre-proposal conference will be held on:

Date: 15 February 2013

Time: 10:00

Location: 1 Dale Ave., Franklin, PA 16323

The purpose of this pre-proposal conference is to provide information about this Request for Proposals and to answer any questions agencies or organizations may have regarding the goals, services and desired outcomes identified in this RFP. Attendance at this pre-proposal conference is not required in order to submit a proposal. Please submit questions at least 3 days prior to the date of the conference.

#### 2. Proposal Submission.

The proposal should consist of:

1. A description of how the proposed services to be delivered. This description should minimally include:
  - a. a description of the services to be provided
  - b. who will be providing the services and their qualifications, i.e., educational background and work experience, including work experience with the targeted population or a similar population, and how clinical supervision will be provided to the practitioners.
  - c. the number of families the agency/organization proposes to serve or is able to serve at any one time.

2. A description of how the agency/organization proposes to meet the identified desired service outcomes, including how those outcomes will be measured.
3. A description of the agency's or organization's current ability and history of providing services in a culturally appropriate manner, and staff's ability to work with families and individuals within the context of their culture. Include in the description how the agency has changed as the staff and clientele have become more diverse.
4. A proposed budget. Please complete Attachment C.
5. The following attachments:
  - a) Vendor Fact Sheet – Attachment A
  - b) Organizational Data – Attachment B
  - c) Agency/Program Budget – Attachment C
  - d) Affidavit of Non-Collusion

**Proposals must be received by:  
11 March 2013 at 12:00**

Proposals may be mailed to:  
Amie Wood-Wessel, Quality Assurance  
Troy A. Wood Human Services Center  
1 Dale Ave.  
Franklin, PA 16323  
Or may be delivered to:  
The Above

Failure to submit a proposal on time may be grounds for rejection of the proposal. Faxed proposals will not be accepted. The proposal must be in writing and submitted on time

**Responses must include an original and 5 copies of the proposal. The first page of the original must have the signature of the officer who will be accountable for all representations. Unsigned proposals may be considered invalid.**

## **B. PROPOSAL SELECTION**

### Evaluation Criteria:

Each proposal will be evaluated based on the following criteria:

1. The agency's or organization's ability to provide in-home parenting services to families with multiple issues, including chemical abuse and mental illness, who are involved in the child protection system. Demonstrated effectiveness or transferable experience in working with high risk families similar to Child Protective Services families with multiple issues will be considered.

- The proposal contains information that illustrates the services provided have made a positive impact in families lives.
- Staff has experience working with families and family functioning has improved. (That staff person's experience may have been in a different agency or organization). (25 Points)

Additional consideration: agency currently has contract for providing intensive, in-home services. (15 points)

2. The plan to meet the desired outcomes is reasonable. The proposal outlines how the outcomes will be measured and includes working with Venango County Office of Children, Youth and Family Services to measure family functioning. (20 points)
3. Qualifications of the staff providing the in-home services. Staff meet qualifications, including skills and knowledge, outlined in the RFP. The plan for providing clinical supervision to the staff will be considered in evaluating this criterion. (15 points)
4. The ability and experience of staff to provide effective, culturally appropriate services and work with families and individuals within the context of their culture.
  - The proposal identifies the ethnic/cultural communities the agency or organization currently serves or has experience working with
  - The proposal identifies the ethnic/cultural communities the staff delivering and supervising the services have experience in working with.
  - The proposal describes how the organization has changed as its staff has become more culturally diverse. (10 points)
5. Agency's annual or program budget is reasonable. (15 points)

A Review and Selection Committee will review the proposals received and make recommendations to the Administrator of the Venango County OCYFS for approval. The Review and Selection Committee members include a program evaluator, program manager, child protection supervisor and/or worker(s), community representative(s), and a legal services representative.

The County reserves the right to reject any and all proposals which do not, in the judgment of the County, serve the best interest of the County or the intent of the RFP.

The County reserves the right to accept other than the lowest cost proposal and reserves the right to waive minor irregularities in the proposal request process.

Proposals must be valid for ninety (90) days from the due date.

