**Pennsylvania Family Organization**

**Request for Proposals (RFP)**

**OPPORTUNITY OVERVIEW**

The Pennsylvania System of Care Partnership (PA SOC Partnership) plans to fund the start-up of an independent, family run, not-for-profit family organization with the goal:

*To develop and implement a statewide family organization and/or organizational structure that will provide and/or provide access to information and support for families raising a child/children with behavioral health (mental health and/or drug & alcohol) challenges, and advocate for resources and quality services for all families raising children with these challenges.*

The Pennsylvania Family Organization (to be formally and officially named later) is seeking a partner to provide general administrative services (defined below) for at least one year, possibly more, while the Family Organization selects and trains its Board of Directors, recruits and selects an executive director and the staff needed for the first twelve months of implementation, obtains its 501(c)(3) designation, and completes its strategic business plan.

**CONTEXT**

Pennsylvania has a long tradition of county-based, categorical human service programs. However, the systems invariably struggle to meet the needs of youth with complex behavioral health challenges that are involved in multiple systems, and their families. Youth and their families have told us that they want:

* Systems to work together in a coordinated approach with youth and families
* To be accepted as equal partners in their own treatment,
* To have access to information and supports
* To give back by helping others
* To have a voice in helping to transform the system.

Over the years, family members have organized around these identified needs and a variety of formal and informal family organizations and advocacy efforts have emerged in some counties throughout the Commonwealth. But until now, no one has successfully connected the dots so that families everywhere in Pennsylvania have access to the information and supports that they need for their families, and opportunities to be involved in the transformation efforts that are occurring in the Pennsylvania county and state level child-serving systems.

As part of the Pennsylvania System of Care Partnership’s strategic plan, it was decided that it is necessary to create a statewide infrastructure that will help to support families raising children with behavioral health issues, and that the PA SOC Partnership will fund the start-up of the Family Organization for a time limited period. This will include recruiting and hiring an Executive Director and moving two Family Involvement Specialist, equating to 1.5 full time equivalent staff, from the PA SOC Partnership to the Family Organization.

**REQUIREMENTS FOR PARTNER APPLICANTS**

The partner will (non-negotiable):

* Provide key Human Resources (HR) functions such as: all on-boarding requirements for new employees of the Family Organization, benefits (that must include health insurance and other key benefits), employee handbook, key policies and procedures, access to HR leadership for problem solving and other employee issues, etc.
* Provide key financial services such as payroll, accounts payable, accounts receivable, audits, purchasing, monthly financial statements and other key reporting requirements as needed, access to finance leadership for financial assistance, budgeting, financial planning, etc.
* Willingness to establish separate Family Organization line items within the partner’s budgets and financial statements
* Ability to pay stipends and child care with quick turnaround
* Ability to develop and implement consulting contracts
* Ability to pay invoices and bills in a timely manner.
* Experience in providing these kinds of functions for not-for-profit organizations

Please note: The partner organization will not be involved in the development and/or implementation of the operations of the Family Organization nor provide direct supervision of the Executive Director or other Family Organization staff.

The partner will also (negotiable):

* Begin services on or around mid-late July 2017
* Make available access to applicable information technology (IT) such as phones, laptops, printers, and access to the partner’s IT leadership for IT problem solving, etc.
* Support and pursue designation as an independent, non­profit organization under IRS Code 501(c)(3).
* Identify and obtain suitable office space as well as furnishings for the Family Organization’s start­up (it is not yet determined where this organization will be located and we are interested in hearing suggestions. Access/travel to Harrisburg will be required).

**ASSISTANCE AVAILABLE TO APPLICANTS**

During the application period, identified staff will respond to requests for assistance and will collect and distribute questions and answers to all who submit letters of intent (see below).

**SUBMISSION OF LETTER OF INTENT AND APPLICATION**

**The partner will be selected by early July 2017 with a start date as soon as possible:**

1. Letters of Intent will be submitted and received by 5:00 PM, Wednesday, May 31, 2017. The Letter of Intent should include the following information and should not exceed one page:
   * Name of the organization along with the key contact person, title and contact information
   * Expression of the organization’s intent to submit an application.
   * A brief overview of why the applicant is qualified to apply.
2. Applications must be received by 5:00 PM, Friday, June 30, 2017. Please send to:

Laurie Jones

Co-Administrator

Youth and Family Training Institute

[joneslh@upmc.edu](mailto:joneslh@upmc.edu)

412-802-6639 (office)

1. Questions regarding the application or Letter of Intent may be submitted by email to: [joneslh@upmc.edu](mailto:joneslh@upmc.edu). Please use the subject line: RFP Question

**APPLICATION**

Proposals should be as short and succinct as possible. We prefer that your proposal be no more than ten (10) pages in total (excluding the appendices). Please use appendices for the reference letter(s) and staff resumes, and please use 12-point font. Your proposal should include the following:

1. Organization name; key contact person, title and contact information
2. Overview of proposed partnership arrangement and how it will work
3. Experience providing this kind of service
4. Information about the available Human Resources functions, including but not limited to:

* The name and resume of the proposed HR person who would be assigned to this effort
* Description of the on-boarding process including required clearances and physical requirements if applicable
* Provide an overview of your benefits package and the % of salaries that you use when preparing your budget
* Briefly describe your organization’s local and out-of-state travel policy

1. Information about the available Finance functions, including but not limited to:

* The name and resume of the person who would be assigned to this effort
* Description of the purchasing process and how the Executive Director will eventually obtain his/her own “credit”
* Discuss the process for providing non-staff family members with stipends for their time
* Do you have a current invoicing system with OMHSAS?
* Do you prefer monthly or quarterly invoicing?
* Will your agency require start-up funding?

1. Discuss available Information Technology capabilities if applicable
2. Discuss space availability if applicable
3. Discuss other administrative strengths that your organization will bring to this partnership
4. Please explain how you plan to implement and monitor the budget that we will provide to you.
5. What will you charge for doing this work? Specifically, what are your prices for:

* Administration/overhead
* HR fees (how much HR support is included in the administrative fee? If additional HR support is needed, what is the hourly fee?).
* Finance fees (how much fiscal support is included in the admin fee? If additional finance support is needed what is the hourly fee?).
* Benefits (what will be the % of salaries)
* Additional fees, if any. Please be specific.

1. Copy of or link to the most recent audit report and management letter
2. Briefly describe the steps and time required for full implementation of this partnership
3. Please list any question that you may have for us that have not been answered during the preparation phase of this process.
4. Please provide at least one letter of reference from a current or previous client where you provided the same or similar services. We may want to contact this client, so please provide the person’s contact information. (The reference letter(s) will go in an appendix).

**SELECTION PROCESS**

The Family Organization Committee will review all proposals and score each proposal based on the answers to the above questions. The top organization(s) may be scheduled for an in-person interview. While the start date is negotiable, extra consideration will be given to an organization that can begin in July 2017. We are hopeful that the Board of Directors will hire the Executive Director by the end of the summer and two existing family support staff (one full time and one part time) would be transferred to our new partner as soon as possible.

Supervision for the existing staff will be provided by the PA SOC Partnership until an Executive Director is hired.