



**City and County of San Francisco  
Juvenile Probation Department**

**Allen A. Nance**  
Chief Probation Officer

375 Woodside Avenue  
San Francisco, CA 94127  
(415) 753-7800

**Informal Bid (IB) #JUV2018-02**  
**Response Due: 5:00PM February 16, 2018 by E-mail Only**

***Models for Engagement, Stabilization Services, and Targeted Recruitment  
for Resource Families***

**Service Specifications**

The purpose of this Contract is to provide models for ongoing, individualized engagement and stabilization support to resource families, to ensure safe placement appropriate for youth and the resource family, and targeted recruitment for potential new foster family home caregivers. The desired outcome is to support quality foster parents and to promote success of youth in care for current resource families in order to recruit new prospective resource families. Juvenile Probation Department's recruitment strategy is based on three principals: respect, appreciation, and acknowledgment.

As a result of the Continuum of Care Reform (CCR) efforts, a detailed CCR Legislative Report was developed and provided to the California Legislature in January 2015. This report contained information on current reform improvements made administratively and recommended revisions to improve the continuum of care for juvenile court dependents through legislative action. It outlined a comprehensive approach to improving the experience and outcomes of children and young adults in foster care. The report, based on over three years of collaboration with county partners and other stakeholders, consists of a series of interdependent recommendations to improve assessments of minors, non-minor dependents (NMD), and families to make more informed and appropriate initial placement decisions, emphasize home-based family care placements, appropriately support those placements with available services, change the goals for congregate (group home) care placements, and increase transparency and accountability for outcomes. AB 403 (Chapter 773, Statutes of 2015), implemented the CCR initiative and enacted provisions governing the application and, award of funds, reporting outcomes associated with the expenditure of Foster Parent Recruitment, Retention, and Support (FPRRS) funds.

A specific recommendation was made to strengthen foster parent, resource family and relative caregiver retention, recruitment, training requirements and strategies. To support this recommendation, FPRRS funding has been made available to San Francisco County to invest in activities and services to retain and increase the number of foster parents, relative caregivers and resource families available for placement of court dependent children in family-based homes rather than group homes. Allowable uses for FPRRS funding include:

- Staffing to provide and improve direct services and supports to caregivers, remove any barriers defined as priorities in the county implementation plan and developing reports on outcomes.
- Costs for exceptional child needs not covered by the caregiver-specific rate that would

normalize the child's experience, stabilize the placement, or enhance the child's well-being.

- Intensive relative finding, engagement, and navigation efforts.
- Emerging technological, evidence-informed, or other nontraditional outreach approaches to potential caregivers of the San Francisco community, including a focus on housing first and low barrier entry to services and housing.

### **Description of Services to be Provided**

The Contractor shall provide the following services for resource families during the term of this Contract:

#### **A. Stabilization Services**

- i. Referrals. The Contractor shall provide an initial assessment of the need for case management and make required referral(s). The Contractor will have access and knowledge of community resources, including culturally-specific resources. The Contractor shall provide such referrals to appropriate services, such as Wraparound services, individual and family therapy/counseling, drug and alcohol services, and other community-based services. The Contractor shall also assist the resource family in system navigation and access to the community resources. Referrals build community partnerships thereby expanding the family's support network.
- ii. Case Management. The Contractor shall provide regular face-to-face meetings and telephone calls with the youth and resource family using a strength-based approach. Create shared goals that are worked on together with Contractor and youth and resource family. Encourage active participation and equal opportunity to speak and to advocate of all interested parties, including, but not limited to, fictive and biological family, resource family, youth, DPO's, social workers, school personnel, coaches, mentors, tutors, faith-based personnel, and any other person youth deems important.
- iii. Enrichment Activities. During the case management sessions, the Contractor shall assess the needs and desire for enrichment activities. The Contractor shall make recommendations for activities that will provide a constructive outlet for youth.
- iv. Resource/Information Sharing. The Contractor shall provide parenting strategies, tools, and resources specific to the individual behavioral needs of youth in their care. Trainings should be focused on reducing caregiver stress and reducing youth behavioral challenges.
- v. Child and Family Team Meeting. The Contractor will initiate and participate in Child and Family Team (CFT) Meetings and other decision-making meetings for the stabilization of the placement and wellbeing of the youth and resource family.

B. Targeted Recruitment.

- i. Recruitment. The Contractor shall partner with JPD staff in informing prospective parents about the resource family approval process. The Contractor shall develop and execute a focused and continuous foster parent recruitment plan taking into consideration any potential barriers to placement. Included in the plan will be foster parent/community recruitment, support, annual appreciation, and celebratory activities/events.
- ii. Incentives for Peer Parent Recruitment. The Contractor shall provide a stipend of \$250 to peer parents who work at any community recruitment events. The Contractor shall also provide an incentive award of \$500 to any peer parent who successfully recruits a resource family.

C. Meetings. The Contractor shall participate in monthly meetings with JPD staff to assess/discuss the levels of service delivery.

This contract shall have a term of March 1, 2018 to June 30, 2018 with an estimated maximum funding of \$50,000. Services provided under this solicitation will under no circumstances exceed \$50,000 for the term of the agreement.

**Target Population**

Resource families with youth involved with San Francisco's Juvenile Probation Department.

**Minimum Qualifications**

1. Grantee must have three years of experience in providing services listed in this IB or similar services; and
2. Grantee must provide the services in the City and County of San Francisco; and
3. If not already a current City vendor, demonstrate the willingness and ability to become a city vendor within ten (10) days of a tentative award notice.

**All respondents must provide a statement, written solely by the respondent, addressing the following items:**

1. Cover page letter with contact information, location, federal tax ID, SF City vendor ID.
2. Discussion of respondent's qualifications to provide aforementioned services and planned approach for delivery of services.
3. **Proposed budget to meet** the above listed service requirements.

**Email complete response package by 5:00PM February 16, 2018 to Elena Baranoff @ [elena.baranoff@sfgov.org](mailto:elena.baranoff@sfgov.org).**

**Please note that late submissions will not be accepted nor considered for review.**

**SIGNED:**

By signing this document, I certify our company's ability to deliver services as described in Service Specifications of Juvenile Probation Department's Informal Bid #JUV2018-02 to provide Models for Engagement, Stabilization Services, and Targeted Recruitment for Resource Families in San Francisco, and will comply with the terms and conditions specified in the San Francisco Juvenile Probation Department contract boilerplate.

SIGNATURE: \_\_\_\_\_

Print  
Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_

City Vendor Number: \_\_\_\_\_