

LACKAWANNA COUNTY BOARD OF COMMISSIONERS

**REQUEST FOR QUALIFICATIONS
FOR A Human Services Integration Facilitator**

February 25, 2013

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed submissions will be received and reviewed by the County of Lackawanna (the "County") Board of Commissioners ("Board of Commissioners") for a Human Services Integration Facilitator for **July 1, 2013 to June 30, 2014**.

Respondents must submit their written submission by **4:00 p.m.** prevailing time on **Monday, March 25, 2013**.

Submissions received will be reviewed and evaluated by the Board, based upon such criteria as the Board, in its sole discretion, deems appropriate. The Board reserves the right to request clarification or additional information from any respondent. The Board, in its sole discretion, may accept the proposal of a respondent, may choose a respondent with which the Board will enter into negotiations, or may reject all proposals.

The Board reserves the opportunity to modify this Request for Qualifications at its own discretion and without prior notice, and to waive any immaterial defect or informality in any proposal as may be permitted by law.

PURPOSE:

The purpose of this Request for Qualifications is to solicit submissions from qualified practitioners to develop and facilitate a process that will attain close and seamless coordination between the Behavioral Health and Child Welfare systems while reducing redundancies. This will provide Lackawanna County with a holistic approach to serving the mutual consumers with robust care coordination, integrated case planning, timely service delivery, cross-system relationship management, and systemic efficiency and effectiveness. These elements and activities are critical to the ultimate Human Service goal of single case management for cases involving both systems.

PROCEDURES FOR RESPONDING TO REQUEST FOR QUALIFICATIONS:

1. Two (2) copies of the proposal must be provided. Qualifications must be submitted to the Board of Commissioners, c/o Maria Elkins, Chief of Staff, 200 Adams Avenue, 6th Floor, Scranton, Pennsylvania 18503. Qualifications must be submitted in a sealed envelope with the name of the firm submitting clearly marked on the outside of the envelope. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the above-referenced due date and time. Submissions by

fax, telephone, or email is not permitted. The final selection will be made in the sole discretion of the Board.

2. All questions regarding this Request for Qualifications should be made in writing to the Board of Commissioners, c/o Maria Elkins, Chief of Staff, elkinsm@lackawannacounty.org 200 Adams Avenue, 6th Floor, Scranton, Pennsylvania 18503 by **Monday, March 4, 2013**. All responses to questions will be posted on the Lackawanna County website at www.lackawannacounty.org by **Monday March 11, 2013**.

CRITERIA FOR EVALUATION OF PROPOSAL:

The Board will independently evaluate each submission and selection will be made upon the following criteria:

1. All applicants must have a demonstrated professional history in both Child Welfare and Behavioral Health. Acceptable history includes administration or professional advocacy or a combination of both activities.
2. Organizational Capacity: A designated legal entity responsible for program and fiscal operations has been established and implements basic sound administrative practices including but not limited to the ability to set a fee for service schedule and bill according to procedures outlined by County and State policy and regulation.
3. Cultural Competency and Diversity: The applicant promotes policies, practices and procedures that are culturally competent. Cultural competency is defined as the capacity to function in more than one culture, requiring the ability to appreciate, understand and interact with members of diverse populations within the local community.
4. Demonstrated knowledge/familiarity in the regulatory and statutory administration of both Behavioral Health and Child Welfare systems, including but not limited to confidentiality and information sharing.
5. Demonstrated expertise in the facilitation of multidisciplinary discussions.
6. Ability to develop integrated case plans with county staff and/or their designees.
7. Other factors determined to be in best interest of the County in the Board's sole discretion.

PROPOSAL

Each submittal must be in sufficient detail to permit evaluation, at a minimum, with respect to the following issues. Submittals must include the information that is specifically requested herein as well as such additional information as a respondent deems relevant to the process. Each respondent agrees that the submission constitutes a firm offer to the County that cannot be withdrawn for ninety (90) days from the proposal due date.

1. **Scope of Services/Prior Experience** - All submittals must detail the services proposed to be provided and the firm's experience in providing such services.
2. **Personnel** – All submissions to the County must include the following:
 - a. Name, address, and brief description of your firm;
 - b. The names, experience, and qualifications of the individual(s) who would be primarily responsible for performing services on behalf of the County;
 - c. A statement of assurance that your firm is not currently in violation of any regulatory rules and regulations that may have any impact on your firm's operations; and
 - d. A statement that your firm is not involved in any current litigation with the County.
3. **Conflict of Interest** - All submittals must state that there are no conflicts of interest to which the firm would be subject if it were to provide the requested legal services on behalf of the County.
4. **COMMUNICATION WITH ELECTED OR APPOINTED OFFICIALS:** All communications during this process should be directed to the appropriate contact listed in this Request for Proposals. Any firm that makes any effort to communicate with any other official of Lackawanna County, either directly or indirectly, during this process will be EXCLUDED from consideration.

CONFIDENTIALITY:

This Request for Qualifications, and all submissions received in response, will remain confidential (with the exception of information that was previously public information), and will not be used for any purpose other than the evaluation of the proposals received by the Board. Each respondent, by responding to this Request, acknowledges the terms expressed above and agrees to safeguard the details of this process and the contents of this document. If your organization does not agree to these conditions concerning confidentiality, or if you elect not to respond to this Request for Qualifications, please return this Request to the Board and retain no copies thereof.

Lackawanna County
Qualification Base Selection Process

The statement of qualifications will be evaluated in accordance with the County's Qualifications Base Selection Process. Anyone submitting a statement of qualifications is advised to review that process, which is set forth on the County's website.