

# FY 2011 Request for Proposals

## Philadelphia Department of Human Services (DHS)

### *Division of Community-Based Prevention Services (CBPS)*

#### DHS PARENTING COLLABORATIVE

Issue Date: Wednesday, March 3, 2010

Due Date for Applications:  
Wednesday, April 7, 2010  
4:00 PM

*Anne Marie Ambrose, Commissioner*  
Philadelphia Department of Human Services

*Cynthia Figueroa, Deputy Commissioner*  
Division of Community-Based Prevention Services

1601 Cherry Street, 9<sup>th</sup> Floor  
Philadelphia, PA 19107  
[www.phila.gov](http://www.phila.gov)



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## APPLICATION AT-A-GLANCE

Applications must be submitted by the following due date:  
Wednesday, April 7, 2010  
4:00 pm

### Eligible Applicants:

- ❑ Private non-profit organizations are eligible for funding under this Request for Proposals.
- ❑ Applicants must have a history of providing quality services to children and families in Philadelphia, preferably those with involvement in the child protection system or at high risk of such involvement.
- ❑ Applicants must be willing to provide parenting education and support services to parents and caregivers referred by the Department of Human Services and its affiliated divisions and agencies, including parents and caregivers seeking to retain or regain custody of their children.
- ❑ Applicants may not be a city, state or federal government department, unit, agency or subdivision. This provision does not apply to agencies whose only governmental connection is the receipt of public funding under a contract for professional services.

**Contract Period:** July 1, 2010 to June 30, 2011

### Technical Assistance:

Jeanne Ciocca,  
PHMC  
215-985-2541  
[Jeanne@phmc.org](mailto:Jeanne@phmc.org)

Brenda D. Kinsler  
DHS  
(215) 683-4058  
[Brenda.D.Kinsler@phila.gov](mailto:Brenda.D.Kinsler@phila.gov)

### Bidder's Conference:

Wednesday, March 17th  
9:00am – 11:00am  
PHMC  
260 S. Broad Street, 18<sup>th</sup> Floor

### Award Notification:

Wednesday, May 5, 2010

**Application Submission:**

One (1) electronic (email) copy, one (1) original signed hard copy, and two (2) additional hard copies must be received by 4:00pm on Wednesday, April 7, 2010 to be eligible for review. No faxes will be accepted.

**Email** proposals to:

PCRFP@phmc.org

**Mail hard copies** of proposals to:

Jeanne Ciocca  
PHMC  
260 S. Broad Street, 18<sup>th</sup> Floor  
Philadelphia, PA 19102

## SECTION I: INTRODUCTION

### ➤ MANAGEMENT OVERVIEW

#### *Philadelphia Department of Human Services (DHS)*

##### **Mission Statement**

The Philadelphia Department of Human Services' mission is to provide and promote safety, permanency and well-being for children and youth at risk of abuse, neglect and delinquency.

##### **Core Values**

##### **DHS Delivers**

- **D**edication – We are professionals committed to ensuring that Philadelphia's children and youth are Safe, have Permanent families, and achieve Well Being.
- **E**xcellence - Our service delivery systems and practices are based on our desire to achieve high performance, meet outcomes and ensure accountability.
- **L**eadership – We believe that it is important to develop leaders at all levels who use creativity, think strategically, and apply problem solving skills to reform the system and achieve outcomes for children and families.
- **I**ntegrity – We promote transparency and hold ourselves accountable for doing the “**right thing every time.**”
- **V**alue Differences – We appreciate differences, foster inclusion, and welcome input from our staff, our partners, and the communities we serve.
- **E**mpowerment – Our employees are empowered to make decisions and take action to ensure that children, youth, and their families receive services appropriate to their needs. Through our actions, we provide **families** with the tools they need to become **active partners** in solving many of the challenges they face.
- **R**espect – We engage each other, children, youth, and families served, and stakeholders in a manner that fosters open dialogue, trust, and mutual regard.
- **S**upportive Relationships – We are committed to ensuring that children achieve permanency and live in stable family settings that are nurturing and promote physical and social well-being.

## *Division of Community-Based Prevention Services (CBPS)*

The mission of the Division of **Community-Based Prevention Services (CBPS)** is to develop and offer programs that provide early intervention, prevention, and support services to prevent the occurrence or re-occurrence of child abuse, neglect, and/or delinquency among high-risk populations. CBPS coordinates a network of community-based services designed to: 1) support families actively involved with DHS and those transitioning from formal DHS involvement, and 2) to prevent the abuse, neglect and/or delinquency of children in Philadelphia.

