

REVISED
TECHNICAL RESPONSE PACKET
710-24-0017

COPY

RESPONSE SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION			
Company:	Sparrow's Promise		
Address:	208 E. Moore		
City:	Searcy	State: AR	Zip Code: 72143
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Public Service Corp <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Nonprofit		
Minority and Women Owned Designation*:	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> American Indian <input type="checkbox"/> Service-Disabled Veteran <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Women-Owned		
	<input type="checkbox"/> Asian American <input type="checkbox"/> Pacific Islander American		
	AR Certification #: _____ * See <i>Minority and Women-Owned Business Policy</i>		

PROSPECTIVE CONTRACTOR CONTACT INFORMATION		
<i>Provide contact information to be used for solicitation related matters.</i>		
Contact Person:	Brandon Tittle	Title: Executive Director
Phone:	501-268-3243	Alternate Phone: 501-236-0900
Email:	director@sparrowspromise.org	

CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input checked="" type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested. <i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Solicitation Terms and Conditions for additional information.</i>

ILLEGAL IMMIGRANT CONFIRMATION

By signing and submitting a response to this *Solicitation*, a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants and **shall not** employ or contract with illegal immigrants during the term of a contract awarded as a result of this solicitation.

ISRAEL BOYCOTT RESTRICTION CONFIRMATION

By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel and **shall not** boycott Israel during the term of a contract awarded as a result of this solicitation.

Prospective Contractor does not and **shall not** boycott Israel.

An official authorized to bind the Prospective Contractor to a resultant contract shall sign below.

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Solicitation* may cause the Prospective Contractor's response to be rejected.

Authorized Signature:  **Title:** Executive Director

Printed/Typed Name: Brandon Tittle **Date:** 12/21/2023

SECTIONS 1 – 4: VENDOR AGREEMENT AND COMPLIANCE

- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation.

Authorized Signature: _____



Use Ink Only.

Printed/Typed Name: Brandon Tittle

Date: 12/21/2023

CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR NAME: _____

Yes **No**

IS THIS FOR:

Goods? **Services?** **Both?**

TAXPAYER ID NAME: Searcy Children's Homes, Inc. Db. Sparrow's Promise

YOUR LAST NAME: Title FIRST NAME: Brandon M.I.: _____

ADDRESS: 208 E Moore

CITY: Searcy STATE: AR ZIP CODE: 72143 COUNTRY: USA

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

FOR INDIVIDUALS *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (✓)		Name of Position of Job Held <small>(senator, representative, name of board/ commission, data entry, etc.)</small>	For How Long?		What is the person(s) name and how are they related to you? <small>[i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]</small>	Relation
	Current	Former		From MM/YY	To MM/YY		
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

None of the above applies

FOR AN ENTITY (BUSINESS) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (✓)		Name of Position of Job Held <small>(senator, representative, name of board/ commission, data entry, etc.)</small>	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)
General Assembly							
Constitutional Officer							
State Board or Commission Member	✓		Parent Counsel Commission, Arkansas Commission on Child Abuse	2017	Current	Andrew Baker	Board Chair
State Employee							

None of the above applies

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.
2. I will include the following language as a part of any agreement with a subcontractor:
Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.
3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature  Title Executive Director Date 12/21/2023

Vendor Contact Person Brandon Tittle Title Executive Director Phone No. 501-268-3243

Agency use only

Agency Number 071

Agency Contact Person

Contact Phone No. or Grant No.

**Sparrow's Promise
Equal Opportunity Policy**

Sparrow's Promise, does not discriminate in employment opportunities or practices on the basis of race, color, gender, national origin, age, or disability. All staff members are recruited from Churches of Christ as this is a ministry of the Churches of Christ.

Sparrow's Promise will make reasonable accommodation for qualified individuals with known disabilities unless doing so creates an undue hardship for the organization. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Child placement will be provided without discrimination on the basis of the religion or race of the child or family. Sparrow's Promise will not agree to place any child for whom the agency knowingly cannot provide adequate care or meet their needs. Sparrow's Promise will provide names of other possible placement sources, if known.

