



**Adoption Services
Supplier Questions and Answers**

Requesting State Entity: Division of Family and Children Services	Application Title: Adoption Services Statement of Need
DFCS Program: Adoption Services	Date: July 6, 2021
e-mail Address: DFCS.PreAdoptCont@dhs.ga.gov	Application Initially Posted to Internet: June 15, 2021

The purpose of this document is to provide answers to supplier questions. Please see and answers included herein.

Note: This document is intended for informational purposes only. Any changes to the Application must occur through a published addendum (or through publication of a new version of the RFX in Team Georgia Marketplace™). If multiple Questions and Answers documents are posted, the most recent Q & A shall govern in the event of a conflict.

#	Questions	Referenced Application Section	Answers
1.	Will the contract be offered annually over the next four years? Or again in four years? And will it only be available to the agencies who are approved for the January 2022 contract? The services would be provided for an initial six-month term beginning January 1, 2022, through June 30, 2022."	Re: Section 3 – Purpose	If awarded a contract the selected vendor will be offered the initial contract with the option of four (4) annual renewals at DFCS State Adoption Unit’s discretion. Renewals are only offered to the supplier(s)selected as of January 2022.
2.	Supplier must describe their protocol for selecting families out and their process for notifying the family.” AND “O. Accept referrals of families from Regional Adoption Coordinators (RAC’s) upon request.” Are private agencies who receive this contract allowed to choose which referrals/families with whom we work? Due to extensive adoption experience, we have a denial policy, outlining certain eligibility requirements for families we certify/approve. Are we required to accept any referral/inquiry sent to our agency?	Adoptive Family Assessment/ Attachment A - Adoption Services Contract Requirements	Agencies are required to accept referrals for the population of children as described in the Statement of Need. Once referrals are received, agencies can assess the appropriateness of each family’s capacity to meet the needs of hard to place children as defined in the Statement of Need.



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3.	Are adoptive/resource families under this contract going to be certified foster parents (under the category of resource/adoptive families) who are entered in GA+SCORE? Will these families and the agency also receive the daily per diem (as outlined in the RBWO contract) during the foster/adoptive placement until the adoption finalizes?	Adoptive Family Assessments	Adoptive families will need to be approved as adoptive families and not resource families and they will not receive per diems as outlined in RBWO contracts, but payment for adoption services will be made based on the invoice included in the application packet.
4.	Since these children are in foster care, will we also be following the RBWO contract requirements for the monthly visits (2 total – one ECEM and one general/standard)? Can the one-month supervision report be an ECEM or general/standard contact already required?	Supervision Report	<p>Yes, RBWO requirements of two monthly visits must be met if a child is on foster care status.</p> <p>Supplier is not responsible for conducting ECEM or general /standard contact. The supplier will be responsible for conducting monthly face to face supervision visits as outlined in policy provided with the Statement of Need.</p>
5.	<p>The Department of Human Services, DFCS State Adoption Unit is seeking Child Placement Agencies to recruit, train and develop adoptive families, and provide placement and supervision services for children who are defined as hard to place. For the purpose of this Statement of Need, DFCS defines hard to place children as those that are children thirteen (13) years and older, children designated by adoption assistance as having significant medical needs and/or emotional/behavioral needs, and sibling groups of three or more.”</p> <ul style="list-style-type: none"> • How much information is given regarding the children who need homes? What does the matching process look like? Are potential adoptive parents given all available 	Statement of Need Section 3-Purpose	For general recruitment of children needing homes the defined population of hard to place children is as outlined in the Statement of Need. The Division should provide full disclosure of all information known regarding a child for adoption matching purposes and placement. Children are matched based on their needs and the prospective adoptive parent’s capacity.



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	information prior to match or after a match is made?		
6.	Accept referrals of families from Regional Adoption Coordinators (RAC's) upon request." How is it determined which agencies will receive which referrals (outside of location; if there is more than one agency serving a location)? How is it decided how many referrals each agency receives?	Attachment A - Adoption Services Contract Requirements	Families are provided a list of all contracted agencies and the family selects the agency that can best meet their needs. RACs are involved with child specific recruitment and may make referrals based on the family's selection of an agency.
7.	Accept referrals of families from Regional Adoption Coordinators (RAC's) upon request." How many families are typically approved by private agencies each year to match with children under this contract? Is DFCS also approving adoptive homes? I think it is important to know how many families are typically served so that agencies can appropriately prepare for how many referrals and studies they will approve/be sent.	Attachment A - Adoption Services Contract Requirements	Collectively, the CPA providers submit 100-130 family assessments, but the number varies for each provider based on the size of the agency. Yes, DFCS county offices approve adoptive families.
8.	Any partial/denied family assessment. Are private agencies required to explain why any/all families are denied/not accepted as a referral? Who has the final say whether a family is approved or not? Can DHS receive a denied family assessment and require that the agency approve the family anyways?	Adoptive Family Assessment/ Attachment A - Adoption Services Contract Requirements	Reasons for family denials are required to be provided on monthly reports. If an inquiry is the result of general recruitment no justification is required. Agencies have the final say whether a family is approved or not.
9.	"DFCS reserves the right to award a contract to a single Supplier or multiple Suppliers." If only a limited number of CPAs (or just one) are chosen to receive the	Selection and Award	Supplier will need to develop a process for managing the volume in order to meet the requirements of the contract.