### ***CBPS GOALS***

#### **Safety and Stability**

##### **Goals:**

1. Reduce the entry into or further involvement of children and youth with the formal child welfare system due to abuse or neglect.
2. Reduce the entry into or further involvement of children and youth with the juvenile justice delinquency system to provide for a safer community.
3. Improve educational stability and continuity for children and youth actively involved with DHS and those at high risk of formal child welfare or juvenile justice involvement.

##### **Strategies:**

1. Serve as intake portal and triage system for DHS staff and community partners so that children, youth, and families can access neighborhood-based support services and resources.
2. Provide case management and other prevention services as an alternative for at risk families whose support needs do not require formal child welfare involvement.
3. Provide or support youth outreach and engagement services to promote educational stability and continuity and prevent youth involvement in activities that may lead to delinquency.
4. Provide case management services to mitigate family risk factors resulting in truancy and educational instability.

#### **Accessibility and Customer Service**

**Goal:** Increase opportunities for providers, families, and community partners to inform the development and delivery of CBPS services.

**Strategy:** Engage providers, community partners, and families in a variety of processes to provide feedback and recommendations regarding CBPS services and service delivery models. Processes may include focus groups, surveys, provider meetings, community forums, and site visits.

## *Data Sources for Outcomes and Billing*

- CBPS web-based reporting system
- Provider Reports
- Program Monitor Reports
- Provider Record Reviews

### *Families referred from DHS' Internal Referral Support Service (IRSS)*

The Internal Referral Support Services (IRSS) identifies and links families to community-based resources. The IRSS process provides an opportunity to refer families requesting services on the hotline or via other means with the most appropriate provider. Referrals through IRSS also enable DHS to track the disposition of families with DHS involvement. Providers will be expected to document at intake whether families have DHS involvement. CBPS-funded agencies must accept referrals from IRSS. The objectives of IRSS are:

- Enhance how the child welfare system accesses and utilizes community-based family supports
- Stabilize vulnerable families and their children, and/or
- Support families seeking help.

## **SECTION II. PROGRAM STANDARDS**

### ***DHS Principles for Parenting Education Programs***

The primary goal of parenting education and skills enhancement programs is to increase parents/caregivers' knowledge of and use of effective parenting skills. To this end, DHS' Community-Based Prevention Services (CBPS) sponsors parenting education and support efforts through the DHS Parenting Collaborative, which:

- provides parents with information/help to prevent child abuse and neglect;
- educates parents about the physical, mental and emotional development of children;
- enhances parent-child relationships by reinforcing parents' supportive behaviors and altering non-productive or harmful behaviors;
- encourages parents to try alternate approaches to child-rearing;
- provides learning experiences for children and parents that promote children's development, improve child/parent attachment, improve child/parent communication, improve child/parent social control and reduce aggressive behavior;
- affirms and strengthen the family's cultural, racial, and linguistic identity and enhance the family's ability to function in a multicultural society;
- enables parents to acquire or enhance skills to understand and deal with the child's needs at different times in their growth and development; and
- teaches techniques to reduce stress that undermines parental functioning.

### ***Required Standards for DHS Parenting Collaborative Programs***

All programs funded through the DHS Parenting Collaborative must adhere to the standards/requirements outlined below, and summarized in the chart on p. 15.

- A. Target Population Requirements
- B. Evaluation and Objectives Requirements
- C. Service Requirements
- D. Staffing and Training Requirements
- E. Curriculum Requirements
- F. Administrative Requirements

## **A. Target Population Requirements**

DHS' CBPS continues to invest in parenting education as an important strategy in reducing the prevalence and reoccurrence of abuse, neglect and DHS-dependency. To ensure success, CBPS' investment is primarily targeted to DHS-involved children, youth and families. The secondary target is those families who are at great risk of being DHS-involved. Specifically, families can be defined as:

- (1) Children, youth and their families already in the DHS system or transitioning from it;
- (2) Children, youth, and their families referred to the DHS system but not active in its caseload;
- (3) Children, youth and their families in at-risk categories for child abuse, neglect, and/or delinquency who have not previously come to the attention of DHS.
- (4) Children, youth and their families living in areas of the City with high incidence of child abuse, neglect, and/or delinquency who have not previously come to the attention of DHS.

These families may include but are not limited to the following:

- Foster care families
- Kinship care families
- Families in need of post-permanency services (adoption, guardianship, reunification, other)
- Families with children or parents with special physical/emotional/mental health needs
- Families with children experiencing post-traumatic stress
- Families with children/youth with a history of chronic behavior problems
- Families with children/youth with history of delinquency
- Families with children/youth with history of truancy
- Teen parents
- Homeless families
- Families with a history of substance abuse
- Children with incarcerated parents
- Children living in areas of the City with high incidence of abuse, neglect, and/or delinquency
- Children living in poverty and low-income families (using federal guidelines)

**Age Cluster Groupings:** DHS is committed to serving parents of children from birth through age 21. To the extent possible, parenting education groups should also be organized in the following age-appropriate constellations relative to the age of the children: ages 0 to 5, 6 to 10, 11 to 16, and 17 to 21.