COUNTIES

- Instructions: Select each county in which services can be provided by the Prospective Contractor. (Refer to Attachment J State Map of Counties).*

Arkansas	
Ashley	
Baxter	
Benton	
Boone	
Bradley	
Calhoun	
Carroll	
Chicot	
Clark	
Clay	
Cleburne	
Cleveland	
Columbia	
Conway	
Craighead	
Crawford	
Crittenden	
Cross	
Dallas	
Desha	
Drew	
Faulkner	
Franklin	
Fulton	

Garland	
Grant	
Greene	
Hempstead	
Hot Spring	
Howard	
Independence	
Izard	
Jackson	
Jefferson	
Johnson	
Lafayette	
Lawrence	
Lee	
Lincoln	
Little River	
Logan	
Lonoke	
Madison	
Marion	
Miller	
Mississippi	
Monroe	
Montgomery	
Nevada	

Newton	
Ouachita	
Perry	
Phillips	
Pike	
Poinsett	
Polk	
Pope	
Prairie	
Pulaski	
Randolph	
Saline	
Scott	
Searcy	
Sebastian	
Sevier	
Sharp	
St. Francis	
Stone	
Union	
Van Buren	
Washington	
White	x
Woodruff	
Yell	

All counties (Statewide)	
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SECTION 2.3 MINIMUM QUALIFICATIONS

Please select one (1) of the following:

- Currently licensed as a Private Licensed Placement Agency by the Child Welfare Agency Review Board.
If the Prospective Contractor is currently licensed, the Prospective Contractor must provide with bid submission a copy of licensure.
- NOT** currently licensed as a Private Licensed Placement Agency by the Child Welfare Agency Review Board.
If the Prospective Contractor is not currently licensed, the Prospective Contractor must complete and sign the Statement of Attestation located on page 7 of this response packet.

STATEMENT OF ATTESTATION

The Contractor **must** be licensed as a Private Licensed Placement Agency by the Child Welfare Agency Review Board by the contract start date of July 1, 2024, as set out in the Minimum Licensing Standards for Child Welfare Agencies. Failure to do so will result in contract termination. Services and payments shall not be provided under any resulting contract without licensure. Any license submitted after the bid opening but before July 1, 2024, **must** be submitted to the Program Manager of the SSU.

By signature below, the Prospective Contractor agrees to and shall fully comply with all requirements as described in this attestation.

Authorized Signature: _____



(Use Ink Only)

Printed/Typed Name: Brandon Tittle

Date: 12/21/2023

INFORMATION FOR EVALUATION

- Provide a response to each item/question in this section. Prospective Contractor may expand the space under each item/question to provide a complete response.
- **Do not** include additional information if not pertinent to the itemized request.

	Maximum RAW Score Available
E.1 MINIMUM QUALIFICATIONS	
A. Provide information regarding staffing. Identify key personnel that will execute the requirements of this RFP. Include name, status (full time employee or part-time employee), title, role, responsibilities, and credentials.	5 points
B. Provide an organizational chart displaying the overall business structure.	5 points
C. Describe how the Prospective Contractor proposes to maintain sufficient staffing levels to ensure successful implementation of the Scope of Work.	5 points
D. Provide a brief history of the Prospective Contractor's number of years of experience in providing social work or work in a child welfare related field as well as completed training.	5 points
E. Provide a minimum of three (3) different clients where you served as the prime contractor for services of similar size and scope in the past three (3) years. (Attachment I – Client History Form completed and signed).	5 points
E.2 APPROACH TO SCOPE OF WORK	
A. Describe the Prospective Contractor's ability to provide statewide services include the number of homes available and the city they are located in.	5 points
B. Describe how the Prospective Contractor plans to comply with DCFS policy and procedures.	5 points
C. Describe in detail how the Prospective Contractor plans to execute the Scope of Work independent of DCFS.	5 points
D. Describe the Prospective Contractor's admission criteria.	5 points
E. Describe how the Prospective Contractor will work with DCFS to achieve reunification and permanency for children and youth.	5 points
F. State your plan for continued placement support and crisis intervention surrounding placement disruption.	5 points
G. Describe the Prospective Contractor's referral process.	5 points
E.3 ADDITIONAL CONTRACT REQUIREMENTS	
A. State how the vendor proposes to ensure all employees have required background checks.	5 points
B. Describe how you will comply with the reporting and billing requirements stated in this RFP.	5 points
C. Describe your record retention and confidentiality policies.	5 points

