

**Functional Family Therapy Foster Care Program Improvement Center
REQUEST FOR QUALIFICATIONS**



November 26, 2024

State of Connecticut

Department of Children and Families

**STATE OF CONNECTICUT
DEPARTMENT OF CHILDREN AND FAILIES
505 Hudson Street
Hartford, CT 06106**

REQUEST FOR QUALIFICATIONS (RFQ)

TITLE:

Functional Family Therapy Foster Care Program Improvement Center.

OVERVIEW

The Department of Children and Families (DCF/Department) is seeking to enhance and support the current Functional Family Therapy Foster Care (FFT-FC) provider network. The contractor awarded as a result of this RFQ would provide recruitment oversight, manage placement disruptions within the FFT-FC network and act as the fiduciary for WRAP funding that support the children placed in FFT-FC. This award will be through a Purchase of Service contract supported by a companion Personal Service Agreement for the WRAP funding.

SCHEDULE

RFQ Published	November 26, 2024
Bidder's Conference	December 3, 2024 9:00AM <u>Virtual (Teams):</u> Join the meeting now Dial in by phone +1 860-840-2075,,121413752# United States, Hartford
RFQ Questions Due	December 5, 2024
RFQ Questions and Answers Posted	December 10, 2024
RFQ Letter of Intent Due	December 17, 2024
RFQI Response Deadline	January 14, 2025

Additional details about the Schedule and RFQ process can be found in the Technical Assistance Discussion section.

STATEMENT OF PURPOSE

The purpose of this RFQ is to fairly and equitably determine the qualifications of potential applicants to develop FFT-FC Program Improvement Center for FFT-FC Providers as described herein.

The Department anticipates making one award, for \$1,056,020 Purchase of Service contract and \$2,000,000 for Personal Service Agreement for WRAP funding as a result of this RFQ.

BACKGROUND

The State of Connecticut is seeking to establish a Functional Family Therapy Foster Care Program Improvement Center to enhance and support the FFT-FC Provider network.

Therapeutic Foster Care (TFC) is a time limited, intensive coordinated clinical level of foster care provided to children (hereinafter 'child/ren' or 'youth') assessed to have complex trauma, serious emotional disturbances (SED), mental health disorders including substance use. Licensed Therapists provide an in-home clinical level of treatment using the, Functional

Family Therapy - Foster Care model, in collaboration with foster parents who are highly skilled and trained. There are currently nine FFT-FC providers that are responsible for recruiting, licensing and supporting 588 FFT-FC level of homes Statewide.

ELIGIBILITY

Eligibility to respond to this RFQ is limited to Connecticut-based, organizations with demonstrated experience/capacity to work in Connecticut with a range of partners at the community level. The agency must possess a current, valid Connecticut Business License, and must provide proof of such. Current contracted FFT-FC providers will not be allowed to receive an award as a result of this RFQ as there has been deemed a conflict of interest to provide both services simultaneously.

RFQ CONFERENCE

An RFQ conference will be held to answer questions from prospective proposers. Attendance at the conference is non-mandatory, but highly recommended. Copies of the RFQ will not be available at the RFQ Conference. Prospective proposers are asked to bring a copy of the RFQ to the conference. At the conference, attendees will be provided an opportunity to submit questions, which the Department's representatives may (or may not) answer at the conference. Any oral answers given at the conference by the Department's representatives are tentative and not binding on the Department. All questions submitted will be answered in a written amendment to this RFQ, which will serve as the Department's official response to questions asked at the conference. If any answer to any question constitutes a material change to the RFQ, the question and answer will be placed at the beginning of the amendment and noted as such. The agency will release the amendment on the date established in the Procurement Schedule. The Department will publish all amendments to this RFQ on the State Contracting Portal and, if available, on the Department's RFQ Web Page.

TECHNICAL ASSISTANCE, CLARIFICATION AND QUESTIONS

Questions related to submission of responses to this RFQ must be submitted, via email, to the contact listed below no later than December 5, 2024.

Subject line of any email sent containing a question related to this RFQ must be: 'Functional Family Therapy Foster Program Improvement Center.

Answers to all submitted questions will be de-identified and compiled into a Question & Answer document and posted as an addendum to the RFQ on the Department's website on December 10, 2024.

LETTER OF INTENT

A letter of Intent (LOI) is required for this RFQ, utilizing the form included as Appendix 1 of this RFQ. The LOI is non-binding and does not obligate the sender to submit a proposal. The LOI must be submitted to the Official Contact via e-mail by the deadline established in the Procurement Schedule. The subject line of the email must read, Functional Family Therapy Foster Care Program Improvement Center / Letter of Intent. The LOI must clearly identify the sender, including name, postal address, telephone number, e-mail address. It is the sender's responsibility to confirm the Department's receipt of the LOI. The Department will not accept proposals from any applicant for which a Letter of Intent was not submitted. Failure to submit the required LOI in accordance with the requirements set forth herein shall result in disqualification from further consideration.