## **B. Evaluation and Objectives Requirements**

### **Evaluation Process**

Programs funded under this initiative will participate in an evaluation process, which will be centralized and conducted by an external evaluator. The process will be flexible and adjusted to specific needs of each program. All programs, regardless of target population, will be measured on their effectiveness of helping families achieve the overall goal of reducing involvement in child protection services. The evaluation activities required by each program will include:

- administering all evaluation instruments to program participants,
- properly coding and/or safely storing data so that client's knowledge and attitudes can be tracked over time,
- making the data accessible in a timely manner to the DHS Parenting Collaborative evaluator.

### **Required Objectives for DHS Parenting Collaborative Programs**

All providers are required to incorporate content and activities related to achieving the following outcomes into their parenting education programs:

- To increase parents' knowledge about what constitutes abuse and neglect, including parental responsibilities.
- To improve parents' ability to identify, express, process and manage feelings (such as anger, stress, loss, grief and guilt).
- To increase parents' understanding of ages and stages of child development (including emotional and relational aspects).
- To increase parents' understanding of varied approaches to positive parenting (including discipline, setting structure and child rearing, conflict resolution, and problem-solving).
- To increase parents' knowledge of nurturing and responsive parenting interactions (including empathy, caring and respect for self and others).
- To increase parents' knowledge of the educational stability needs and development of children, local educational standards and support resources, and educational advocacy and school district navigation.

## **C. Service Requirements**

**Course Schedule and Structure:** The best models of parenting education are those in which group process is used to facilitate group discussions around content (curricular) issues. The

structure of the parenting classes should be one that encourages discussion, ensures understanding, fosters implementation of what is learned in class, and optimizes the opportunities for parents to talk about their positive experiences as well as their problems as a focus for learning new ideas, techniques, skills, and strategies.

Public awareness or recruitment events, one-time workshops/seminars and sessions with individual families do not meet this requirement. Therefore, class sessions must be held weekly or twice-weekly for the duration of the course, and each class session should be two hours minimally per session. (See also **E. Curriculum Requirements.**)

Program schedules must accommodate the schedules of parents/and caregivers, and be sensitive to parental commitments around jobs, school, or other regularly scheduled commitments. Evening and weekend hours are encouraged to assure maximum availability of these services.

**Program Location:** Programs should be located in settings that parents frequent, which are high-trust and low-stigma settings. DHS encourages partnerships among agencies and collaboration across service delivery systems so that parenting education and support services can be integrated into programs already providing other quality services to families.

**Parent-child interactions:** All programs should include some opportunities to observe parents interacting with their children, if possible. These observations should be casual and not done in a scrutinizing manner. These observations are for planning and interventions with the parent and child being observed, and should help the program and the family to determine if progress has been made in achieving behavior change goals. Among the behaviors that programs may assist parents/caregivers to achieve are:

- *Parents/caregivers demonstrate their attention and concern for their children's safety and understand their responsibility for their children's safety*
- *Parents/caregivers demonstrate their understanding of an array of nurturing parenting responses and positive parenting techniques*
- *Parent/child interactions are improved and parents and children are better able to manage the children's behavior*
- *Parents/caregivers have improved understanding of the child's social-emotional-cognitive development and needs*
- *Parents/caregivers are attentive and responsive to the child's other needs, e.g., physical and behavioral health, educational needs, or other.*

## **D. Staffing Requirements**

**Program Staffing:** Best practices reflect the use of highly qualified, professional staff. A Master's degree is *preferred* for the principal educator, and a minimum of a Bachelor's degree is *required*. The principal educator must conduct the groups with parents and caregivers, although programs may choose to utilize additional co-facilitators that do not have degrees. Principal educators should also have experience facilitating parent education groups and knowledge of

early childhood development, or specialized training in specific parent education methodologies and curricula.

**Clearances:** All provider staff must have FBI clearances, child-line and criminal clearances. All youth 14 and over who are employed must have child-line and criminal clearances. Clearances older than 2 years must be renewed.

## **E. Curriculum Requirements**

**Curricula and Content:** Agencies must select a curriculum from the following list of curricula to form the core of their parenting education program. These curricula were selected for a variety of factors, such as being nationally recognized and evidence-based, content that addresses the required objectives of the DHS Parenting Collaborative, and applicability to diverse groups of parents and caretakers, including families in the child welfare system or at risk families.

