

Request for Proposals
Buncombe County Health and Human Services
Emergency Placement Services, Fiscal Year 2020

I. Introduction

Buncombe County Health and Human Services invites qualified organizations to provide and administer emergency placement services.

II. Scope of Work

- Provide and maintain three (3) available therapeutic level II foster home beds for emergency placement of children referred by HHS, in HHS custody.
- Adhere to the “no eject, no reject” philosophy for children in these beds.
- Provide referral to and coordination with utilization of other services.
- Replace any emergency placement home in which a child remains for an extended period of time, to always have three beds available for emergency placement program.
- Participate in Child and Family Teams as well as Permanency Planning Review Meetings, specifically as it relates to emergency placement transition and planning.
- Maintain contract with the family and others significant to the case. Keep child and family team up to date on services afforded to the child and family.
- Work with the HHS Social Worker to communicate to the parents and child that status of the case and case goals.
- Participate in the development and monitoring of the Family Services Agreement and person Centered Plan.
- Supervise the care of the child and the foster care arrangement to assure that the child receives proper care in accordance with licensure rules.
- Transport child to home school in Buncombe County. Ensure transportation for medical appointments, visitations and CFTs. As feasible, ensure transport to all necessary services recommended for the child.

The organization will pay a competitive rate to those staff delivering services and will coordinate with HHS staff providing case management for the clients receiving services.

III. Fiscal Provisions

Payment to the Contractor will be under the terms of an established contract through 6/30/2020. Applicants will need to complete a budget form, including proposed expenses for salary, administration, and client assistance.

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IV. Application Information

Complete applications must be submitted online no later than 3:00pm, *Thursday, December 19, 2019* in order to be considered. The online application can be accessed at this link:

<https://www.grantinterface.com/buncombecounty/Common/LogOn.aspx>.

Proposals will be evaluated by a review panel assigned by the Director of Buncombe County Health and Human Services, who will make final award decision. The County will choose the applicant that best fits its needs and the needs of the target population.

Collaborative applications are welcome. One organization must be the lead entity with whom the County will contract for services if applicant is selected. Funds would be dispersed to collaborating organization(s) by the lead entity via sub-contract. The County would require a signed written agreement for the sub-contract. The lead entity would be responsible for ensuring all County contract requirements are met.

V. Application Questions

1. Organizational Capacity: What is the capacity of the organization to provide emergency placement services? Please include past and current relevant experience, challenges encountered and how you intend to address those challenges, and clear evidence that the applicant has the organizational capacity to successfully carry out the programmatic scope of a contract resulting from this RFP.
2. Staffing: What is the proposed staffing plan? Include the level of training and professional credentials of the staff working directly with the proposed client population as well as linguistic and cultural competency of the staff. Indicate how these positions fit into the applicant's organizational chart.
3. Client Services: What is your proposed service delivery plan for emergency placement services?
4. Documentation & Data Collection: Describe the data collection and quality assurance measures that you use and how you will assure ongoing and effective tracking of contract requirements and outcomes. Include a description of databases and other technology utilized.

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5. Community Collaboration: Describe your current collaborative activities among private and public entities, including coordination, referral, and/or other linkages maintained, and briefly describe how these relationships will be continued and how new relationships will be established.

6. Assessing Effectiveness: Providing these services regularly may be challenging. How will the applicant know that they are providing effective services to the population?

7. Proposed Budget: Describe your organization's financial capacity to perform the services as described in the application. Please attach a detailed 1-year budget indicating specific expenditures that link with the described scope of work and fiscal provisions.

VI. Additional Information

Questions may be directed to Sherrie Thomas at sherrie.thomas@buncombecounty.org or (828) 250-5843.