ADOPTION SERVICES STATEMENT OF NEED

Schedule of Events

The schedule of events set out herein represents the Division of Family and Children Services' (DFCS) best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the Statement of Need will be publicly posted prior to the closing date. After the close of the Statement of Need, DFCS reserves the right to adjust the remainder of the proposed dates, including the dates for evaluation, award, and the contract term on an as-needed basis with or without notice.

Description	Date	Time
Release of Statement of Need	11/09/2020	5:00 p.m. ET
Application Informational Meeting **Join on your computer or mobile app** Click here to join the meeting **Or call in (audio only)** +1 470-344-9228, 899513332# United States, Atlanta Phone Conference ID: 899 513 332#	11/16/2020	10:00 a.m. ET
Deadline for written questions sent via email to: DFCS.PreAdoptCont@dhs.ga.gov.	11/20/2020	5:00 p.m. ET
Responses to Written Questions	11/30/2020	5:00 p.m. ET
Proposals Due/Close Date and Time	12/14/2020	5:00 p.m. ET
Proposal Evaluation Completed (on or about)	3 to 4 Weeks after Closing	N/A
Final Evaluation (on or about)	3 to 4 Weeks after Closing	N/A
Notice of Award [NOA] (on or about)	6 to 8 Weeks after Closing	N/A

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General Information and Instructions

Application Informational Meeting

The Information Meeting will provide vendors the opportunity to receive information regarding the Statement of Need and to ask questions regarding the process. Vendors will be asked to submit questions in the Microsoft TEAMS chat box as all questions for the application process must be submitted in writing. Questions and answers from the Information Meeting will be included in the final question response from the Division.

Please join the Information Meeting **November 16, 2020** at **10:00AM via Microsoft Teams** meeting.

Click the below link to join the meeting:
Join on your computer or mobile app
Click here to join the meeting
Or call in (audio only)
+1 470-344-9228, 899513332# United States, Atlanta
Phone Conference ID: 899 513 332#

Submitting Questions

All questions concerning this Statement of Need must be submitted in writing via email to DFCS.PreAdoptCont@dhs.ga.gov or via Information Meeting. Questions other than written will not be accepted. No response other than written will be binding upon the State. All suppliers must submit questions by the deadline identified in the Schedule of Events for submitting questions. Suppliers are cautioned that the Division of Family and Children Services (DFCS) will not entertain late questions or questions submitted by any other method than as directed in this section. All questions about this Statement of Need must be submitted in the following format:

Supplier Name
Question #1 Question, Reference to the relevant section of the Statement of Need
Question #2 Question, Reference to the relevant section of the Statement of Need

Restrictions on Communicating with Staff

From the issue date of this Statement of Need until the final award is announced (or the Statement of need is officially canceled), Suppliers are not allowed to communicate for any reason with any DFCS staff except through the individual identified in this Statement of Need as the point of contact. Prohibited communication includes all contact or interaction, including but not limited to telephonic communications, emails, faxes, letters, or personal meetings, such as lunch, entertainment, or otherwise. DFCS reserves the right to reject the response of any supplier violating this provision.

State's Right to Request Additional Information – Supplier's Responsibility

Before the contract award, DFCS must be assured that the selected Supplier has all of the resources to successfully perform under the contract. This includes, but is not limited to, an adequate number of personnel with required skills, availability of appropriate equipment in sufficient quantity to meet the on-going needs of DFCS, financial resources sufficient to complete performance under the contract, and experience in similar endeavors. If during the evaluation

process, DFCS is unable to assure itself of the Supplier's ability to perform, if awarded, DFCS has the option of requesting from the Supplier any information deemed necessary to determine the Supplier's responsibility. If such information is required, the supplier will be so notified and will be permitted approximately seven business days to submit the information requested.

Failing to Comply with Submission Instructions

Responses received after the identified due date and time or submitted by any other means than those expressly permitted by the Statement of Need will not be considered. Suppliers' responses must be complete in all respects, as required in each section of this Statement of Need.

State's Right to Amend and/or Cancel the Statement of Need

The State Entity reserves the right to amend this Statement of Need. Any revisions must be made in writing prior to the closing date and time. By submitting a response, the Supplier shall be

deemed to have accepted all terms and agreed to all requirements of the Statement of Need (including any revisions/additions made in writing prior to the close of the Statement of Need whether or not such revision occurred prior to the time the supplier submitted its response) unless expressly stated otherwise in the Supplier's response. THEREFORE, EACH SUPPLIER IS INDIVIDUALLY RESPONSIBLE FOR REVIEWING THE REVISED STATEMENT OF NEED AND MAKING ANY NECESSARY OR APPROPRIATE CHANGES AND/OR ADDITIONS TO THE SUPPLIER'S RESPONSE PRIOR TO THE CLOSE OF THE STATEMENT OF NEED. Suppliers are encouraged to frequently check the Statement of Need for additional information. Finally, DFCS reserves the right to cancel this Statement of Need at any time.