Information for Evaluation
710-24-0017

E.1 Minimum Qualifications

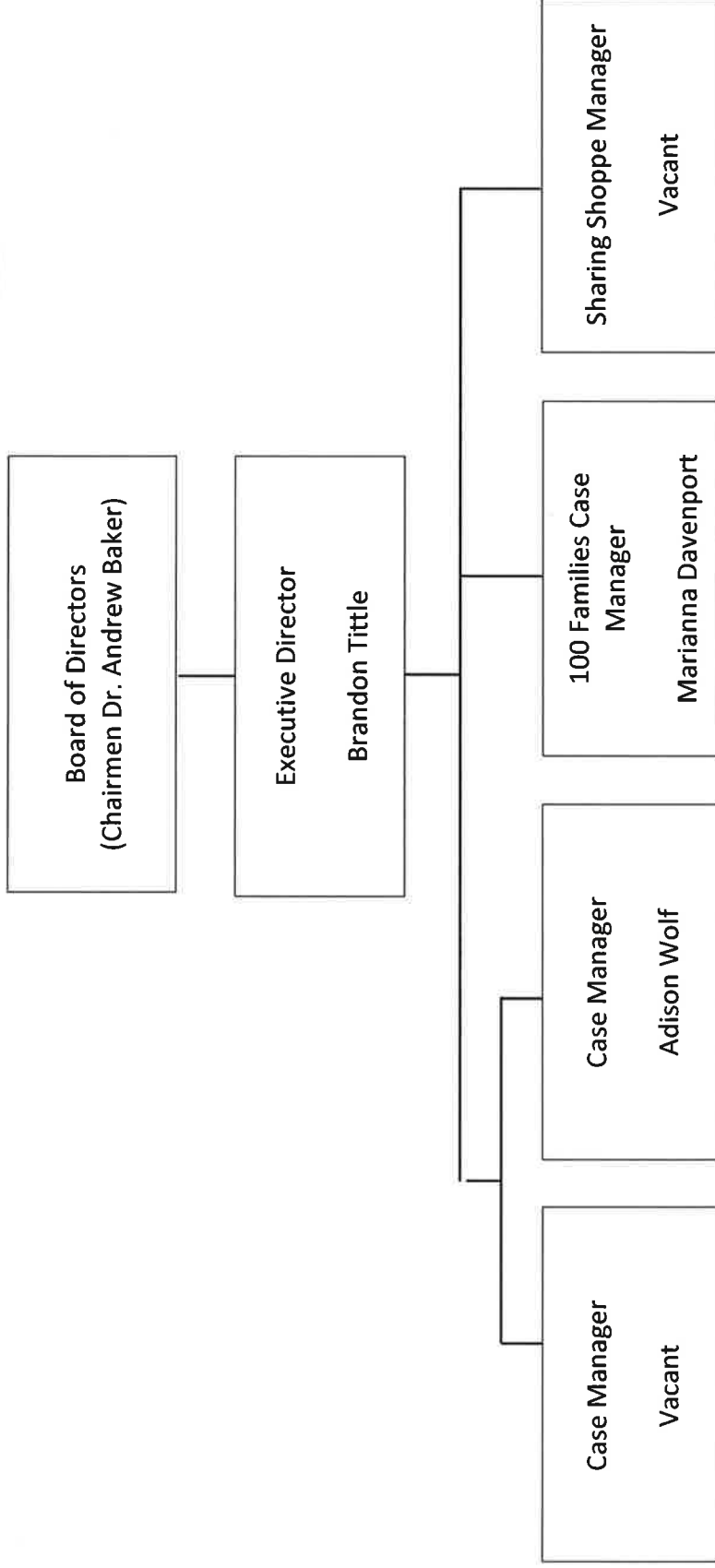
A. Provide information regarding staffing. Identify key personnel that will execute the requirements of this RFP. Include name, status (full time employee or part-time employee), title, role, responsibilities, and credentials.

