

***TECHNICAL RESPONSE PACKET***  
***710-24-0017***

# RESPONSE SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION			
Company:			
Address:			
City:		State:	Zip Code:
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation	<input type="checkbox"/> Public Service Corp <input type="checkbox"/> Nonprofit
Minority and Women Owned Designation*:	<input 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:		Title:	
Phone:		Alternate Phone:	
Email:			

CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input 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.
<p><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></p>

ILLEGAL IMMIGRANT CONFIRMATION
By signing and submitting a response to this <i>Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants and <b>shall not</b> 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 <b>shall not</b> boycott Israel during the term of a contract awarded as a result of this solicitation.
<input type="checkbox"/> Prospective Contractor does not and <b>shall not</b> 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:** \_\_\_\_\_

**Printed/Typed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# 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: \_\_\_\_\_ Date: \_\_\_\_\_

# 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	
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: \_\_\_\_\_ Date: \_\_\_\_\_

# 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.

	<b>Maximum RAW Score Available</b>
<b>E.1 MINIMUM QUALIFICATIONS</b>	
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
<b>E.2 APPROACH TO SCOPE OF WORK</b>	
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
H. Provide a detailed summary that includes Structured Analysis Family Evaluation (SAFE) training.	5 points
<b>E.3 ADDITIONAL CONTRACT REQUIREMENTS</b>	
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