Protest Process

Suppliers should be aware that this Statement of Need is **not** governed by the Georgia Department of Administrative Services (DOAS) protest process outlined in the Georgia Procurement Manual. Therefore, Suppliers will not be able to protest any award made pursuant to this Statement of Need to DOAS. Any protest of an award made pursuant to this Statement of Need must be made to the DFCS Adoption Services Director. The protest must be specific as to the nature of the protest. DFCS will not consider any general protest of this Statement of Need process.

Interested suppliers may file a written protest challenging the Department of Family and Children Services (DFCS) compliance with applicable procurement procedures subject to the interested supplier's compliance with the protest provisions. Supplier protest can be filed by sending an email request to DFCS.PreAdoptCont@dhs.ga.gov.

Protest Period

Suppliers will have 2 business days prior to the closing of the application process to submit a protest. Once the contract has been awarded, the supplier will have 10 business days from the award date to protest.

Supplier protest must follow the following procedures;

- The name and address of the protestor;
- The email request subject title must be listed as "**Protest**" in the subject line;
- Appropriate identification of the Application solicitation;
- A statement of reasons for the protest;
- Supporting exhibits, evidence, or documents to substantiate the protest. All protests must be properly submitted within the identified filing period.
- The desired remedy.

Standard Insurance Requirements

If awarded a contract, the Supplier shall procure and maintain insurance which shall protect the supplier and the State of Georgia (as an additional insured) from any claims for bodily injury, property damage, or personal injury covered by the indemnification obligations set forth in the contract attached to this solicitation throughout the duration of the contract. The supplier shall

procure and maintain the insurance policies described below at the supplier's own expense and shall furnish the State Entity an insurance certificate listing the State of Georgia as certificate holder and as an additional insured. The insurance certificate must document that the Commercial General Liability insurance coverage purchased by the supplier includes contractual liability coverage applicable to the contract. In addition, the insurance certificate must provide the following information: the name and address of the insured; name, address, telephone number, and signature of the authorized agent; the name of the insurance company (authorized to operate in Georgia); a description of coverage in detailed standard terminology (including policy period, policy number, limits of liability, exclusions and endorsements); and an acknowledgment of notice of cancellation to DFCS.

The supplier is required to maintain the following insurance coverage's during the term of the contract:

Workers Compensation Insurance (Occurrence) in the amounts of the statutory limits established by the General Assembly of the State of Georgia (A self-insurer must submit a certificate from the Georgia Board of Workers Compensation stating that the supplier qualifies to pay its own workers' compensation claims.) Also, the supplier shall require all subcontractors occupying the premises or performing work under the contract to obtain an insurance certificate showing proof of Workers Compensation Coverage with the following minimum coverage:

Bodily injury by accident - per employee	$100,000
Bodily injury by disease - per employee	$100,000
Bodily injury by disease – policy limit	$500,000

Commercial General Liability Policy with the following minimum coverage:

Each Occurrence Limit	$1,000,000
Personal & Advertising Injury Limit	$1,000,000
General Aggregate Limit	$2,000,000

Products/Completed Ops: Aggregate Limit	$2,000,000
Automobile Liability: Combined Single Limit	$1,000,000

The foregoing policies shall contain a provision that coverage afforded under the policies will not be canceled, or not renewed or allowed to lapse for any reason until at least thirty (30) days prior written notice has been given to the State Entity. Certificates of Insurance showing such coverage to be in force shall be filed with the State Entity prior to commencement of any work under the contract. The foregoing policies shall be obtained from insurance companies licensed to do business in Georgia and shall be with companies acceptable to the State Entity, which must have a minimum A.M. Best rating of A-. All such coverage shall remain in full force and effect during the term and any renewal or extension thereof.

Within ten (10) business days of award, the awarded supplier must procure the required insurance and provide the State Entity with two (2) Certificates of Insurance. Certificates must reference the contract number. The supplier's submitted pricing must include the cost of the required insurance. No contract performance shall occur unless and until the required insurance certificates are provided.

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Evaluating Proposal Factors

The Supplier's response to Proposal Factors will be submitted to the DFCS Evaluation Team for evaluation.

