



Q1. Section 1, PROJECT OVERVIEW, states:

The ALABAMA DEPARTMENT OF HUMAN RESOURCES, (hereinafter referred to as “the Department”) seeks a qualified vendor to develop a statewide Adoption Resource Center to provide **Pre/Post Adoption Services** to families and children in the adoption process who have adopted through the Alabama Department of Human Resources. Services must include: information and referral services; a library; support groups; educational opportunities; counseling; an annual permanency conference; and an annual adoption summer camp. The selected vendor must recruit, train and complete approved home studies for seventy-five (75) adoptive homes per year for the term of the contract. All proposed adoptive homes must meet all requirements per this document and must obtain final approval from the state DHR Office of Adoption. The selected vendor will receive up to \$5000 per approved adoptive home that is trained, matched and finalizes an adoption from foster care. A more complete description of the services sought for this project is provided in *Section 3, Scope of Project*. Proposals.

- A. Please confirm that **Pre Adoption Services** are to be provided to **families interested in adopting waiting children, along with families that are participating in the adoption process** through the Alabama Department of Human Resources.
- B. Please confirm that the **Pre Adoption Services** must include: “information and referral services; a library; support groups; educational opportunities; counseling; **recruitment; training; and home studies.**”
- C. Please confirm that the **Post Adoption Services** include all Alabama adoptive families and children, and those in the process of adoption.
- D. Please confirm that the **Post Adoption Services** must include: “information and referral services; a library; support groups; educational opportunities; counseling; an annual permanency conference; **a trained therapist network;** and an annual adoption summer camp.”

R1. Yes to all of the above.

Q2. Section 3.0, PROJECT OVERVIEW, page 15, second paragraph, second sentence states:

Services must include: information and referral services; a library; support groups; educational opportunities; counseling; an annual permanency conference; an annual adoption summer camp; and training.

Please confirm that the “training” listed above **includes the trained therapist network** described in **Section 3.8, page 20** of the RFP.



R2. The trained therapist network (TTN) is a part of the training but is not the only training to be provided. Other trainings should include training about topics related to adoption and parenting victimized children using a variety of methods.

Q3. Section 3.1, INFORMATION AND REFERRAL SERVICES, page 15, first paragraph states:

A toll free telephone number must be available that can be accessed live, Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. The vendor will be required to track calls and to provide follow-up documentation of referrals.

A. Please confirm that the “toll free telephone number” is **1-866-4-AL-KIDS**.

B. Please confirm if the vendor may design its own tracking and follow-up documentation process or if the vendor must follow another protocol; i.e., the response protocol of “AdoptUSKids.”

R3. The toll free number listed above is correct. The agency will specify the minimum set of data elements to be tracked and may be asked for special elements from time to time as the expectation of the Children's Bureau changes. The vendor will be responsible for developing a tracking system to provide inquiry and response data and will also be expected to access and utilize systems of AdoptUsKids.

Q4. The current, stand-alone 2016-2017 Pre Adoption Services contract (#4538) executed under RFP 2012-100-08 included the following section on page 18 of its 2012 RFP:

3.7 OPTIONAL SERVICES

3.7.1 RECRUITMENT RESPONSE TEAM

Vendors have the option of submitting a separately priced budget to provide the recruitment response team. If this option is exercised, the vendor will be required to employ staff for a recruitment response team (RRT). The RRT will respond to inquiries placed through the toll free inquiry line (1-866-4AL-KIDS / 1-866-425-5437) as well as on-line inquiries submitted through the State DHR web site. Members of the RRT will also respond to inquiries from families without home studies that originate through a variety of other referral sources to include but not limited to AdoptUsKids' National RRT, Heart Gallery Alabama's web site, Adoption.com web site, requests for information from Kids to Love, Alabama Foster/Adoptive Parent Association and other recruitment partners as developed by DHR.

Approximately 2000 unduplicated families submit inquiries annually, all requiring responses. Responses to inquiries must be made by phone or e-mail and must include follow-up with a recruitment orientation packet. The master copy of the packet will be

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provided by state DHR. Once the initial inquiry and follow-up has been made, contact information about the inquiring family or individual will be provided to the applicable county office for additional follow-up. Members of the RRT must continue follow-up with families at periodic intervals. The required intervals may be re-negotiated from time to time between the vendor and the Department. Periodic follow-up must continue until such time that the family has either: (1) engaged with a county office or other child-placing agency for GPS or Deciding Together; (2) is in the home- study process; or (3) the individual/family has asked for periodic follow-up to cease.

Adequate RRT staff will have to be maintained to ensure that responses to inquiries are made within five (5) business days of receipt of inquiries. The RRT will be required to work with the staff responsible for recruitment, preparation and home studies to determine if/when families might be appropriate for referral to the training and home study components of the pre adoption services referred to in this document.

A Recruitment Response Team (RRT) is included in the current, stand-alone contract for APAC Pre Adoption Services (#4538).

A. Please clarify if the Department desires that vendor *continue to provide RRT* as described above in 2012 and as currently implemented under contract #4538, *as a part of the vendor's response to Section 3.1, INFORMATION AND REFERRAL SERVICES, page 15 of RFP 2017-100-06.*

R4. Yes, the Recruitment Response Team, RRT is an expectation as described in the 2017 RFP.

Q5. Section 3.3.6, PRE-ADOPTION SERVICES TRACKING, page 18, fourth paragraph, first sentence states:

Vendors will be eligible to bill \$1,000 in compensation after a match has been made for an approved adoptive home and waiting child.

A. In cases where more than one child is matched with the same adoptive family, please clarify if vendor will be eligible to bill \$1,000 in compensation **FOR EACH CHILD** after a match has been made for *multiple* waiting children **in the same approved adoptive home**.

R5. Yes.

Q6. Section 4.2.5.3.1, Service Delivery Approach, states:

The Vendor must provide a detailed description of the work plan and the methods to be

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used that will convincingly demonstrate to the Department what the Vendor intends to do, the number of children/youth and/or families to be served, the timeframes necessary to accomplish the work, and how the work will be accomplished. *Services must include: information and referral services; a library; support groups; educational opportunities; counseling; an annual permanency conference; and an annual adoption summer camp.*

A. Please confirm that the *Pre Adoption Services* must include: “information and referral services; a library; support groups; educational opportunities; counseling; recruitment; training; and home studies.”

B. Please confirm that the *Post Adoption Services* must include: “information and referral services; a library; support groups; educational opportunities; counseling; an annual permanency conference; a trained therapist network; and an annual adoption summer camp.

R6. Yes to both questions.

Q7. Section 4.2.5.2, VENDOR FINANCIAL STABILITY, page 24 states:

Vendors must submit an audited financial statement for year 2015 and letters from the auditor(s) who performed the 2014 and 2013 financial audits. Vendors of newly formed organizations, who have been in business less than one year must submit copies of any official quarterly financial statements (from a financial institution) that have been prepared since the end of the period reported by your most recent annual report.

A. This vendor’s 2015 audited financial statement plus auditor’s letters from 2014 and 2013 totals 30 pages (one-side printed). This mandatory attachment constitutes 30% of the total pages allowed under proposal format stated in Section 4.2 (page 22). Inclusion of these financial audit documents in the body of the proposal limits vendors’ ability to present a fully detailed proposal to the Department. **This vendor respectfully requests that the Department allow the financial documents required under Section 4.2.5.2 to be electronically and hard-copy submitted, by all vendors, IN ADDITION TO the 100-page document proposal format.**

R7. The vendor can provide copies of the auditor’s letters for the proposed years, no electronic submission is allowed.