

GREENE COUNTY CHILDREN AND YOUTH AGENCY

REQUEST FOR PROPOSALS (RFP)

Triple P Level 4

SERVING GREENE COUNTY, PENNSYLVANIA

All proposals must be submitted to the address below.

**Attention: Greene County Controller for Greene County CYS
93 E. High Street
Waynesburg, PA 15370**

Attention:

**Five (5) original copies of the proposal must be received by 4:00PM, 5/31/2023
Late proposals will not be considered.
All pages of the proposal must be numbered.**

Please submit the following information:

Agency Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____ Contact Person: _____

Submitted by: *(Please Print Name & Title)*

(Signature) _____ Date: _____

GENERAL INFORMATION:

Greene County Children and Youth Service (GCCYS) and Greene County Juvenile Probation (GCJPO) are seeking a provider to deliver Triple P – Positive Parenting Program to the families involved with GCCYS and/or GCJPO. The provider will work to educate and support parents while they learn to strategies to confidently manage their children’s behaviors and prevent further problems from happening.

TARGET POPULATION:

Greene County children, their parents/guardians, that are in need of help on how to effectively handle behavioral and emotional problems in their children and how to prevent any potential problems in the future.

SCOPE OF SERVICES

Triple P is a parent and family support system designed to prevent behavioral and emotional problems in children and teenagers up to age 16. It aims to prevent problems in the family, school and community before they arise to create family environments that encourage children to realize their potential.

- Services should be offered within the community setting or home setting
- Promote positive relationships
- Provide parents with the education to utilize consistent and appropriate discipline to help children learn to accept responsibility for their behaviors
- Help parents to understand realistic expectations of children’s behaviors
- Help parents learn appropriate coping skills to take care of themselves so they can more effectively parent

All services provided must adhere to all respective federal, state and local standards, regulations, and laws.

SERVICE OBJECTIVES:

- Maintain, build, and/or improve parent/child relationships
- Reduce child(ren) risk factors
- Prevent and/or limit child(ren) from entering or re-entering an out-of-home placement
- Help with transition of any child(ren) being reunified in the home
- Help to increase parents’/guardians’ confidence and competence in raising children
- Provide on-going structured case notes to the agency
- Ability to testify in court if needed

MINIMUM QUALIFICATIONS

All applicants **must** meet the following minimum qualifications to be considered for this procurement process:

1. Be experienced in providing services to the target population
2. Agency is properly registered/licensed to operate in Pennsylvania
3. Be committed as an organization to the concepts of trauma informed care
4. Direct service workers- bachelor degree level or above

Additional preferred qualifications:

1. Provider has physical location with one mile radius of Greene County Courthouse

INTENT

It is the intent of Greene County to solicit proposals with the intention of executing a contract. This notwithstanding, any proposal shall be submitted with the following expressed understanding:

- This Request for Proposals (RFP) is not subject to the competitive bidding process and any contract entered into as a result of any proposal will not be based on the concept of the “lowest cost applicant”;
- Greene County reserves the right to reject any applicant at any time that does not sufficiently document that they are able to meet the minimum qualifications to respond to this RFP;
- Greene County has the right to reject any and all proposals at any time during the process;
- Greene County may modify the selection process or the scope of the project or the required responses at any time;
- All costs of developing proposals and any subsequent expenses relating to contract negotiations are entirely the responsibility of the applicant and may **not** be charged to Greene County.

INCURRING COSTS

Greene County is not liable for any costs incurred by applicants for work performed in preparation of a response to this RFP.

PROPOSAL REVIEW

Greene County reserves the right to reject any and all proposals received as a result of this RFP, and to negotiate separately with competing applicants. If all proposals are unacceptable, the County reserves the right to reject the proposals at any time during the process and to issue a new RFP.

SELECTION/REJECTION PROCEDURE

Applicants whose proposals are selected will be notified in writing as to their selection. Applicants whose proposals are not selected will also be notified in writing by Greene County. Applicants responding to this RFP will not receive any feedback on the quality of their responses or the selection process.

UPON AWARD:

- An adequate reimbursement rate for this service will be agreed upon by all parties
- There is no commitment by Greene County on anything beyond what is directly stated in this RFP.

The award resulting from this RFP does not ensure that the need is sufficient to support the development and/or sustainability of this service.

Directions:

1. Be sure your agency meets all the minimum qualifications prior to completing your response;
2. Respond to the questions in the sequence that they appear in the RFP and as completely as possible;
3. There is no page limit to responses;
4. All responses must be typed using 12 pt. font;
5. Additional supporting or requested documentation should be attached as Appendices.

Questions pertaining strictly to information contained in the RFPs may be submitted in writing via email to

Mark Starostanko – mstarostanko@co.greene.pa.us
 &
 Brandy Yekel – byekel@co.greene.pa.us

up to **close of business 5/31/2023**

REQUEST FOR PROPOSALS

Please provide cover sheet to include the following:

1. Name of agency
2. Address
3. Telephone Number
4. Administrator or Director
5. Contact Person (name and title)
6. Telephone Number for contact person
7. Email address
8. Address of site proposed for use under this contract (if known)
9. Number of years this agency has been providing support for youths and families
10. Listing of applicable specialized certifications
11. Agency mission statement
12. Other services offered by agency

Please provide the following information regarding your ability to provide Triple P Parenting Services.

1. Background statement and prior experience
 - a. Describe the agency's experience working with children and families.
 - b. Please describe the agency's understanding of services being requested by this RFP.
2. Organization and administration
 - a. State the name and qualifications of the person who will be responsible and accountable for this contract and who will supervise the program on a daily basis
 - b. Describe initial and on-going training provided to staff who will work with this program.
 - c. Provide job descriptions for positions that will be created for this program.
3. Please describe in detail the agency's background, experience and present activity as well as the philosophy of the organization, which will enable it to successfully provide the proposed services to youth residing in Greene County, in the following areas:
 - a. at the administrative level.
 - b. at the direct service level.
4. Service delivery description
 - a. Provide a name for the program
 - b. List the location(s) where the service will be delivered.
 - c. Describe location and monitoring systems
5. Specific service requirements
 - a. Program description.
 - b. Staffing pattern and complement.
 - c. Record keeping and reporting.
 - d. Assessment tool, sample plan, proposed outcomes.

6. Describe your agency's experience in collaborating and coordinating with community partners, county agencies, and educational institutions.
7. Describe the agency's experience in, and statement of purpose in, providing Triple P (e.g. assessments, services that will be offered, outcome measurements). More specifically, articulate the agency's goals and objectives in meeting the needs of the families in Greene County.
8. Describe in detail the target population to be served through Triple P. Include information detailing the agency's experience in treating high risk and special populations, (e.g. victims of sex abuse, individuals involved with Children and Youth Services, individuals involved in the juvenile justice system, individuals that are victims of domestic abuse). Also, include a statement of nondiscrimination and a statement that the agency agrees to service all diagnostic categories.
9. Described proposed budget on providing Triple P for Greene County families.
10. Provide any other information the organization would like to offer, such as letters of recommendation, to support the proposal.

END OF RFP