Programs may also integrate other supportive materials in addition to the selected curriculum, including materials from the Institute for Family Professionals (IFP) or materials pertinent to specific target populations, but these materials may not wholly replace selected curricula materials. Programs may also utilize more than one curricula from the list if proposing to serve more than one targeted population of parents.

In addition to selecting one of these curricula, agencies are required to include a minimum of one session dedicated to the educational stability needs and development of children, local educational standards and support resources, and educational advocacy and school district navigation. The DHS Education Support Center, a new component of CBPS, will provide sample curricula for this session, including power points, resource information, and a contact list for educational expert speakers; and will also provide technical assistance via “train the trainer” sessions.

Each parenting education course must include a minimum of 12 sessions of two hours each. Providers will be reimbursed for up to 16 sessions (32 hours) for participants (see **Funding Mechanism**, below). If the curriculum you select has fewer than 16 sessions, please describe the content of any additional sessions up to 16, e.g., opportunities for parent-child activities/observations.

**Curriculum Exceptions:** In limited instances, providers may propose to an alternative curriculum to those listed below, in order to support work with a specific target population. However, providers must demonstrate that any proposed alternative curriculum is evidence-based and/or otherwise recognized as a best practice in parenting education for the particular population, and would be more suitable than any of the curriculum listed.

## CURRICULA LIST:

- NURTURING PARENTING PROGRAM - <http://www.nurturingparenting.com/>
- EFFECTIVE BLACK PARENTING - [http://www.ciccparenting.org/cicc\\_home.asp](http://www.ciccparenting.org/cicc_home.asp)
- STRENGTHENING MULTI-ETHNIC FAMILIES - <https://casat.unr.edu/bestpractices/view.php?program=119#contact>
- STRENGTHENING FAMILIES - [www.strengtheningfamiliesprogram.org](http://www.strengtheningfamiliesprogram.org)
- THE INCREDIBLE YEARS - <http://www.incredibleyears.com/>
- PARENT PROJECT, INC - <http://www.parentproject.com/>

## **F. Additional Administrative Requirements**

**Fiscal:** The DHS Parenting Collaborative utilizes a fee-for-service invoicing process. Invoices must be submitted monthly.

**Database Entry:** All client and service documentation must be entered in the CBPS database within one week of service occurrence. Frequent and timely updates enhance the accuracy of documentation and the provider's capacity to assess risk, progress, need for plan revisions, programmatic adjustments, and other changes. It also enhances CBPS' capacity to monitor family's status and provide appropriate technical assistance and consultation. Note: all information noted in the database must be supported by required paper documentation.

**Reporting:** Monthly updates on progress toward meeting client numbers and program activities are required. Providers will be required to submit a semi-annual statistical and narrative report on January 15 outlining programmatic performance. In addition, providers will be required to provide an end of year report on July 15 discussing the status of program outcomes.

**Program Monitoring and Technical Assistance:** There exists a wide body of literature related to best practices for parent education, which form the basis for the guidelines and standards in this RFP. (Please refer to Appendix B for additional information to be used for reference only.) Program monitors from CBPS' intermediary, Public Health Management Corporation, monitor compliance with the program standards and implementation of the entire scope of services affiliated with the DHS Parenting Collaborative. While the primary goal of monitoring is compliance with the agreed upon contract and standards, the process has an inherent goal and commitment to facilitating technical assistance where needed to strengthen the agency's capacity to deliver quality services.

**Participation in Training:** Program staff is required to attend any training activities designed to support this initiative, particularly ongoing attendance in the training provided by the Institute for Family Professionals (IFP). Currently, basic training and professional development involves staff for approximately 3 hours every other week

### ***DHS PARENTING COLLABORATIVE PROGRAM STANDARDS***

This chart summarizes the specific requirements and standards for parenting education programs in the DHS Parenting Collaborative. These requirements and standards are subject to change.