Review of Mandatory and Mandatory Scored Questions

The DFCS Evaluation Team will review each proposal in detail to determine its compliance with mandatory requirements. Responses to "Mandatory" questions will be evaluated on a pass/fail basis. If the Supplier cannot meet the mandatory requirements, its response will not be considered or evaluated. If a proposal fails to meet a mandatory scored Statement of Need requirement, DFCS will determine if the deviation is material. A material deviation will be cause for rejection of the proposal. An immaterial deviation will be processed as if no deviation had occurred. All proposals which meet the requirements of the "Mandatory" and "Mandatory Scored" Questions are considered "Responsive Proposals" at this point in time and will be scored in accordance with the point allocation in Scoring Criteria.

Scoring Criteria

The evaluation is comprised of the following:

Category	Criteria	Points
Technical/Proposal Factors	Mandatory Requirements	Pass/Fail
Technical/Proposal Factors	Mandatory Scored Responses	500 points
Total	N/A	**500 points**

Selection and Award

DFCS reserves the right to award a contract to a single Supplier or multiple Suppliers.

ADOPTION SERVICES STATEMENT OF NEED

Section 1 – Introduction

The Georgia Department of Human Services (DHS) is the agency responsible for the delivery of health, human/social, and related regulatory services for the state of Georgia. The major service divisions within DHS are Aging Services, Child Support Services, and Family and Children Services. In partnership with local communities, DHS assists individuals and families in achieving safe, healthy, independent, and self-sufficient lives. Many DHS programs have seen record numbers of enrollment in this recent economic downturn. Please refer to the DHS website at http://dhs.georgia.gov for more information about the Department, its responsibilities/functions and organizational structure, etc.

Section 2 – Background

The Division of Family and Children Services (DFCS), State Adoption Unit is charged with promoting, developing, and supporting quality adoption services for Georgia's children and adoptive families. Over the years, the unit has impacted the number of children adopted through; (a) Increased adoptive placements of children who were in the custody of DHS, and (b) Increased collaboration with non-profit and for-profit organizations to serve children and families with adoption services

The State Adoption Unit consists of two internal teams. The first team, Regional Adoption Coordinators, act as liaisons between the State Office, County (DFCS) offices, private adoption agencies, and local communities. The second team, Adoption Exchange Consultants, are primarily responsible for the provision of child-specific recruitment and, also act as a liaison between contracted Child Placement Agencies and local county offices.

With the passage of the Adoption and Safe Families Act of 1997, the Department, recognizing the need to provide adoption services for children who are older, members of sibling groups or have medical, emotional and/or behavioral diagnoses, sought to partner with Child Placement Agencies to provide recruitment, training, development, placement and supervision services to adoptive families. These services have been crucial in securing homes for the hard to place population throughout the years.

Section 3 – Purpose

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.** The objective of this process is to obtain the services of qualified Child Placement Agencies that are licensed by the State of Georgia to provide adoption services for hard to place children within the State of Georgia. The services would be provided for an initial one-year term beginning July 1, 2021, through June 30, 2022. At the sole discretion of DFCS, the contract may be renewed annually for four (4) one-year terms.

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Section 4 – Minimum Requirements

In order to have its proposal considered pursuant to this Statement of Need, a Supplier must meet the following minimum qualifications:

A. Be an Adoption Agency licensed by the State of Georgia.
B. Have a minimum of five years' experience in providing placement service for the hard to place population as defined in Section 3.

Supplier must provide a copy of its Georgia Adoption License as part of its proposal. Supplier must also certify in writing that it has a minimum of five years' experience as required above. If the Supplier cannot substantiate its experience in providing placement services for the hard to place population as defined in Section 3, the Supplier will be disqualified, and its proposal will not be considered.

Section 5 - Proposal Specifications

In responding to this Statement of Need, Supplier must respond to each question and provide supporting documentation to demonstrate its experience in sufficient detail for DFCS to conduct a comprehensive evaluation of its proposal. The failure of the Supplier to respond to any questions fully could result in the Supplier's proposal being excluded from consideration. In responding to this Statement of Need, the Supplier should label its proposal in a manner that is consistent with the sections of the Statement of Need as set forth below (e.g. Recruitment Activities & Materials Response to Subpart A; Response to Subpart B, etc.).

The Supplier's proposal must describe its experience serving children defined as hard to place, children age 13 and older, children designated by their adoption assistance as having significant medical, emotional, and/or behavioral special needs; sibling groups of 3 or more. The offeror must be able to demonstrate cultural competence in working with various racial and ethnic groups. Supplier will summarize its services provided to this population and include any successful outcomes (placement stability, permanency outcomes, etc.).

