

Request for Quotes – Services

Office of Procurement and Grants

The following is a Request for Quote – Services (RFQ). DHHS is hereby requesting interested bidders respond to this RFQ with a written statement of work and deliverables for DHHS' consideration.

This Request for Quotes – Services comprises two parts:

1. **Instructions for Submitting a Bid:** Who is eligible to submit a bid to be awarded a contract, and how and when to submit.
2. **Scope of Work and Minimum Requirements:** DHHS's requested scope of work, along with any requirements.

Summary of Desired Services

This RFQ is being issued by the Division of Children and Family Services, Protection and Safety. This RFQ seeks qualified providers who are Child Placing Agencies licensed in Nebraska to provide support to foster homes who are able to meet the requirements outlined in this RFQ.

Authority to Issue Request for Quotes

DHHS has the authority to issue this RFQ under its authority to procure contracts exempt under Neb. Rev. Stat. § 73-507(2)(e) for direct services to an individual.

1. Instructions for Submitting a Bid

Eligibility to Apply

Minimum Requirements

In providing the services under this RFQ, a contractor must meet the minimum requirements set forth below. These minimum requirements will be included in the resulting contract for these services. If a bidder does not meet the eligibility requirements set forth below, the bidder should not submit a bid. Any bids from an ineligible bidder will be rejected by DHHS.

1. Must be a Licensed Child Placing Agency in Nebraska.
2. Must be in compliance with 391 NAC Chapter 8 and 395 NAC Chapter 3.

3. Must meet the requirements identified above in providing services at this level of care to foster youth.

Proposal Instructions

Bidders must respond by the time indicated, unless this RFQ is open on a continuous basis. Bidders may respond on any template provided by DHHS or on their own paper, provided the response contains identified deliverables and is sent to the identified contact, below. **All bidders must include an email point of contact for bid submission with their bid.**

Questions

Questions on the RFQ must be sent, via email only, to the Point of Contact, identified below. DHHS will respond to questions before responses are due. DHHS may post questions and responses, at its discretion.

Review

DHHS will review responses and decide whether to award a contract for services, and whom to award the contract. In negotiations with the selected vendor, DHHS may accept the statement of work and deliverables as-is or may request changes from the vendor. A final statement of work and deliverables will be subject to DHHS standard terms and conditions for services contracts, a copy of which is available here: <https://dhhs.ne.gov/Grants%20and%20Contract%20Opportunity%20Docs/ADDENDUM%20A%20-%20DHHS%20General%20Terms%20-%20Services%20Contracts.pdf>

Please note that additional contract terms may be needed, such as a business associate agreement, or insurance, depending on the services provided. Those may be negotiated with the selected vendor.

Format for Submission

Statements of work and deliverables must be sent in a format that allows for redlining or changes, such as Microsoft Word (not in PDF form, although a PDF may be submitted along with an editable format).

Addenda

DHHS may post addenda to this RFQ if any further information or clarification is necessary. Addenda will be posted on the DHHS Contract Opportunities webpage. No other notification will be provided to any entity.

Failure to Follow Stipulations

Failure to follow anything in this Request for Quote Process and Proposal Instructions, may be the basis for disqualification or rejection of any proposal. Failure to submit a timely response will result in DHHS rejecting a bid, except that DHHS has discretion in allowing a bid submitted but not received by DHHS until a short time (no more than a few minutes) after the stated deadline.

Protests or Grievances

This RFQ process is not subject to the DHHS Grievance/Protest Procedures for Vendors. Concerns, however, about the process after award may be sent to DHHS.Procurement@nebraska.gov.

Award Decision

DHHS will post an award decision on its contracts opportunities website, available at DHHS.ne.gov. Bidders will not be notified by email.

