

**REQUEST FOR LETTERS OF INTEREST (LOI)  
STOP NOW AND PLAN (SNAP®)**

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The Florida Network of Youth and Family Services, Inc. is soliciting a Letter of Interest (LOI) from potential applicants interested in providing SNAP® (Stop Now and Plan) services in Palm Beach County. The request is to offer SNAP® Clinical and SNAP® in Schools to youth and families in Circuit 15.

SNAP® was developed by the Child Development Institute (CDI) from Toronto Canada in 1985. It is an evidence based, cognitive behavioral, family-focused model, that provides a framework for teaching children and their parents emotion regulation, self-control and problem- solving skills. Please visit [www.stopnowandplan.com](http://www.stopnowandplan.com) for more information regarding SNAP® programing.

SNAP® Clinical is a gender specific program for youth ages 6-11 that **REQUIRES** caregivers and their youth to participate in a concurrent 13-week group cycle. You will need a minimum of four (4) facilitators to operate each week (two for the children’s group; one for the parent; and one for the sibling). In addition, you must make available sibling care for families who have children who are not participating in group. In order to deliver the Girls Group curriculum, the facilitators must be female. A light meal is provided to families each week.

<b>Deliverable/ Service Units</b>	<b>Unit (maximum)</b>	<b>Unit Price</b>
Intake	One (1) per youth (Total of twenty-five (25) youth)	\$600.25
Ongoing Group Delivery	Thirteen (13) sessions per youth (Twenty-five (25) youth x thirteen (13) weeks each = three hundred and twenty-five (325) total sessions)	\$202.30
Weekly Fidelity Adherence Monitoring	Thirteen (13) sessions per youth (Twenty-five (25) youth x thirteen (13) weeks each = three hundred and twenty-five (325) total sessions)	\$202.30
Discharge and Aftercare Planning	One (1) per youth (Total of twenty-five (25) youth)	\$500.00

SNAP® in Schools is a school based, 13-week program that is taught to the entire classroom; each session is 45 minutes and uses skills from the SNAP® clinical model to enhance social skills and problem-solving skills by teaching children how to regulate their emotions to promote a positive change in at-risk behavior. A SNAP® trained facilitator delivers the curriculum in the classroom with assistance of the teacher.

<b>Deliverable</b>	<b>Unit (maximum)</b>	<b>Unit Price</b>
SNAP® in Schools	39 group sessions	\$1,080.00

Interested agencies will need to submit a capability statement describing their organization and their ability to operate and sustain the program. The Florida Network is looking for agencies that can describe their ability to perform the new services through the categories listed below:

#### Management Background - Experience – Structure

The Respondent shall describe the background and experience that demonstrates the ability of the organization to deliver SNAP and provide the minimum services sought by the LOI. The Respondent shall provide a corporate organizational chart, identifying key corporate personnel/positions and their qualifications (resume or job description) that will have sufficient management and oversight of the proposed SNAP program. The Respondent shall describe their internal quality improvement processes, internal resources, strengths, and skills to demonstrate the ability to deliver the services offered.

#### Management Competencies and Capabilities

The Respondent shall describe their organization's competencies (knowledge, skills and abilities) that clearly support their proposed services for the program and the specific services required.

#### Programmatic Oversight, Quality Improvement

The Respondent shall describe the management design/structure that ensures provision of oversight and control of the SNAP Program to obtain optimum service delivery. The Respondent shall describe their internal quality improvement process necessary to identify problems and improve service delivery, including frequency of monitoring reviews and the methods to be employed.

#### Organizational Approach, Philosophy and Vision for SNAP Services

The Respondent shall describe their organization's approach and philosophy, including mission statement, core values, and vision to further the Florida Network's goal for youth receiving SNAP services.

#### Overall Program Delivery

The Respondent shall describe their understanding and approach to the tasks listed that will ensure compliance with the minimum service requirements as set forth in the LOI. The Respondent shall describe their understanding of the needs of the target population. The Respondent shall describe the continuity of care from program admission to release for the youth and family. Specifically:

- Hire, train and sustain the appropriate number of full-time, part-time and volunteer staff needed to effectively operate the program. Staff are required to attend a 5-Day SNAP Facilitator Training before groups can begin.
- Provide adequate physical space available for weekly groups. A physical space must include at least three (3) individual rooms for the youth, parent/caregiver, and sibling groups.
- Provide transportation for families, if/when needed
- Relationship with local school district(s)
- Ability to recruit and serve a maximum of twenty-five (25) families
- Past three (3) years of program performance with similar funders (e.g. Program monitoring reports, evaluations, accreditation interview, etc.)
- Financial ability to manage adequate cash flow (as the services provided are reimbursed in arrears based on deliverables provided)

The Florida Network will take into consideration all letters of interest submitted. Please submit letters to the Florida Network attention [Contracts@FloridaNetwork.org](mailto:Contracts@FloridaNetwork.org) no later than, **March 6, 2020**. Please contact Megan Picinic at [Megan@FloridaNetwork.org](mailto:Megan@FloridaNetwork.org) with any questions.