



- Q1.** Section 1.0, p. 7: “minimum of 25 child-specific homes”
- Would the Department consider a different payment method, such as cost-reimbursement, or an early payment for a review of record and/or identification of possible resources for the child-specific homes? The cost to recruit these homes will be more costly than special needs recruitment, particularly upfront costs.
 - Does the Department expect a minimum of 25 child-specific to go through the entire process (through finalization) in the first 10 months (first fiscal year)?
- R1.** **a. This is a cost-reimbursement procurement. Securing adoption homes for children in the custody of the Department must be accomplished at fixed rate as specified in the RFP. Proposed cost must not exceed the specified rates to be considered for a contract.**
- b. Yes.**
- Q2.** Section 1.0, p. 7: Can the Department clarify what they desire for library, support groups, educational opportunities, and counseling for the Pre Adoption Services?
- R2.** **Vendors must utilize their expertise and experience in providing the same or similar services to design an acceptable program the around requirements specified in the procurement document.**
- Q3.** Section 3.2.4-3.3: Will the Department consider increasing the amount of payment for home studies to \$1500 and decreasing the payment for finalization to \$500? The finalization can often be delayed for multiple reasons that are out of the vendor’s control.
- R3.** **This is a post-award negotiable term.**
- Q4.** Section 3.0, Project Overview – “provided opportunities to network and build connections with other families who share the adoption experience”. Can the Department clarify what they expect for networking opportunities for pre-adoptive families?
- R4.** **The Department’s expectation is that the vendor will provide potential adoptive families the ability to network with other likely candidates and post-adoptive families so that a family is able to be supported by others going through or having gone through the adoptive process. The methodology is left to the creativity of the vendor.**
- Q5.** Section 3.1, p. 15: Is it the Department’s intent to have a separate website and toll-free phone line for this Pre Adoptive Contract and a separate website and toll-free line for the Post Adoptive Contract? This would significantly increase the costs for maintenance and staff support of these services.
- R5.** **This RFP address pre-adoptive services only. All requirements for this procurement are specified in the RFP.**
- Q6.** 3.3 PRE-ADOPTION TRACKING – Is the payment for match and finalization per child as is the current arrangement for match (\$1000 per child)?
- R6.** **Refer to section 3.3 Pre-Adoption Services Tracking of the RFP.**
- Q7.** Section 3.2.1, p. 16: Can the Department assign at least 12 child-specific cases in the first 30 days of the contract and the remaining within the first 6 months of the contract?

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- R7. It is premature in the procurement process to agree to the terms above. This is a post award negotiable term.**
- Q8.** Section 4.2.5.3.1 and 4.2.5.3.2: Service Delivery Approach asks for all services specified in section 3 to be addressed. The majority of Section 3 is the Adoption Homes section, yet there is a separate section for it (4.2.5.3.2). How does the Department desire potential vendors to format this section of our proposal?
- R8. Address all remaining services utilizing the appropriate headings and subheadings.**
- Q9.** Section 5.0, p. 24: "All activities identified in the Adoptive Homes for Special Needs Children of this document must be offered at or below the rates specified"
- Does this mean that the Information and Referral Services (3.1), Pre-Adoption Services Tracking (3.3), Media/Marketing (3.4), and others can be provided in addition to the \$5,000 per adoptive home?
- R9. Yes.**
- Q10.** Section 1.0, p.7: "up to 75 adoptive homes"
- In order to reach 75 adoptive homes who complete all areas (training, home study/ family portfolio, matching, finalization), many more than 75 homes will need to be trained and have a completed home-study as the process is designed to "select-out" families that are assessed as not the right fit for the child waiting population". Is the cap for billing \$375,000 (75x\$5,000) or is there a financial allowance to bill for 75 completed homes and then additional homes that may only complete training and/or home studies?
- R10. This RFP seeks to procure 75 homes. The Department is aware that not all families will complete the process or become a match; therefore this procurement will be monitored for achievement of the desired results and changes and negotiations will be made as necessary.**
- Q11.** Appendix E: This is a cost reimbursement budget form. Is this form to be used for the information and referral, media/marketing, marketing materials, other mentioned services in Section 1 (library, counseling, support groups), and the optional RRT and then simply include the number of families to be recruited on the Adoption Homes line item for the fixed rate portion of the contract?
- R11. Yes.**
- Q12.** Will the Department continue the current exceptional arrangement to accommodate the higher costs of Department approved individual Deciding Together sessions by reimbursing a certain amount per session in the event that a family is selected in or out during the process and does not complete the Deciding Together series?
- R12. The question refers to the current arrangement; this is a new RFP.**
- Q13.** Section 5.0, p. 24: Can there be any provisions for billing for the child-specific homes if significant work is completed and a child decides they no longer want to be adopted?
- R13. Provisions for billing separate phases of the work are included in the RFP.**
- Q14.** Section 3.2.1- This section states that recruitment would involve recruitment items. This has typically been provided through additional funds and not paid through Pre Adoption Adoptive Homes reimbursement. Can you clarify the amount of materials the Department desires and is there an option for additional funding for these materials?

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R14. The RFP states that, specific recruitment strategies and materials must be identified and agreed upon. References to typical or current practices will not be addressed with this new RFP.

Q15. Section 3.2.3-3.2.4, p. 17: Does the Department envision referring “home study only” needs to the vendor? With the payment of only \$1000 for this service, it would be unlikely that the vendor would be in a position to provide home studies to those families that the Department does not wish the vendor to train but wants a home study only.”

R15. No.

Q16. Section 3.3: Can the Department clarify how the vendor will be kept informed and/or involved in the process after approval of the home study/family portfolio through matching and finalization?

R16. This will be negotiated post award.