DFCS has an established schedule of rates that it will pay for the services being sought in this Statement of Need. The rates are non-negotiable. Accordingly, DFCS is not asking the Supplier to provide any pricing information in its response. The rate schedule will be available for the Supplier to review in determining whether it wishes to provide a proposal in response to this Statement of Need. If Supplier is awarded a contract pursuant to this process, must agree to accept the rates established by DFCS.

Supplier is required to provide a monthly report. Monthly reports will track and report programmatic outcomes and will capture placements, supervision, and finalizations of all children that have been placed with supplier for the purpose of adoption by the State of Georgia. The tracking system should also report on all applicable recruitment activities, support activities, training activities for groups and individuals, approved assessments, annual updates, disruptions, placements, and finalizations.

Supplier is required to conduct an annual assessment of outcomes and programmatic progress. Annual reports must detail inquiries received and processed, homes approved, support activities offered and the outcomes, home closure, and disruption rates, and any significant trends throughout the year that impact outcomes.

Recruitment Activities & Materials

Supplier is responsible for developing techniques to communicate with the community the

need for adoptive families. All support activities must be approved 10 days prior to the event.

A. Supplier must describe in detail and no more than two pages the types of recruitment materials that will be used for engaging with the public around the need for adoptive families. All recruitment materials must be preapproved by the Department prior to the event. Supplier must attach a sample of a recruitment item (flyer, brochure, billboard, printed advertisement, etc.) and include how the product would be used and how its effectiveness will be evaluated.

B. Supplier must describe in detail and no more than three pages the types of recruitment activities that will be extended to potential adoptive families. Supplier must provide a sample report of how frequently each type of recruitment activity will be scheduled throughout the year, including details about the techniques to reach target markets and measures to evaluate effectiveness.

Information Sessions/ Preservice Training

A. Supplier is expected to conduct information sessions in the community for interested potential adoptive families. Supplier must describe in no more than two pages their process for timely response to inquiries and how information sessions will be scheduled. Supplier must attach a sample schedule that shows the location and frequency of group sessions within their service area. The supplier must also describe their capacity to offer individual orientations, as needed.

B. Supplier is expected to conduct preservice training in the community for adoptive applicants. Supplier must describe in no more than two pages, their process for timely invitations to preservice training. Supplier must attach a sample schedule that shows the location and frequency of group sessions within their service area. Individual preservice training must be approved by the Contract Manager and the supplier must also describe their capacity to accommodate a request for individual preservice training if needed in special circumstances.

Adoptive Family Assessments

Adoptive family assessments must be completed in accordance with DFCS Resource Development Policy Manual (Section 14 https://odis.dhs.ga.gov and Office of Regulatory Services policy section 290-9-2-06 **https://dhs.georgia.gov/division-offices/office-inspector-general/residential-child-care-licensing**). Supplier must describe in detail their experience with completing SAFE assessments. Supplier must describe their protocol for selecting families out and their process for notifying the family. Supplier must also describe their use of staff and/or sub-contractors to complete assessments and the number of completed assessments they project for a year based on staffing capacity. Supplier will attach a copy of a redacted SAFE assessment completed on a Resource Family.

Supervision Report

Supplier must describe in one page or less details of how it will provide supervision for children placed in approved adoptive homes. Supplier must provide at least one visit in person each month with the family and the child/children to monitor the family's adjustment. Supplier must attach a sample of monthly supervision report.

Support Activities

Supplier is responsible for developing support activities for potential and/or approved adoptive families through the year (support groups, training, etc. based on the needs of families). All support activities must be approved 10 days prior to the event. Supplier must describe in one to three pages details of the type and frequency of support activities that would be provided.

Section 6 - Supplier Information

The following questions seek information regarding the Supplier's business operations, including, among other things, its company structure, staff qualifications, and financial viability. If applicable, please attach any documentation supporting your responses to the questions below to your proposal.

Company Structure

A. The Supplier must include in the application the legal form of its business organization (for-profit, non-profit, partnership, etc.), the state in which the organization is incorporated, the office location that will be the point of contact during the term of any resulting contract.

B. Supplier must attach a copy of its organizational chart identifying the individuals currently holding the positions and the reporting relationships as they relate to this Statement of Need.

Business Litigation

The Supplier must disclose any involvement by organization or any of its officers or principals in any material business litigation within the last five (5) years. The disclosure will include an explanation, as well as the current status and/or disposition. Failure to disclose this information may lead to disqualification of the Supplier proposal or cancellation of the contract if it is subsequently discovered that the Supplier to truthfully disclose this information.