<p>Responses Due By: Initial Responses to start contract by October 1, 2022 are due by 5pm on Friday, August 29th, 2022.</p> <p>DHHS will continue to accept responses through March 31, 2023.</p> <p>All contracts will end on Sept 30, 2023 with the option to renew.</p>	<p>Responses Due to: Nanette Simmons Division of Children and Family Services 402-471-9457 nanette.simmons@nebraska.gov</p>
<p>Point of Contact for any Questions: Nanette Simmons Division of Children and Family Services 402-471-9457 nanette.simmons@nebraska.gov</p> <p>Michaela Hirschman Division of Children and Family Services 402-525-0666 Michaela.hirschman@nebraska.gov</p>	<p>Additional Procurement Point of Contact: DHHS.Procurement@nebraska.gov</p>

2. Scope of Work and Minimum Requirements

Term

A contract resulting from this RFQ will start 10/1/2022 or at a mutually agreeable time between DHHS and the Contractor and will be provided in the contract resulting from this RFQ. This contract will end on 9/30/23 with standardized optional renewals.

Description of Work

1. Providers who apply for this RFQ must be a licensed Child Placing Agency in Nebraska and will recruit, train and license foster parents to meet the needs of children at the Intensive Plus and Specialized levels of care. These children and youth may have physical challenges, complex behavioral or emotional needs or disturbances; diagnosed with mental health issues; completed treatment goals in a psychiatric residential treatment facility and need a step down in placement; youth with conduct disorders; youth who have mild intellectual or developmental disabilities; youth who have had multiple disrupted placements; youth with fire-setting histories; youth with medical conditions; verbal aggression; physical aggression; youth that may often go missing from care; and other needs as identified;
2. Foster homes at the Intensive Plus and Specialized levels of care, must become a licensed foster home within 5 months of placement, when it is an emergency placement in a kinship or relative approved home;
3. All other foster homes who will provide the Intensive Plus and Specialized levels of care, must be licensed prior to placement, and meet requirements outlined in 395 NAC Chapter 3 and this RFQ;
4. The licensed Child Placing Agency must be in compliance with 391 NAC Chapter 8 and 395 NAC Chapter 3;
5. All foster parents must complete training for Reasonable Prudent Parent Standard that meets the requirement in Nebraska Revised Statute 43-4707, and Human Trafficking including sex and labor trafficking as required by Nebraska Revised Statute 43-4707;
6. A licensed clinician will have oversight of all children/youth who are in the Intensive Plus and Specialized levels of care, supported by the Child Placing Agency;
7. A licensed clinician will provide any recommendations to include, but not be limited to, interventions, trainings and services to the foster parents who are caring for children/youth at the Intensive Plus and Specialized levels of care;
8. Staffing with a psychologist will be arranged by the Child Placing Agency as needed or requested by DHHS;
9. Foster Care Specialists with the Child Placing Agency will provide face to face support for the foster parents and youth in the foster parent home, a minimum of three times per month for Intensive Plus and a minimum of four times per month for Specialized;
10. Child Placing Agency staff will be available 24/7 to provide support to the foster parents/youth, responding in person if necessary to ensure that foster parents receive the necessary support to stabilize and retain placement of the child;
11. Child Placing Agency staff will have weekly contact with foster parents via virtual or via phone in addition to the face-to-face support;