RFQ SUBMISSION DEADLINE

The Department welcomes your response to this RFQ. Submissions must be emailed to the contact person at the email address listed below, **no later than 3:00 PM, local time, January 14, 2025**, with an email subject heading Name of the organization submitting the application / **"Functional Family Therapy Foster Care Program Improvement Center RFQ"**:

One attachment must be submitted inclusive of the entire proposal in Portable Document Format (PDF) or similar file format and one attachment inclusive of the Budget and Narrative in Excel or similar file format. The following naming convention shall be used:

Proposal: **Name of organization / Functional Family Therapy Foster Care Program Improvement Center**

Budget: **Name of organization / Functional Family Therapy Foster Care Program Improvement Center**

Official Contact
Theodore Sanford
DCM
E: Theodore.Sanford@ct.gov

RFQ RESPONSE FORMAT

Responses to this RFQ must be submitted using the following outline:

Page 1: Cover Sheet (utilizing Appendix 2 to this RFQ)

Pages 2-31: Concept Question Responses

Submissions are not to exceed 30 pages (exclusive of supplemental documentation defined herein). Please number all pages of the submission and include the question number and the question written out above each response.

Page Limit	30, concept question responses only
Submission Format	Email Only

Please ensure all pages of the RFQ submission are numbered and include the number of the question with the question written out above your response.

Submissions should include a cover page (not counted in the page limit), included in this document as an attachment (RFQ Response Outline).

CULTURALLY & LINGUISTICALLY COMPETENT CARE

The Department of Children and Families is committed to ensuring that its service providers deliver effective, equitable, understandable, trauma informed and respectful quality care. The services delivered must be responsive to diverse cultural health beliefs and practices, experiences of racism and/or other forms of oppression, preferred languages, health literacy, and other communication needs. Within a broad construction of culture, service provision must also be tailored to age, diagnosis, developmental level, geographical, economical, and educational needs.

RFQ CONCEPTS AND PARAMETERS

The Department has allocated \$1,056,020 annually for Functional Family Therapy Foster Care Program Improvement Center. Contract term will be 1 to 3 years.

The following oversight and activities will be expected of the proposed contractor:

1. Provide overall recruitment oversight that includes developing a Statewide strategic plan to enhance the recruiting efforts of the current network;
2. Develop a system that will effectively manage placement disruptions with in the FFT-FC network;
3. Fiduciary for overseeing the disbursement of WRAP funding for issuing payments of DCF funds to FFT-FC providers for "wrap-around" services and/or supports provided to children and their families on DCF's behalf. Wrap-around services are defined as any service which helps children and youth remain with their foster families and achieve the highest level of functioning possible.

RFQ CONCEPT QUESTIONS & DEMONSTRATION OF EXPERTISE

- 1. Provide examples of how you partnered with a government agencies in in large scale initiatives and what were the outcomes? (5 Points)**
- 2. Please describe strengths and weaknesses of current FFT-FC system and how would this inform your strategic plan to produce tangible results to address the current placement crisis? (20 Points)**
- 3. Share a detailed strategy on how you would develop a system working within the current FFT-FC network to be responsible for placement disruptions. (20 Points)**
- 4. Identify a detailed strategy on how you would develop a system to act as a fiduciary for providing support via WRAP funding including how you would vet requests, make distributions, monitor the funding and produce detailed reports regarding utilization. What safeguards will you put in place to ensure appropriate use of funds? (20 Points)**
- 5. Identify what benchmarks you would identify to measure effectiveness of this program. (20 Points)**
- 6. Describe specific strengths needed to lead this initiative. This includes specifying any related experience you have in community engagement and convening of community partners in small and large government agencies. (10 Points)**
- 7. Describe any challenges that you foresee in the development and leading of the Functional Family Therapy Foster Care Management Entity and provide some possible solutions to navigate these challenges. (5 Points)**

RFQ PROCESS CLOSURE

Following the submission date, the RFQ process will be considered closed.

**LETTER OF INTENT
(MANDATORY NON-BINDING)**

Date: _____

Our agency is planning to apply for funding in response to the RFQ entitled **Functional Family Therapy Foster Care Program Improvement Center.**

AGENCY NAME:
FEIN:
AGENCY ADDRESS: (street, city ,state, zip)
AGENCY CONTACT:
POSITION/TITLE:
TELEPHONE NUMBER:
FAX NUMBER:
EMAIL ADDRESS:

Mandatory Letter of Intent must be received by **3:00 p.m.** on December 17, 2024 to **Theodore Sanford(Theodore.Sanford@ct.gov).**

PROPOSAL COVER SHEET
Functional Family Therapy Foster Care Program Improvement Center
Request for Qualifications

Name of Agency: _____

Agency Address _____

Application
Contact Person: _____

Contact Person
Phone & Fax: _____

Contact Person
Email Address: _____

This application must be signed by the applicant's executive director or other individual with executive oversight for agency services delivered in Connecticut

By submitting this application, I attest that all the information included within the application is true.

Signature: _____ Date: _____

Name (Printed): _____ Title: _____