- a. Brandon Tittle, Executive Director (Full-Time) - Master of Ministry: As the Executive Director, Brandon will oversee and supervise the entire program.
- b. Adison Wolf, Case Manager (Full-Time) - BA in Social Work: Adison is a dedicated case manager responsible for coordinating and managing client services.
- c. [To be filled once the additional case manager is hired]
- d. Responsibilities include client assessment, service planning, and collaboration with external agencies. All staff members are dedicated to ensuring the welfare and progress of the clients.

B. Provide an organizational chart displaying the overall business structure.



Sparrow's Promise Organizational Chart



C. Describe how the Prospective Contractor proposes to maintain sufficient staffing levels to ensure successful implementation of the Scope of Work.

- a. New staff is hired as positions open. Staff positions are recruited through a strategic partnership with a local University, churches, partner organizations, and the general public. This approach ensures a diverse pool of qualified candidates, promoting an inclusive and skilled workforce.

D. Provide a brief history of the Prospective Contractor's number of years of experience in providing social work or work in a child welfare related field as well as completed training.

- a. Sparrow's Promise opened as a residential home in 1974 and has been dedicated to providing quality care ever since. Over the years, we have evolved into a PLPA, offering homes for children in our area. Our staff has extensive experience in social work and child welfare, with ongoing training to stay current with best practices and licensing standards. All case managers receive annual continuing education hours and are proficient in utilizing the SAFE home studies, ensuring the highest quality of service.

E. Provide a minimum of three (3) different clients where you served as the prime contractor for services of similar size and scope in the past three (3) years. (Attachment I – Client History Form completed and signed).

Client History Form

Instructions: This form is intended to help the State gain a full understanding of each Respondent's experience providing foster care services. This form **must** be accurately completed and signed by the same signatory who signed the Response Signature Page in the Technical Response Packet.

The State reserves the right to verify the accuracy of responses by contacting any of the listed clients; therefore, all applicable clients **must** be listed. For purposes of this form, the "client" is not an individual, but the entity which held the contract. By way of explanation, in the Contract resulting from this RFP, Arkansas's DHS will be the client. For each listed client, Respondents **must** include the client entity's name, address, and phone number. Additionally, Respondents are encouraged to provide an individual's contact information for a person at the client entity who is knowledgeable of the named project. If the State contacts the clients listed, the State reserves the right to either contact the listed individual and/or another person at the client entity. Omission of a relevant client will constitute a failure of form completion.

The boxes below each prompt will expand if necessary. If there are no contracts which meet the definition, Respondent **must** state "none."

1. Please list three (3) clients where you served as the **prime contractor** for services of similar size and scope in the past three (3) years. Client information as described above must be included.

None

Authorized Signature: _____ **Title:** Executive Director
(Use Ink Only)

Printed/Typed Name: Brandon Tittle **Date:** 12/21/2023

E.2 Approach to Score of Work

- A. Describe the Prospective Contractor's ability to provide statewide services include the number of homes available and the city they are located in.**
- a. We currently provide services in White County, operating five open homes. Our ongoing efforts focus on recruiting and establishing new homes in the area to expand our service capacity.
- B. Describe how the Prospective Contractor plans to comply with DCFS policy and procedures.**
- a. Sparrow's Promise diligently updates our policy manual for homes to align with DCFS policies. We not only meet minimum licensing standards but also adhere to additional requirements set forth by DCFS, ensuring our practices exceed regulatory expectations.
- C. Describe in detail how the Prospective Contractor plans to execute the Scope of Work independent of DCFS.**
- a. Sparrow's Promise employs case managers and volunteers to work directly with assigned clients, attending court proceedings, staffings, and assisting with visits and transportation needs as requested by DCFS. While collaborating with DCFS, our case managers take a proactive role in executing case plans, employing our expertise in conjunction with DCFS requirements. Our team is well-versed in SAFE home studies, ensuring comprehensive support throughout the process.
- D. Describe the Prospective Contractor's admission criteria.**
- a. Upon receiving referrals, we carefully identify families that meet specific criteria and inquire about their willingness to accept the placement. Our detailed referral form helps families make informed decisions by providing comprehensive information about the prospective placement.
- E. Describe how the Prospective Contractor will work with DCFS to achieve reunification and permanency for children and youth.**
- a. Sparrow's Promise is committed to supporting reunification efforts with DCFS. Our case managers actively participate in all case events, ensuring adherence to the case plan. Our resource homes play a crucial role by preparing children for visits, maintaining regular communication, and supporting the overall reunification process.
- F. State your plan for continued placement support and crisis intervention surrounding placement disruption.**
- a. In instances of challenging placements, Sparrow's Promise offers comprehensive support to resource families. We conduct meetings to identify challenges and provide necessary assistance, including respite care, babysitting, and leveraging volunteers for additional support. This proactive approach aims to address placement disruptions and ensure the well-being of the child.
- G. Describe the Prospective Contractor's referral process.**
- a. Sparrow's Promise utilizes an efficient online form for DCFS to complete referrals. Once submitted, our case managers promptly review the information, seeking potential matches within our resource homes. If additional details are needed, we initiate contact with the referring party to gather the necessary information for a thorough assessment.