<b>Target Populations</b>	<b>Objectives/ Evaluation</b>	<b>Program Requirements</b>	<b>Staffing/Training</b>
<p>Vulnerable family populations noted in CBPS target populations (above)</p>	<ul style="list-style-type: none"> <li>• Participation in a centralized evaluation process.</li> </ul> <p>Address required objectives:</p> <ul style="list-style-type: none"> <li>• Increase parent’s knowledge about abuse and neglect, including parental responsibilities</li> <li>• Improve parent’s ability to identify, express, process and manage feelings</li> <li>• Increase parents understanding of ages and stages of child development</li> <li>• Increase parents’ understanding of varied approaches to positive parenting</li> <li>• Improve parents’ knowledge of nurturing and responsive parenting</li> <li>• Increase parents’ knowledge of the educational stability needs and development of children, local educational standards and support resources, and educational advocacy and school district navigation</li> </ul>	<ul style="list-style-type: none"> <li>• A rolling/ongoing enrollment, with maintenance of minimum contract enrollees.</li> <li>• Use of parent education curriculum from approved list, with required educational stability session</li> <li>• Minimum of 12 weekly or twice-weekly classes, of two hours minimally each class</li> <li>• Accessible schedule/location.</li> <li>• Opportunity for observed parent-child interaction</li> <li>• Monthly updates (numbers and activities) provided to monitors</li> <li>• Submission of semi-annual and annual reports</li> <li>• Weekly data entry into DHS database</li> </ul>	<ul style="list-style-type: none"> <li>• Parent educators should have background/experience in early childhood, parenting or special training in methodologies and curricula.</li> <li>• Master’s degree is <i>preferred</i> for Lead Educator; Bachelor’s degree is <i>required</i>. Those working in other ways with parents may have other levels of education.</li> <li>• Direct service staff must attend all training, particularly Institute for Family Professionals.</li> </ul>

### **SECTION III: FUNDING MECHANISM**

The funding mechanism is fee-for-service; however, a budget and budget narrative will be required with this RFP (see separate Excel document).

Providers should use the following information in determining budgetary expenses and revenue, projected numbers of clients to be served, and classes to be conducted:

- The unit of service is individual attendance at a parenting education session
- The parenting education session must be a minimum of two hours duration
- The rate per unit of service is \$125.88
- The maximum number of units of service billable for each individual parenting participant is 16 – a total of 16 parenting education classes is equal to 32 hours of class.

### **SECTION IV: NARRATIVE GUIDELINES**

- Use 8½” by 11” paper.
- Use 1” margins on all sides of each page.
- Use 12-point type (This document is in 12-point type.)
- Text must be 1½ -spaced or larger. Do not single space the narrative.
- Place all components of the proposal in the order indicated.
- Number each application page consecutively, beginning with the title page numbered “1” through the last page of the entire application including attachments.
- Every page must have a footer that includes the name of the agency and the program.
- Use the section headings identified in the Narrative outline.
- In developing your program narrative, please address the DHS Parenting Collaborative Standards described in Section II.

#### **NARRATIVE OUTLINE**

**A. Abstract- Up to One (1) page:** Highlight the contents of the submission in a clear and concise manner. Please consider this section as one that may be used in the future as a brief summary of your program for promotion purposes.

**B. Organizational Capacity – Up to Two (2) pages:** Briefly describe your organization (history, vision, mission, goals and objectives, etc). Describe your organization's previous experiences in providing parenting education services and program outcomes for these services. Describe your organization’s previous experience in working with DHS families and with the specific target population selected and program outcomes related to these services.

**C. Target Population and Recruitment – Up to Two (2) pages:** Provide a demographic profile of your target population, including cluster groupings by age of children. Describe the parenting education needs of this population. Include your plan for identification and recruitment of target population in ongoing program services. Include expected participant numbers.

**D. Scope of Work Plan – Up to Six (6) Pages:** Describe the parenting education activities to be provided, making sure to be responsive to the *required program standards* outlined for the DHS Parenting Collaborative.

- Describe the enrollment/intake/registration process.
- Describe the parenting education course – curriculum, number of sessions, topics, location, schedule, age cluster groupings, etc. Explain why you selected the specific curriculum from among the choices.
- Describe how your parenting program will address the six required program objectives. Include any additional objectives you may also wish to address.
- Describe the program services' sensitivity to the cultural competence standards or special needs for target population.
- Describe any additional program elements, e.g., additional agency supportive services available to participants, collaborations with other community resources, etc.
- Describe participant retention practices.

**E. Management Structure and Staffing – Up to One (1) Page**

- Describe staffing and management for the program.

## **SECTION IV: REQUIRED ATTACHMENTS**

### *Application Checklist*

Use this checklist to insure that all required information is included. All materials are due Wednesday, April 7, 2010 by 4:00 PM to PHMC. A proposal is considered complete when ALL the following items are provided:

- Application Checklist
- Application Cover Sheet
- Program Narrative – 12 page maximum
- Program Budget
- Authorization from Board of Directors
- Certificate of Non-Indebtedness
- Liability Insurance Form

**PLEASE INCLUDE THIS COMPLETED CHECKLIST WITH YOUR SUBMISSION.**

*Application Cover Sheet*

**PHILADELPHIA DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF COMMUNITY-BASED PREVENTION SERVICES**

**PLEASE PRINT OR TYPE**

<b>Organization Name</b>				
<b>Address</b>				
<b>Organization Tax ID Number</b>				
<b>Contact Person &amp; Title</b>				
<b>Contact Person Phone</b>				
<b>Contact Person Email</b>				
<b>Fax #</b>				
<b>Current Agency Annual Budget</b>			<b>Amount Requested</b>	
<b>Target Population</b>	<b>Curriculum</b>	<b>Zip Codes for Service Sites</b>	<b>Proposed Unduplicated Service Numbers</b>	<b>Age clusters</b>

***Authorization from Board of Directors***

The following statement must be submitted on the proposing organization's letterhead. The Chair or President of the Board of Directors or other designated Board member must sign the letter. If the authorization is signed by anyone other than the Chair or President, a separate letter signed by the Board Chair or President must be attached designating that individual to do so.

