

**REQUEST FOR PROPOSALS
PINE COUNTY HEALTH AND HUMAN SERVICES**

PARENT MENTOR SERVICES

RFP SUMITTAL: Deliver or email no later than
February 15 at 4pm to:
Becky Foss, Director Health and Human Services
South Pine Government Center
315 Main Street
Pine City, MN 55063
Rebecca.Foss@co.pine.mn.us

Pine County invites interested firms to submit written proposals to provide paraprofessional parent mentor services targeted to at-risk youth and families residing in Pine County. The primary purpose of a parent mentor is to provide assistance and support to parents and families who are involved in the child welfare system. The parents will be referred to the program by children's mental health and child protection social workers from Pine County.

Oral or written questions should be directed to Becky Foss, HHS Director: (320) 216-4104 or Rebecca.Foss@co.pine.mn.us

Proposals will be reviewed by the selection committee. Proposers identified as finalists may be invited to an in-person interview/presentation with Pine County. All material submitted as part of the proposal shall become the property of Pine County. The county reserves the right to request additional information throughout the selection process.

The winning proposer will be expected to enter a professional services contract with Pine County within fourteen days of the notice of award and begin services within 30 days of the notice of award.

All submittals to be considered must be received by the due date and delivered/mailed to the specified address. All proposals shall include identification of any potential conflicts of interest. Pine County retains the right to cancel the request for proposals at any time, and has no obligation to act on any or all the proposals and to waive or not waive any irregularities in any submittal. All proposals submitted under this RFP shall be valid for 60 days from the due date.

Project Description / Scope of Services

Pine county is seeking paraprofessional parent mentor services targeted to at-risk families residing in Pine County. Eligible families for these services are those who are involved in the child protection and/or children's mental health system in Pine County, and are actively working with a social worker employed by Pine County Health and Human Services. Parent mentor hours are flexible with the expectation that services may need to be provided in the evenings and weekends, dependent upon the needs of the families.

Families with children who are at risk of placement could often benefit from more intensive services provided to them in their own home and community. A parent mentor is someone who will be working with a referred family for up to two to six hours per week, depending on the needs of the family as assessed by the referring social worker. A parent mentor will provide much needed hands-on assistance in getting parents to and from their appointments, assist in filling out necessary paperwork, assist the parent in maintaining a safe and sanitary environment for their child, and will also provide other support to parents and children based upon the referral of the assigned social worker. The goal of the parent mentor program is to maintain children in their own home and community, and improve overall family functioning and well-being.

The county anticipates contracting for approximately 500 total hours of service in 2019. This number may vary based on client needs and budget constraints. No minimum amount of work is guaranteed.

During this work, the proposer may come in contact with private / non-public information. The proposer agrees to follow appropriate federal and state laws and county protocols when handling this data.

Proposal content

The proposal shall contain:

1. A cover letter, which:
 - a. Summarizes your firm's history and background
 - b. Identifies your main office and any branch offices and number of employees
 - c. Describes your firm's approach to providing the services and demonstrates understanding of the project.
2. A list of all services your agency currently provides to at-risk families.
3. Agency brochure(s).
4. Certificates of insurance outlining the coverage types and amounts carried by your agency.
5. Cost per hour of service. The hourly cost shall include the entire payment for services. No additional payments or reimbursements shall be allowed. Billing shall be done on a monthly basis.
6. Responses to the following statements, not to exceed one single-sided page per question:
 - a. Outline your agency's experience working with at risk families.
 - b. Outline the knowledge, skills, and abilities of your staff in working with the population identified above.
 - c. Outline the services/activities that will be provided.
 - d. Outline how your agency collaborates with other community providers.

Selection of Proposal

All responses to this request will be reviewed by the selection committee and desired applicants will be contacted as necessary.