### **C. CONTRACT AWARD**

A contract will be executed between the successful proposer and Venango County. The final contract will require Commissioner Board approval.

The contract will include the project description, scope of services, and General Terms and Conditions contained in this Request For Proposal and the applicant's proposal.

The final agreement will be the product of negotiations between the proposer and the County.

Selected proposer will be expected to sign a County formatted contract that identifies all requirements as indicated in this Request for Proposal (RFP).

## **III. CONDITIONS**

### **A. SPECIAL CONDITIONS**

The proposer, by submitting a proposal, agrees to the following special conditions:

1. Costs of Proposal. Venango County will not be responsible for any costs incurred by proposers in preparing proposals, including those not accepted.
2. Independent Price Determination. Proposers are held legally responsible for their proposals and proposal budgets. Proposers are not to collude with other Proposers or competitors or take any other action which will restrict competition. Evidence of such activity will result in rejection of the proposal. Joint proposals may be submitted upon prior approval by the County, or when noted as desirable within the RFP.
3. Reimbursement/Payment.
  - a. Payment will be on a monthly rate basis during the first fiscal year of the contract. Program funding may be extended up to one additional fiscal year.
4. Contingencies. Funds are available subject to the Federal, State or Local sources appropriating funds for this service.
5. Cancellation. The County reserves the right to cancel this RFP at any time and shall not be liable for any expenses incurred by any entity irrespective of whether a proposal was submitted or not.
6. Non-Conforming Services. The acceptance by the County of any non-conforming services under the terms of the development of a contract or the foregoing by the County of any of the rights or remedies arising under the terms of this agreement shall not constitute a waiver of the County's right to conforming services or any rights and/or remedies in respect to any subsequent breach or default of the terms of this agreement. The rights and remedies of the County provided or referred to under the terms of a contract are cumulative and not mutually exclusive.
7. Set off. Notwithstanding any provision of this agreement to the contrary, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of this Agreement by the Contractor. The County may withhold any payments to the Contractor for

the purpose of setoff until such time as the exact amount of damages due the County from the Contractor is determined.

8. Conflict of Interest. The Proposer affirms that, to the best of their knowledge, this proposal does not present a conflict of interest with any party or entity which may be affected by the terms of a forthcoming contract. The Proposer agrees that, should any conflict or potential conflict of interest become known, they will immediately notify the County of the conflict or potential conflict, specifying the part giving rise to the conflict or potential conflict, and will advise the County whether they will or will not resign from the other engagement or representation.
9. Term. This Request for Proposal, the proposal and any exhibits shall be in force and effect from the agreed upon program start-up through June 30,2013 or until earlier terminated by the parties hereto pursuant to this Agreement.
10. Entire Agreement. The written contract, the Request for Proposal, the Proposal, and any exhibits shall constitute the entire agreement between the parties and shall supersede all prior oral or written negotiations.
11. Debarment. The Proposer certifies that it is not currently under suspension or debarment by the Commonwealth, any other state, or the federal government, and if the Proposer cannot so certify, then it agrees to submit along with the bid/proposal a written explanation of why such certification cannot be made.

If Proposer enters into subcontracts or employs under this contract any subcontractors/individuals who are currently suspended or debarred by the Commonwealth or federal government or who become suspended or debarred by the Commonwealth or federal government during the term of this contract or any extension or renewals thereof, the Commonwealth shall have the right to require the contractor to terminate such subcontracts or employment.

The Proposer agrees to reimburse the Commonwealth for the reasonable costs of investigation incurred by the office of Inspector General for investigation of the Proposer's compliance with terms of this or any other agreement between the Proposer and the Commonwealth which results in the suspension or debarment of the Proposer. Such costs shall include, but are not limited to, salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Proposer shall not be responsible for investigative costs for investigations which do not result in the Proposer's suspension or debarment.