ON AGENCY LETTERHEAD

*Ms. Cynthia Figueroa  
Deputy Commissioner  
Division of Community-Based Prevention Services  
Philadelphia Department of Health & Human Services  
1601 Cherry Street, 9<sup>th</sup> Floor  
Philadelphia, PA 19107*

*Dear Ms. Figueroa:*

*I, xxx, for and on behalf of the governing body of **[insert name of agency]** certify that the Board of Directors reviewed and approved the attached proposal for CBPS funding for the period July 1, 2010 to June 30, 2011.*

*I further certify that the information included in this proposal is true and accurate to the best of my knowledge and that the organization named above agrees to abide by the terms of this Application and is fully able and willing to implement the proposed program.*

*Signature:* \_\_\_\_\_

*Title:* \_\_\_\_\_

*Date:* \_\_\_\_\_

***Certificate of Non-Indebtedness to The City of Philadelphia***

\_\_\_\_\_ (“Grantee”) has intentions to enter into an Agreement with the City of Philadelphia through its designated intermediary in connection with the Department of Human Service’s Parenting Collaborative initiative. Grantee hereby certifies and represents to the City that the Grantee and any entities under common control with the Grantee or controlled by Grantee are not currently indebted to the City and will not at any time during the term of the pending Agreement (including any additional term(s) be indebted to the City for or on account of any delinquent taxes (including, but not limited to, taxes collected by the City on behalf of the School District of the City of Philadelphia), water bills, sewer bills, liens, judgments, fees or other debts for which no written agreement or payment plan satisfactory to the City has been established. Grantee shall remain current during the term of such Agreement with all such payments and shall inform the City’s intermediary in writing of the Grantee’s receipt of any notices of delinquent payments within five (5) days after receipt. In addition to any other rights or remedies available to the City at law or in equity, Grantee acknowledges that any breach or failure to conform to this Certification may, at the option of the City, result in the withholding of payments otherwise due to Grantee and, if such breach or failure is not resolved to the City’s satisfaction within a reasonable time frame specified by the City in writing, may result in the offset of any such indebtedness against said payments and/or the termination of the Agreement for default (in which case Grantee shall be liable for all excess costs and other damages resulting from the termination). In addition, it is understood that false certification or representation is subject to prosecution under Title 18 Pa.C.S.A. 4904.

GRANTEE: \_\_\_\_\_  
Name of Agency

By: \_\_\_\_\_ Attest/Witness: \_\_\_\_\_  
Authorized Signatory Secretary or Treasurer

Title: \_\_\_\_\_  
President or Vice-President Print Name

***Liability Insurance Form  
Acknowledgement of Insurance Requirements***

\_\_\_\_\_ acknowledges its receipt and having read the following insurance provisions with which they will need to abide, if awarded a grant. The narrative below is extracted from the City’s contract with its intermediary referred to as “Provider.” Special note has been made of those provisions in bold-faced type.

Name of Applicant \_\_\_\_\_

Authorized Signatory \_\_\_\_\_

Date \_\_\_\_\_

GENERAL PROVISIONS LANGUAGE

9.1 Insurance.

Unless otherwise approved by the City’s Risk Manager in writing, Provider shall, at its sole cost and expense procure and maintain in full force and effect, covering the performance of the Services, the types and minimum limits of insurance specified below. All insurance shall be procured from reputable insurers admitted to do business on a direct basis in the Commonwealth of Pennsylvania or otherwise acceptable to the City. **All insurance herein, except the Professional Liability insurance, shall be written on an “occurrence” basis and not a “claims-made” basis.** In no event shall work be performed until the required evidence of insurance has been furnished. The insurance shall provide for at least thirty (30) days prior written notice to be given to the City in the event coverage is materially changed, cancelled, or non-renewed. The City of Philadelphia, its officers, employees, and agents, shall be named as additional insureds on the General Liability Insurance policy. An endorsement is required stating that the coverage afforded the City and its officers, employees, and agents, as additional insureds, will be primary to any other coverage available to them and, that no act or omission of the City shall invalidate the coverage.

(a) Workers’ Compensation and Employers’ Liability.