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	contract, is there a possibility that there are too many families for that one agency to serve within the timeframes outlined in the Statement of Need? Are contracts being awarded in certain areas and in certain amount to ensure there are resources in any area for families to be served? Are there consequences if timelines are not met due to the number of families being referred?		<p>No, contracts are not being awarded in certain areas. DFCS will award contracts based on funding and the projected need.</p> <p>Yes, there are consequences if timelines are not met. It is the expectation of this contract that suppliers manage processes within policy timeframes, if timeframes are not met the program manager will work with the vendor to identify and address any deficiencies, if deficiencies are not corrected the vendor will be put on a corrective action plan and if deficiencies continue contract may be terminated.</p>
10.	For the line item “Pre-Placement Visitation” will this be for the agency’s in-person home visit to monitor the child/ren prior to placement? Or something else?	Amendment B	Yes, Pre-Placement Visitation involves the agency visiting with the family and child prior to the child being placed on adoptive status.
11.	What will be the definition of “significant special needs”? Will this be based on the child’s RBWO level (MWO, SMWO, SMFWO), or the approved Specialized Adoption Assistance rate, or a specific list of diagnoses?	Statement of Need Section 3-Purpose	Significant special needs are determined by the Specialized Adoption Assistance criteria (or in some cases the RBWO designation).
12.	There are no instructions as to how to submit the final proposal and required supporting documentation. Can you please instruct us on the proper submission process?	Statement of Need	Supplier can send Word or PDF documents. They can be saved separately but all documents must be sent at one time to DFCS.PreAdoptCont@dhs.ga.gov
13.	Under Proposal Specifications Section I. Recruitment Activities and Materials – Subsection C: Recruitment	Statement of Need Section 1- Proposal Specifications	No, there is no page limits under Proposal Specifications Section 1. Recruitment Activities and Materials. Sections that have page limits must be adhered to.



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	efforts for diverse population of families – Is there a page limit?		
14.	Under Proposal Specifications Section III. Adoptive Family Assessments – Is there a page limit?	Statement of Need Section 1- Proposal Specifications	No, there are no page limits under Proposal Specification-Section III-Adoptive Family Assessment. Sections that have page limits must be adhered to.
15.	For Information Sessions and Preservice Trainings, can this be in conjunction with the Info Sessions/ IMPACT training sessions we are already completing for our foster parents for RBWO foster care contract? Or does it have to be solely for the potential adoptive families served by this contract? We also collaborate heavily with other CPAs and DFCS in our region, so we partner with them for our Info Sessions and IMPACT trainings. Can we proceed with this practice when it comes to the Preservice Trainings and Info Sessions for the potential adoptive parents for this contract?	Information Sessions/ Preservice Training	Yes, participants in an Information Session or a Preservice Training may be a combination of participants interested in foster care, adoption, legal risk, and undecided as some families are still gathering information and making a decision. Copies of sign-in sheets are required and there should be a column that indicates there are prospective adoptive parents in the class to qualify under this contract. Yes, the supplier may continue to collaborate with other CPAs and DFCS offices for Information Sessions and IMPACT trainings; but can only bill under the contract if there are adoptive families interested in parenting the population as defined in this Statement of Need.
16.	Will this only be billed for families who accept the referral and move on to a “Pre-Placement Staffing”? Or all CLH Presentations & Narratives regardless of if it results in placement? Is this only for a sibling group of 3+, a child 13+, or child with significant special needs?	Attachment B	No, the presentation of CLH to adoptive parents is a requirement in the process leading to placement and will be paid for a child over 13, a child with significant special needs or sibling group of 3+ being placed together. Yes, this is only for a sibling group of 3+, a child 13+ or a child with significant special needs. All requirements of this adoption application are targeted to the hard to place population as defined in the Statement of Need.



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			NOTE: Sibling groups are presented at the same time and count as one CLH presentation.
17.	For the line item "Pre-Placement Staffing" will this be billed for attending the pre-placement staffing or only if a family moves forward with visiting or placement? Is this only for a sibling group of 3+, a child 13+, or child with significant special needs?	Attachment B	Suppliers will be paid for Pre-Placement Staffing for each staffing. Yes, this only for a sibling group of 3+, a child 13+ or a child with significant special needs. All requirements of this adoption application are targeted to the hard to place population as defined in the Statement of Need. NOTE: Sibling groups are staffed together and count as one pre-placement staffing.