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: November 30, 2020
e-mail Address: *DFCS.PreAdoptCont@dhs.ga.gov*	Application Initially Posted to Internet: November 4, 2020

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.	How will suppliers be notified of revisions made to the Statement of Need? Reference to the State's Right to Amend and/or Cancel the Statement of Need.	General Question	**The amendment will be on the website**
2.	Can adoptive families approved by the supplier also serve as foster families until an adoptive placement is made?	Statement of Need, Section 3 – Purpose.	**No, only a legal risk placement**
3.	Do children placed with adoptive families have to be legally free for adoption to fall under the scope of this contract, or does this contract include legal risk adoptive placements?	Statement of Need, Section 3 – Purpose.	**Yes, the contract includes legal risk adoptive placements. Legal risk child is defined as a child with an adoption goal, not fully legally free or a child/children whose termination of parental rights is under appeal.**
4.	Will this contract cover placements that are made prior to July 1, 2021, but have not yet been finalized?	Statement of Need, Section 3 – Purpose.	**No**

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5.	Is the supplier required to have a minimum of five years' experience in providing placement services, as stated in the Statement of Need, Section 4 – Minimum Requirements, or three years' experience as stated in number 17 or the Adoption Services Provider Qualification Profile Form?	Statement of Need, Section 4 –Minimum Requirements and # 17 of the Adoption Services Provider Qualification Profile Form?	**Yes, the supplier is required to have five years of experience. The Adoption Services Provider Qualification Profile Form has been amended to reflect this requirement**.
6.	Can you define "support activities" as listed in the Statement of Need?	Statement of Need, Section 5 – Proposal Specifications, Sub-section Recruitment Activities and Materials AND Attachment A – Adoption Services Contract Requirements, paragraph P.	**Support activities will be defined by each supplier during their response to the Statement of Need. The response will be based on the Supplier's perspective of the Support services needed to support adoptive families**.
7.	Can you clarify the requirement of a "didactic SAFE Assessment?"	Statement of Need, Section 5 – Proposal Specifications, Sub-section Adoptive Family Assessments.	**The Statement of Need will be amended to reflect "redacted" as opposed to "didactic."**
8.	Are there minimum education/experience requirements for the Recruiter/Trainer/SAFE Home Assessor if this staff person is different from the Placement/Adoption Staff?	Statement of Need, Section 6 – Staff Qualifications and Experience, paragraph 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**

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			experience with children and families. **Staff completing SAFE studies are required to be SAFE certified.** **The only exception to staff qualification as outlined in paragraph B of the Statement of Need would be the use of a foster or adopt parent as a recruiter/trainer.**
9.	Are Placement/Adoption staff required to have completed the IMPACT Train the Trainer Course as stated in Attachment A, paragraph R?	Attachment A – Adoption Services Contract Requirements, paragraph R.	**Placement/Adoption staff are required to complete IMPACT Train the Trainer Course.**
10.	Will proposals be submitted to the DHS Becoming an Adoption Service Provider website or will suppliers need a TeamWorks Vendor ID? Reference Statement of Need, Schedule of Events.	General Question	**Proposals must be submitted to the DHS Becoming an Adoption Service Provider website.**
11.	"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." 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 July 2021 contract?	Statement of Need 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 selected vendors as of July 2021.**
12.	"Supplier must describe their protocol for selecting families out and their process for notifying the family." AND ". Accept referrals of families from Regional	Statement of Need-Adoptive Family Assessment/	**Agencies are required to accept referrals for the population of children as described in the Statement of Need.**

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	Adoption Coordinators (RAC's) upon request." Are private agencies who receive this contract allowed to choose which referrals/families with whom we work? Are we required to accept any referral/inquiry sent to our agency?	Attachment A - Adoption Services Contract Requirements	**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.**
13.	Are adoptive/resource families under this contract going to be certified foster parents (under the category of resource 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?	Statement of Need-Adoptive Family Assessments	**Families under the contract are categorized as adoptive families or legal risk adoptive families only and should not be categorized as resource families. Families will only receive per diem if it is a legal risk placement. Adoptive placement families will receive adoption assistance.**
14.	Since these children are in foster care, will the agency 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?	Statement of Need - Supervision Report	**Yes, RBWO requirements of two monthly visits must be met if a child is on foster care status.** **For children on adoption status the provider is responsible for meeting the monthly supervision requirement and providing the report.**
15.	"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	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 parents capacity.**

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	three or more." • 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 information prior to match or after a match is made?		
16.	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 O	**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.**
17.	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 "O.	**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.**
18.	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 (S: Any partial/denied family assessments)	**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.**
19.	Is there a deadline to submit an application for contract terms beginning July 1, 2021? And is there a	Statement of Need – Schedule of Events	**The deadline for the application submission is 12/14/2020.**

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	contact person there who I can reach out to if I have questions regarding the process/forms, etc.?		**Effective November 20, 2020, no additional questions will be accepted.**
20.	For the 3 references that are being requested in the Adoption Services Provider Qualification Profile Form, are we allowed to ask DFCS staff to complete these for us? Adoption Services Provider Qualification Profile Form.	Adoption Services Provider Qualification Profile Form	**If utilizing DFCS staff, only the county director or county leadership will be accepted.**
21.	In the statement of need section 5 it states that "the 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." Can you provide a list of questions and more clarity around what format you would like these questions to be answered in?	Statement of Need Section 5	**Supplier may provide responses, in narrative form, to the requested information in each section of the Statement of Need, beginning with Section 5. Required attachments must also be included where indicated.**
22.	There is mention in a couple sections of the statement of need that certain responses need to be "no more than x pages." Is there a limit on the length of the entire proposal or just these particular sections?	Statement of need section 5, recruitment activities and materials a & b & information sessions/preservice training a, b.	**There is no limit regarding the length of the application. Sections that have page limits must be adhered to.**
23.	Can you provide clarity on how you would like the documents that are requested to be emailed? Can the documents be saved separately or do they need to be saved in one PDF?	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**
24.	In the statement of need section 4 minimum requirements it sates "Supplier must also certify in	Statement of Need Section 4 minimum	**Provider should provide RBWO designation as designated by Office of Provider Management or proof of previous contracts**

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	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." How does a supplier substantiate its experience? What is required as part of the "certify in writing?" Can you provide an example of this so that we can ensure that we complete this correctly? statement of need section 4.	requirements	**for adoption services for hard to place children as defined in the Statement of Need.**
25.	Are proposals submitted digitally?	General Question	**Yes, Proposals are to be submitted electronically to the email address: DFCS.PreAdoptCont@dhs.ga.gov. When submitting proposals, please submit all attachments in a single email or zip file with agency name**
26.	What is the process for obtaining/verifying Teamworks ID?	Adoption Service Provider Qualification Profile form, Section II, # 9	**If the agency applying already has a Teamworks Vendor ID that number can be listed. If Agency does not have a Teamworks vendor ID then, please complete the Vendor Management form listed in the forms section of the Becoming an Adoptions Services Provider website.**
27.	Adoption Services Provider Qualification Profile Form, Section III, #3 states Service Providers will comply with the policy to receive a DFCS SERVICE AUTHORIZATION & REFERRAL FORM prior to providing ANY service to families. Does this apply to the new contracts?	Adoption Services Provider Qualification Profile Form, Section III, #3	**Does not apply.**