- (1) Worker’s Compensation: Statutory Limits
- (2) Employers’ Liability: \$100,000 Each Accident – Bodily Injury by Accident; \$100,000 Each Employee – Bodily Injury by Disease; and \$500,000 Policy Limit – Bodily Injury by Disease.
- (3) Other states insurance including Pennsylvania.

(b) General Liability Insurance.

- (1) Limit of Liability:
  - (a) \$2,000,000 per occurrence – all out-of-home service categories, including, but not limited to, day treatment and day care centers
  - (b) \$1,000,000 per occurrence – all in-home service categories
  - (c) \$500,000 per occurrence – all family day care providers
  - (d) Coverage: Premises operations; blanket contractual liability; personal injury liability (employee exclusion deleted); products and completed operations; independent contractors, employees and volunteers as additional insureds; cross liability; and broad form property damage (including completed operations).

(c) Automobile Liability Insurance.

- (1) Limit of Liability: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability.
- (2) Coverage: Owned, non-owned, and hired vehicles.

- (d) Professional Liability Insurance:
- (1) Limit of Liability: \$1,000,000 with a deductible not to exceed \$50,000.
  - (2) Coverage: Errors and omissions including liability assumed under Contract.
  - (3) Professional Liability Insurance may be written on a claims-made basis provided that coverage for occurrences happening during the performance of the Services required under the Contract shall be maintained in full force and effect under the policy or “tail” coverage for a period of at least two (2) years after completion of the Services.

9.2 Self-Insurance.

Provider may not self-insure any of the coverage required under the Contract without the prior written approval of the Responsible Official and the City’s Risk Manager. In the event that Provider wants to self-insure any of the coverage listed above, it shall submit to the Responsible Official and the City’s Risk Manager, prior to the commencement of Services hereunder, a certified copy of Provider’s most recent audited financial statement, and such other evidence of its qualifications to act as self-insurer (e.g. state approval) as may be requested by the Responsible Official and/or the City’s Risk Manager. In the event such approval is granted, it is understood and agreed that the City, its officers, employees and agents shall be entitled to receive the same coverage and benefits under Provider’s self-insurance program that they would have received had the insurance requirements been satisfied by a reputable insurer admitted to do business in the Commonwealth of Pennsylvania or otherwise acceptable to the City. If at the time of commencement of the term of the Contract, Provider self-insures its professional liability and/or workers’ compensation and employers’ liability coverage, Provider may, in lieu of the foregoing, furnish to the City a current copy of the State Insurance Commissioner’s letter of approval, whichever is appropriate. The insurance (including self-insurance) requirements set forth herein are not intended and shall not be construed to modify, limit or reduce the indemnification made in the Contract by Provider to the City, or to limit Provider’s liability under the Contract to the limits of the policies of insurance (or self-insurance) required to be maintained by Provider hereunder.

9.3 Evidence of Insurance Coverage.

**Certificates of insurance evidencing the required coverage must specifically reference the City contract number for which they are being submitted.** The original certificate of insurance must be submitted to the City’s Risk Manager at the following address:

City of Philadelphia  
Finance Department, Division of Risk Management  
1515 Arch Street, 14<sup>th</sup> Floor  
Philadelphia, PA 19102-1579  
(Fax No: 215-683-1705)

Both submissions must be made at least (10) ten days before work is begun and at least ten (10) days before each Additional Term. The ten (10) day requirement for advance documentation of coverage may be waived in such situations where such waiver will benefit the City, but under no circumstances shall Provider actually begin work (or continue work, in the case of an Additional Term) without providing the required evidence of insurance. The City reserves the right to require Provider to furnish certified copies of the original policies of all insurance required under the Contract at any time upon (10) days written notice to Provider.

9.4 Fidelity Bond.

When required by the City, Provider shall, at its sole cost and expense, obtain and maintain during the Initial Term and any Additional Term(s) of the Contract, a fidelity bond in an amount of the greater of (a) Ten Thousand Dollars (\$10,000) or (b) the amount specified in the Provider Agreement, covering Provider’s employees who have financial responsibilities related to the receipt and disbursement of funds under the Contract. In lieu of a fidelity bond, Provider may obtain coverage for crime insurance with limits that are the greatest of (a) \$10,000 or (b) the amount specified in the Provider Agreement. The fidelity bond or crime insurance, whichever is obtained by Provider, shall name the City as beneficiary. Evidence of the existence of the fidelity bond or crime insurance shall be submitted to the City prior to the commencement of Services.

