

REQUEST FOR INFORMATION (RFI)

One-On-One Supervision Services

For

High-Risk Children in Foster Care

**Los Angeles County
Department of Children and Family Services
Contracts Administration Division
425 Shatto Place, Room 400
Los Angeles, California 90020**

Issued: 1/15/08

REQUEST FOR INFORMATION

One-On-One Supervision Services For High-Risk Children in Foster Care

I. Purpose of Request for Information

The purpose of this Request for Information (RFI) is to determine the extent of interest in providing one-on-one supervision services to high-risk children who are out-of-control, seriously emotionally disturbed and who display out of control behavior. These children are under the jurisdiction of the Los Angeles County Department of Children and Family Services (DCFS).

One-on-One services are required to provide structure and stability for these children, and render crisis intervention by appropriately restraining the child's out-of-control behaviors and containing their emotional outbursts, when needed. Service providers will be required to work collaboratively with foster care providers and other service providers. The one-on-one supervision services include, but are not limited to the following:

- Supervising, feeding, and serving a child during mealtime;
- Supervising a child during playtime or group play;
- Having the ability to tolerate loud noise, a child's yelling, screaming, banging; hitting and slapping walls, furniture and/or metal object;
- Observing and being able to identify and control a child who is confused, disturbed, or is escalating to a temper tantrum, and to recognize a child's suicidal and homicidal ideation and plans, before they take place;
- Recognizing a child's need for routine, ritual, and certain placement of things in a room;
- Maintaining a tranquil environment to keep a child calm;
- Redirecting a child's behavior when s/he becomes assaultive towards staff and/or peers, or becomes self-mutilating or restless, or begins to break and destroy toys or other items;
- Other activities that lead to self-sufficiency.

II. Background

The County of Los Angeles DCFS, in collaboration with our community partners, provides a comprehensive child protection system of prevention, preservation, and permanency to ensure that children grow up safe, physically and emotionally healthy, educated and in permanent homes.

DCFS requires one-on-one supervision services to support the specialized care of seriously emotionally disturbed High-Risk children in foster care.

III. Required Qualifications

We are looking for responses from service providers who meet the following requirements:

- Must be a D-Rate Caregiver or an employee of a Group Home (GH) facility or have at least two years of experience in one on one supervision services.
- Must have annual training certification in State certified or Board certified courses, such as: child development, crisis intervention, behavioral, and/or mental health, conducted in community colleges or other accredited institutions;
- Must have a minimum 16 hours of training units in State certified or Board certified of child development behavioral and/or mental health courses conducted in community colleges or other accredited institutions;
- Must have the knowledge, skills, and experience in one-on-one supervision of high-risk children, e.g., be skilled in observing, monitoring, crisis intervention, and maintaining constancy of structure;
- Must have the ability to redirect a child's focus away from self-destructive and other assaultive behaviors towards constructive ones;
- Must be able to provide a stable, secure and safe structure, which is conducive to high-risk children's well-being and development;
- Must be able to show the ability to obtain necessary liability insurance;
- Must not have a criminal record;
- Must be in "good standing". Good standing would be defined as the provider must not have his or her facility license on hold status or have been on hold status during the 12-months prior to the response deadline to this RFI.
- Must be able to work 8 hours at a time in any assigned location.

IV. "Statement of Interest" Format and Content

The County is interested in hearing from entities with the capability to conduct this program. To ensure full consideration by the County, interested parties are required to submit a written "Statement of Interest" in the following format:

A. Interested Party's Information

(1) Full Legal Name, (2) Type of entity, e.g. individual, organization (public agency, public/private nonprofit), (3) Agency's Director Name (if applicable), (4) Mailing Address, and (5) Contact person's name, phone and fax numbers, and email address.

B. Interested Party's Experience and Capabilities

Interested parties should provide their history relevant to the one-on-one supervision services, and demonstrate their ability to serve Group Home and Foster Care high-risk children as described in this RFI.

C. Liability Insurance

Provide evidence of or ability to obtain required liability insurance related to these services.

D. Charge Rate

Provide an estimate hourly rate for these services.

Statement of Interest should be received at the following address **by 6:00 p.m. on or before February 15, 2008:**

Walter Chan, Contracts Manager
Contracts Administration Division
Department of Children and Family Services
425 Shatto Place, Room 400
Los Angeles, California 90020

After receipts the Statement of Interest, the County may do one of the following:

1. Issue a Request for Proposals (RFP) or Request for Statement of Qualifications (RFSQ) to select contractors for this program;
2. Negotiate contract with a limited number of qualified providers who have demonstrated capability and who express interest in this program; or
3. Take no further action.

DISCLAIMER

NOTHING IN THIS DOCUMENT SHALL BE CONSTRUED AS OBLIGATING THE COUNTY TO ISSUE AN RFP, RFSQ, OR NEGOTIATE A CONTRACT FOR ONE-ON-ONE SUPERVISION SERVICES.

This RFI is issued solely for the purpose of collecting information and for planning purposes. It does not constitute a solicitation for contracting, and should not be construed as a Request for Proposals (RFP), or a Request for Statements of Qualifications (RFSQ). All information received in response to this RFI shall become the exclusive property of the County of Los Angeles. DCFS reserves the right to incorporate into any future solicitation or contract, information or ideas that are found in the responses to this RFI. Moreover, all responses to this RFI shall become a matter of public record, and shall be regarded as such. Exceptions will be those elements marked "trade secret," "confidential," or "proprietary" as described in the California Government Code, Section 6250 et. Seq. (Public Records Act). The County shall not in any way be liable or responsible for the disclosure of such records, without limitation and including those so marked, if disclosure is required by law, or by an order of a court of competent jurisdiction.