

EXPEDITED RFQ NOTIFICATION SHEET
Office of Contracts and Rate Setting
State of Michigan
Department of Human Services

Notice of a request for quotations or a request for proposal is hereby given Pursuant to Act No. 124 of the Public Acts of 1999.

Amount: \$24,990.00 (\$8,330.00 per fiscal year)	ITB Number DHS SFSC 10-26001
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<p>Bid Description: Gladwin County - Strong Families/Safe Children Coordination.</p> <p style="text-align: center;">No RFQ is attached. This is a small dollar contract. Contact the staff listed below for details.</p>

Due Date for Response: July 24, 2009 @ 3:00 P.M. EST

SERVICE DESCRIPTION

STRONG FAMILIES/SAFE CHILDREN COORDINATION

1. Activities to be Performed:

The Contractor shall, as directed by DHS:

- a. Assist in planning/coordinating SF/SC meetings.
- b. Facilitate the development of the SF/SC service plan and any plan amendments.
- c. Attend SF/SC meetings as requested by the DHS Director/Designee to address SF/SC issues.
- d. If requested, conduct focus groups related to SF/SC funded activities.
- e. Collect and develop local DHS service outcome and objective data. Report data to the DHS local office and complete the SF/SC Annual Report on forms provided by DHS.
- f. As directed by DHS, track, gather, collect and regularly review county-wide data relevant to comprehensive child and family services planning related to local out-of-home placement numbers, rates, and trends).

2. Unit Definition(s): One unit equals one (1) hour of Contractor time, excluding travel time, devoted directly to implementation, coordination and/or administration of SF/SC funded services. If the Contractor is an agency, the Contractor shall designate a single individual within their organization as Coordinator and bill exclusively for that individual's time providing service under this Agreement. If the Contractor participates in activities or meetings, during which issues in addition to SF/SC funded services are addressed, the Contractor shall bill only for that portion of time related exclusively to SF/SC issues.