## **SECTION V: APPENDICES**

### **APPENDIX A: RESERVATION OF RIGHTS: PROPOSAL SELECTION AND EVALUATION**

#### Proposal Section Process and City's Reservation of Rights in Connection with Selection of Proposal(s)

##### 1. General Reservation of Rights

The City reserves the right to reject any and all proposals and re-issue the RFP at any time prior to execution of a final contract, issue a new RFP with terms and conditions substantially different from those set forth in this RFP, or cancel this RFP with or without issuing another RFP. The City reserves and may exercise any one or more of the following rights and options with respect to this selection process:

- a) To reject any Proposal if, in the City's sole discretion, the proposal is incomplete, the Proposal is not responsive to the requirements of this RFP or it is otherwise in the best interest of the City to reject the Proposal;
- b) To supplement, amend, substitute or otherwise modify this RFP at any time prior to selection of one or more respondents for negotiation;
- c) To reject the proposal of respondent that, in the City's sole judgment, has been delinquent or unfaithful in the performance of any contract with the City, is financially, or technically incapable or is otherwise not a responsible respondent;
- d) To reject as informal or non-responsive, any proposal which, in the City's sole judgment, is incomplete, is not in conformity with applicable law, is conditioned in any way, deviates from this RFP or contains erasures, ambiguities, alterations or items of work not called for by this RFP;
- e) To waive any informality, defect, non-responsiveness and/or deviation from this RFP that is not, in the City's sole judgment, material to the proposal;
- f) To permit or reject, at the City's sole discretion, amendments (including information inadvertently omitted), modifications, clarifying information, alterations and/or corrections to proposals by some or all of the Respondents following proposal submission.

Proposals, which the City determines in its sole discretion, are responsive to this RFP, will be reviewed and evaluated by the City. The City reserves the right to request Respondents to make one or more presentations to the City at the City's offices at Respondent's sole cost and expense, addressing Respondents' ability to achieve the objectives of this RFP. The City further reserves the right to conduct on-site investigations of the Respondents' facilities or of those facilities where Respondent performs its services. Proposals will be evaluated, in part, according to whether the Respondent meets the minimum qualifications and submits a proposal complying with all of the requirements of this RFP.

The City reserves the right to enter into negotiations with any or all Respondents regarding price, scope of services, or any other term of their proposals, and such other contractual terms as the City may require, at any time prior to execution of a final contract. The City may, at its sole election, enter into simultaneous, competitive negotiations with multiple Respondents or negotiate with individual Respondents seriatim. Negotiations with Respondent(s) may result in the enlargement or reduction of the scope of services, or changes in other terms that are material to the RFP and the submitted proposals. In such event, the City shall not be obligated to inform other Respondents of the changes, or to permit them

to revise their proposals in light thereof unless the City, in its sole discretion, determines that doing so is in the City's best interest. The City may accept or reject any or all of the items in any proposal and award the contract in whole or in part if it is deemed in the City's best interest to do so.

In the event negotiations with any Respondent(s) are not satisfactory to the City, the City reserves the right to discontinue such negotiations at any time; to enter into or continue negotiations with other Respondents; to enter into negotiations with providers that did not respond to this RFP; and/or to solicit new Proposals from providers that did not respond to this RFP. The City reserves the right not to enter into any contract with any Respondent, with or without the re-issuance of this RFP, if the City determines that such is in the City's best interest. Further, the City reserves the right to negotiate with and enter into a contract directly with a provider that may or may not have been a respondent to the RFP.

## **APPENDIX B: PARENTING EDUCATION LINKS AND RESOURCES**

- [http://www.acf.hhs.gov/programs/opre/abuse\\_neglect/fam\\_sup/reports/famsup/fam\\_sup\\_vol\\_a.pdf](http://www.acf.hhs.gov/programs/opre/abuse_neglect/fam_sup/reports/famsup/fam_sup_vol_a.pdf)
- <http://www.strengtheningfamilies.org/>
- <http://www.npen.org/work/current-practices.html>
- <http://www.npen.org/pdfs/fsp-policy-brief22.pdf>
- [http://www.childwelfare.gov/pubs/issue\\_briefs/parented/index.cfm](http://www.childwelfare.gov/pubs/issue_briefs/parented/index.cfm)
- [http://www.childwelfare.gov/pubs/res\\_packet\\_2008/](http://www.childwelfare.gov/pubs/res_packet_2008/)
- [http://www.cdc.gov/violenceprevention/pub/parenting\\_meta-analysis.html](http://www.cdc.gov/violenceprevention/pub/parenting_meta-analysis.html)
- [www.cssp.org](http://www.cssp.org).
- <http://www.aecf.org/upload/PublicationFiles/families.pdf>
- <http://www.solutionsforamerica.org/healthyfam/parent-education.html>
- <http://www.pew-partnership.org/pdf/What%20Works1.pdf>

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<http://www.cwla.org/advocacy/nationalfactsheet09.htm#note65>

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