The Proposer may obtain the current list of suspended and debarred contractors by contacting the:

Department of General Services  
Office of Chief Counsel  
603 North Office Building  
Harrisburg, PA 17125  
Telephone (717) 783-6472 Fax (717) 787-9138

## 12. Non Discrimination/Sexual Harassment

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the contract or any subcontract, the Contractor, each subcontractor, or any person acting on behalf of the Contractor or subcontractor shall not, by reason of gender, race, creed, or color, discriminate against any citizen of this commonwealth who is qualified and available to perform the work to which the employment relates.
2. Neither the Contractor nor any subcontractor nor any person on their behalf shall in any manner discriminate against or intimidate any employee involved in the manufacture of supplies, the performance of work, or any other activity required under the contract on account of gender, race, creed, or color.
3. The Contractor and each subcontractor shall establish and maintain a written sexual harassment policy and shall inform their employees of the policy. The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined.
4. The Contractor and each subcontractor shall not discriminate by reason of gender, race, creed, or color against any subcontractor or supplier who is qualified to perform the work to which the contract relates.
5. The Contractor and each subcontractor shall, within the time periods requested by the County, furnish all necessary employment documents and records and permit access to their books, records, and accounts by the contracting agency and the Bureau of Minority and Women Business Opportunities (BMWBO), for purpose of ascertaining compliance with provisions of this Nondiscrimination/Sexual Harassment Clause.
6. The Contractor shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subcontract so that those provisions applicable to subcontractors will be binding upon each subcontractor.
7. The County may cancel or terminate the contract and all money due or to become due under the contract may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the County may proceed with debarment or suspension and may place the Contractor in the Contractor Responsibility File.

## 13. Affidavit of Non-Collusion

The Proposer is required to submit an Affidavit of Non-Collusion found at Appendix D.

### **INSTRUCTIONS FOR NONCOLLUSION AFFIDAVIT**

1. This Non-collusion Affidavit is material to any contract/purchase order awarded pursuant to this bid. According to *Section 4507 of Act 57 of May 15, 1998, 62 Pa.*

*C. S. § 4507*, governmental agencies may require Non-collusion Affidavits to be submitted with bids.

2. This Non-collusion Affidavit must be executed by the member, officer or employee of the bidder who makes the final decision on prices and the amount quoted in the bid.
3. Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval or submission of the bid.
4. In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an affidavit must be submitted separately on behalf of each party.
5. The term "complementary bid" as used in the affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
6. Failure to submit an affidavit with the bid proposal in compliance with these instructions may result in disqualification of the bid.

Attachment A  
**VENDOR FACT SHEET**

**Legal Name:** \_\_\_\_\_

**Doing Business As:** \_\_\_\_\_

**Service Site (if other than Corporate Headquarters):** \_\_\_\_\_

\_\_\_\_\_

**Corporate Headquarters Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**Corporation type:** \_\_\_\_\_ **Profit** \_\_\_\_\_ **Non-Profit** \_\_\_\_\_ **Public**

\_\_\_\_\_ **Partnership** \_\_\_\_\_ **Proprietorship**

**Federal Tax ID#:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Executive Director:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Program Director:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Accounting Contact & Title & Telephone:** \_\_\_\_\_

\_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**List names of those with authority to sign billings and receive payments to Venango County including name, title, and telephone number:**

\_\_\_\_\_

\_\_\_\_\_

**If applicable: Licensed to do business by (Attach):** \_\_\_\_\_

Attachment B  
**ORGANIZATIONAL DATA**

1. Brief History of the Organization:

a) Legally incorporated name

b) List current agency programs (differentiate those with current Venango County contracts)

2. Describe whether your proposed service will be integrated with existing programs and the relationship of this program to others within your organization:

3. List all funding sources, including in-kind, that will be used for this service project:

4. Describe the facilities available (at each location of service, if more than one):

5. List Board of Directors, their titles, the business affiliations, and their addresses:

6. Provide an organizational chart which clearly depicts the different lines of authority in your agency, and identify where staff related to this program will be located:

**Attachment C**

**Budget Information**

**Reimbursable Expense Statement**

Proposed

Description of Account Year \_\_\_\_/\_\_\_\_

=====

- 1. Direct Care Staff \_\_\_\_\_
  
- 2. Supervisory Staff \_\_\_\_\_
  
- 3. Administrative Costs \_\_\_\_\_
  
- 4. Health Benefits \_\_\_\_\_
  
- 5. Retirement Benefits \_\_\_\_\_
  
- 6. Other Benefits \_\_\_\_\_
  
- 7. Payroll Taxes \_\_\_\_\_
  
- 8. Other Professional Fees \_\_\_\_\_  
(audit and attorney)
  
- 9. Program Supplies and Activities \_\_\_\_\_
  
- 10. Mileage Reimbursement \_\_\_\_\_
  
- 11. Vehicle Cost and Operation \_\_\_\_\_
  
- 12. Vehicle Insurance \_\_\_\_\_
  
- 13. Staff Training \_\_\_\_\_
  
- 14. Organizational Dues \_\_\_\_\_
  
- 15. Bonding and Liability Insurance \_\_\_\_\_
  
- 16. Retained Revenue \_\_\_\_\_
  
- 17. Other, specify \_\_\_\_\_
  
- Annual Total \_\_\_\_\_

**Attachment D**

**NONCOLLUSION AFFIDAVIT**

Contract/Requisition No. \_\_\_\_\_

State of \_\_\_\_\_:

County of \_\_\_\_\_: s.s.

I state that I am \_\_\_\_\_ (*Title*) of \_\_\_\_\_ (*Name of Firm*) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and, officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

(1) The price(s) and amount of this bid have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.

(2) Neither the price(s) nor the amount of this bid, and neither the approximate price(s) nor approximate amount of this bid, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before bid opening.

(3) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a bid higher than this bid, or to submit any intentionally high or noncompetitive bid or other form of complementary bid.

(4) The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.

(5) (*Name of Firm*) its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that (*Name of Firm*) understands and acknowledges that the above representations are material and important, and will be relied on by (*Name of Purchasing Agency*) in awarding the contract(s)/ purchase order(s) for which this bid is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Purchasing Agency of the true facts relating to the submission of this bid.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signatory's Name)

\_\_\_\_\_  
(Signatory's Title)

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_\_ DAY

OF \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
My Commission

Expires \_\_\_\_\_

Notary Public

## IN-HOME PARENTING SERVICES RFP RATING FORM

Proposer: \_\_\_\_\_

Please fill out a review sheet on each proposal and indicate rationale for your scores including strengths and weaknesses.

### CRITERIA

1. The agency's or organization's ability to provide in-home parenting services to families with multiple issues, including chemical abuse and mental illness, who are involved in the child protection system. Demonstrated effectiveness or transferable experience in working with high risk families similar to CPS families with multiple issues will be considered.

- The proposal contains information that illustrates the services provided have made a positive impact in families lives.

- Staff has experience working with families and family functioning has improved.

(That staff person's experience may have been in a different agency or organization). (25 Points)

Additional consideration: agency currently has contract for providing intensive, in-home services. (15 points)

\_\_\_\_\_ points out of 40

2. The plan to meet the desired outcomes is reasonable. The proposal outlines how the outcomes will be measured and includes working with Venango County Children, youth and Family Services to measure family functioning. (20 points)

\_\_\_\_\_ points out of 20

3. Qualifications of the staff providing the in-home services. Staff meet qualifications, including skills and knowledge, outlined in the RFP. The plan for providing clinical supervision to the staff will be considered in evaluating this criterion. (15 points)

\_\_\_\_\_ points out of 15

4. The ability and experience of staff to provide effective, culturally appropriate services and work with families and individuals within the context of their culture.

- The proposal identifies the ethnic/cultural communities the agency or organization currently serves or has experience working with

- The proposal identifies the ethnic/cultural communities the staff delivering and supervising the services have experience in working with.

- The proposal describes how the organization has changed as its staff has become more culturally diverse. (10 points)

\_\_\_\_\_ points out of 10

5. Agency's annual or program budget is reasonable. (15 points)

\_\_\_\_\_ points out of 15

**TOTAL POINTS:** \_\_\_\_\_ out of 100

Reviewer: \_\_\_\_\_