Criminal Background

Supplier must describe in detail how it will ensure that its staff will have a completed background investigation per Department of Human Services standards prior to delivery of service and submit verification to the Social Services Administration Unit within 30 days of contract award.

Staff Qualifications & Experience

A. Placement Supervisor

Supplier must ensure and verify that the Placement Supervisor has at a minimum, a master's degree from an accredited college or university in the area of behavioral or social sciences, social work, psychology, childhood education, special education, guidance counseling, or related field with one (1) year experience in the field of childcare or a bachelor's degree from an accredited college or university in the same areas of

study with two (2) years of paid work experience in a human services delivery capacity or a related field. If awarded a contract, supplier will be required to present documentation demonstrating that the individual to hold the position meets the minimum requirements.

B. Placement/Adoption Staff

Placement/Adoption must have a bachelor's degree from an accredited college or university in the area of behavioral or social sciences, social work, psychology, childhood education, special education, guidance counseling, or related field with two (2) years of direct service experience with children and families or a master's degree from an accredited college or university in the same areas of study with (1) year of paid experience with children and families. The Department has the final discretion to approve or disapprove any staff and/or sub-contractor. Staff cannot provide services until full approval written notification is received by the provider. If awarded an adoption services contract, Supplier must present documentation demonstrating that the individual(s) to hold the position(s) meet the minimum requirements.

Financial Stability

Any contract awarded as a result of this Statement of Need will be on a reimbursement basis in accordance with the established rate schedule. The fore it is important that an awarded Supplier be able to demonstrate its financial viability. To that end, Supplier must provide sufficient detailed financial information to allow DFCS to evaluate its financial stability as follows:

Supplier should identify its entity type, A or B. An Authenticity Statement is required for the entity type chosen.

A. If a public company/entity:

- Supplier must provide its most recent audited financial reports/statements (must be within 12 months of application).

B. If a private company/entity the Supplier must provide either:

- A copy of its most recent annual audited financial reports/statements (must be within 12 months)

or

- Authenticity Statement (All financial documents must include or be accompanied by a notarized certification statement signed by the CFO, President/CEO, or other authorized senior officer that all documents represent a true and accurate reflection of the entity's financial condition. The

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Authenticity Statement must be accompanied by a copy of the Service Provider's internal financial reports/statements including at a minimum:

i. Balance Sheet (i.e. cash, property, any cash owed or due),
ii. Profit & Loss Statement (i.e. all income and expenses for last year, money made and paid out)
iii. Cash Flow Statement (i.e. the total amount of money the business has brought in and spent over the last year)
iv. Bank Statements (for the past 12 months as verification of Cash Flow Statement).

Definition of Terms

Please review the following terms:

- Agency – office, agency, department, board, bureau, commission, institution, authority, or other entity of the State of Georgia.

- Annual Report - The annual report is a detailed report highlighting outcomes and successes for the entire year.

- Client Satisfaction Survey- A questionnaire about the quality of service provisions.

- Department - State of Georgia Department of Human Services (DHS) is the state agency responsible for the provision of health and human services throughout Georgia.

- DFCS – Division of Family and Children Services – A division of DHS responsible for welfare and employment support, protecting children, foster care, and other services to strengthen families.

- IMPACT – (Initial interest; Mutual Selection; Pre-Service Training; Assessment; Continuing Development; Teamwork) is a training program developed by the State of Georgia which must be delivered in conformity with the IMPACT manuals and DFCS policy. It is the preferred option of preparing families to foster and/or adopt.

- Monthly Report- The monthly report is due at the end of each month highlighting all telephone and email inquiries, referrals, and registrations for children profiled. The monthly report will also provide information on all home studies that were submitted to the Adoption Exchange along with how many information packets and recruitment brochures were mailed to potential adoptive parents.

- O.C.G.A. - Official Code of Georgia Annotated (State Statute) Offeror – Respondent to this Statement of Need.

- Programmatic Staff – DHS's staff that oversees the specific contract or Statement of Need.

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- State Adoption Unit - Composed of two (2) units and 21 staff with the primary purpose of effectively and efficiently achieving positive permanency outcomes for children receiving services from the Department of Family and Children Services. Additionally, the unit is responsible for ensuring the quality and safety of foster and adoptive homes when children have been removed from their families.

- SSAU- Social Services Administration Unit

- Staff Qualifications & Experience – The education and experience required from the staff in order to carry out the duties listed in the Statement of Need.

- Supplier(s) – companies desiring to do business with the State of Georgia.