12. All foster care staff who are supporting the foster home and placements will complete the individualized required trainings of foster parents to support the home;
13. Annual required ongoing training hours for the licensed foster home must be in areas appropriate to the individualized needs of the youth for whom the foster parent provides care for;
14. The Child Placing Agency must have pre-planned respite options with individuals who are available, when needed, and who have met the requirements for the Intensive Plus and/or the Specialized level of care training that reflects the current foster parent level of care being provided to the child/youth;
15. The Child Placing Agency will provide clear procedures for their referral and acceptance process for matching youth with foster parents who have the specific skills and training to provide care that meets the needs of the youth;
16. The Child Placing Agency must have individualized treatment planning with all involved parties based on the youth's strengths, needs, limitations, and abilities;
17. The Child Placing Agency will have the ability to serve children and youth in the target populations and provide placement stability;
18. The Child Placing Agency will develop a plan for assistance in the transition of the youth from their previous placement and to any subsequent placements;
19. The Child Placing Agency must identify a plan to ensure that a notice to remove the youth from their foster home is not requested unless all interventions have been exhausted. The individualized plan shall be submitted to DHHS for review within 30 days of placement and updated every 60 days following the initial plan;
20. The Child Placing Agency will provide DHHS a minimum of 14 days notice when requesting a child/youth be removed from their foster home. The agency will provide support to the youth and foster parents during this **time** and assist with the transition to a new placement; The Child Placing Agency should work within their own recruited foster parents to identify a new placement prior to opening a search to other agencies;
21. The Child Placing Agency will assess the foster homes they are supporting to determine appropriate placements of child/youth and ensure the foster parents are able to meet the needs of all children living in the home;
22. The Child Placing Agency will support foster parents to ensure and help plan for continuous supervision of children when needed; if supervision cannot be identified, the Child Placing Agency is responsible for ensuring supervision is provided;
23. The Child Placing Agency will support healthy family relationships for the child and will reinforce the importance of connections that support their well-being;
24. The Child Placing Agency will enter into the 2022-2023 Agency Supported Foster Care (ASFC) Contract with DHHS and comply with all requirements within the contract in addition to the requirements of Tiered Foster Care outlined in this RFQ;

25. Will identify when submitting the licensing packets to DHHS Foster Care Resource Development, which foster home(s) meet the requirements to provide care for children at the Intensive Plus and Specialized levels:

Deliverables

1. The Child Placing Agency shall submit a written summary report to the DHHS Contract Manager no later than the tenth (10th) calendar day of the month following the provision of services.
2. The Child Placing Agency agrees to develop and submit to the DHHS Contract Manager within thirty (30) calendar days following the execution of this Contract, a written disaster plan detailing the procedures the Child Placing Agency will follow to ensure that children and families referred by DHHS receive continued care and supervision in the event of an emergency or disaster, such as tornados, fire, flood, earthquake, pandemic, or energy failure.
3. The Child Placing Agency agrees to provide additional reports as required in the Minimum Reporting Requirements section of the Service Attachment. The Child Placing Agency also agrees to provide additional reports upon request by DHHS.
4. Required reports must be sent electronically by secure email and in compliance with DHHS' standard HIPAA Business Associate Agreement Provisions. Signed originals must be available if requested by DHHS.
5. Caregiver Notification: The Child Placing Agency shall verbally report to the youth's caregivers if the results of the delivered service are likely to have a negative impact on the youth's subsequent mood, behavior, or safety upon return to the caregiver.
6. The Child Placing Agency will immediately report by phone to a live DHHS designated staff any incident where the caregiver or an individual identified in the safety plan has failed to comply with the conditions of the safety plan.
7. The Child Placing Agency shall notify the DHHS designated staff by the end of the next business day when a caregiver or youth misses an appointment.
8. The Child Placing Agency will immediately report by phone to a live DHHS designated staff any critical incident involving children served by the Child Placing Agency. Critical incidents include but are not limited to, death, near fatality, suicide, attempted suicide, criminal charge filed, or an arrest made against a youth served by the Child Placing Agency, or any high-profile event involving a youth or a youth's family. The Child Placing Agency will forward a written copy of the Child Placing Agency's Critical Incident Report to the DHHS Service Area Administrator upon completion of the Child Placing Agency's Critical Incident Report.
9. Upon approval of a new eligible foster home, the Child Placing Agency must notify DHHS Licensing Resource Development staff of the approved foster home.

Rates for Tiered Foster Care

DHHS will provide a fixed rate for services at:

Service Level of Care	Age of Child	Rate per Day
Intensive Plus	0-5 years	\$58.54
	6-11 years	\$62.79
	12-18 years	\$65.07
Daily Administrative Rate		\$62.16
Specialized	0- 5 years	\$81.00
	6-11 years	\$86.00
	12-18 years	\$88.00
Daily Administrative Rate		\$83.00

Contracts will outline an estimated total amount based on the usage of the contract.