E.3 Additional Contract Requirements

- A. State how the vendor proposes to ensure all employees have required background checks.**
- a. We prioritize the safety and security of our clients by diligently conducting background checks for all employees. Our comprehensive process is facilitated through our online database, where new employees are required to submit background check information before their start date. Additionally, our system tracks and manages renewals, ensuring that all employees maintain up-to-date background checks throughout their tenure with Sparrow's Promise.
- B. Describe how you will comply with the reporting and billing requirements stated in this RFP.**
- a. Sparrow's Promise maintains a robust electronic database where all records are meticulously organized. This database facilitates efficient reporting and billing processes in accordance with the requirements outlined in this RFP. Our system allows for the generation of detailed reports that provide a comprehensive overview of all relevant activities, ensuring transparency and compliance with reporting and billing specifications.
- C. Describe your record retention and confidentiality policies.**
- a. Our record retention and confidentiality policies are designed to align with industry best practices and licensing standards. All records are securely maintained within our electronic database. Access to these records is restricted and granted only to authorized staff members and licensing authorities when necessary.
 - b. Records are retained in accordance with licensing standards, and our database allows for easy retrieval and tracking. When a case is closed, the respective file is archived and subsequently destroyed after the appropriate retention period, ensuring compliance with privacy and confidentiality regulations.
 - c. Sparrow's Promise is committed to upholding the highest standards of confidentiality, and our staff undergoes regular training to ensure the secure handling of sensitive information. We prioritize the privacy of our clients and adhere to all relevant laws and regulations governing record retention and confidentiality.



Arkansas Secretary of State John Thurston

State Capitol Building ♦ Little Rock, Arkansas 72201-1094 ♦ 501-682-3409

Certificate of Good Standing

I, John Thurston, Secretary of State of the State of Arkansas, and as such, keeper of the records of domestic and foreign corporations, do hereby certify that the records of this office show

SEARCY CHILDREN'S HOME, INC.

authorized to transact business in the State of Arkansas as a Non-Profit Corporation, filed Articles of Incorporation in this office February 6, 1981.

Our records reflect that said entity, having complied with all statutory requirements in the State of Arkansas, is qualified to transact business in this State.

In Testimony Whereof, I have hereunto set my hand and affixed my official Seal. Done at my office in the City of Little Rock, this 4th day of May 2020.



John Thurston

John Thurston
Secretary of State

Online Certificate Authorization Code: 8e9d03d788ac0ee
To verify the Authorization Code, visit sos.arkansas.gov

THE ARKANSAS CHILD WELFARE AGENCY REVIEW BOARD



The Arkansas Department of Human Services
Division of Child Care and Early Childhood Education



In cooperation with

Certifies that

Searcy Children's Home, Inc.
OWNER

Sparrow's Promise
AGENCY

208 EAST MOORE
SEARCY, AR 72143

Is hereby issued Child Placement license #: 206

FOR THE PURPOSE OF PROVIDING, IN THE STATE OF ARKANSAS, THE FOLLOWING SERVICES:

- ADOPTION
- FOSTER CARE

THIS IS A REGULAR LICENSE WITH AN EFFECTIVE DATE OF 02/24/1998 AND WILL REMAIN IN EFFECT UNLESS THERE IS A STATUS CHANGE.

In Witness whereof

DATE: 5/22/2019



[Handwritten Signature]
Chairman, Child Welfare Agency Review Board

