* Application process:

1. Future postings for this program will be re-opened as the need for more providers occurs. Contracts will be awarded for 1 year with the option of 4 more renewals. Renewals will be decided by DFCS based on agency performance for the 1st year.
2. All staff or subcontractors must be fully approved by the DFCS Contract Administration Unit (DCAU) staff prior to completing any services.
3. Potential providers should note on their organization chart all current staff/subcontractors that is or will provide CCFA/HS services for their agency. If the number of staff/subcontractors compared to the number of counties they want to serve is inadequate then the potential provider must list any additional staff/subcontracts they plan to hire which must include the level/credentials for each on the org chart. A review will be completed by DCAU staff 60 days after the contract has been awarded to ensure the contracted provider has the staff or subcontractors to perform all services. No other supporting documents are required when submitting the application org chart.
4. To receive a contract, providers must complete all services listed in the programs they apply for.
5. The Rate sheet list all services and staff requirements.
6. All applicants who pass the audits/evaluations/reviews are not guaranteed a contract as contracts will be awarded by regional/county need and an agencies capacity to meet those needs. If not awarded a contract the applicant will remain in the pool for future needs of the agency. Once all audits/clearances & submitted documents are reviewed a Pre-Qualified list will be posted to the website (<https://dfcs.georgia.gov/becoming-contracted-support-services-supplier>). This list will detail providers that have been pre-qualified but this does not mean all listed will receive a contract.
7. CCFA & HS will be separate stand-alone contracts (not combined)
8. When submitting all required documents to the designated email address they must be separate and titled. Make sure all documents are saved in a word document or as a PDF. Do not scan all required documents together in one PDF document as they must be sent to different departments for audit/review**. Please ensure the subject line has your agency name and the program you are applying for.**
9. All applicants should receive an auto reply when submitting anything to the designated email box ([SS.DFCSCONTRACTS@DHS.GA.GA](mailto:SS.DFCSCONTRACTS@DHS.GA.GA)).
10. Please be advise no application or supporting documents will be considered if not submitted by the close of the application 7/9/19.
11. Picture documents or hyperlinks or encrypted files will not be accepted. Also ensure all documents can be open prior to submitting them.
12. All CCFA & HS questions are to be sent to the [SS.DFCSCONTRACTS@DHS.GA.GA](mailto:SS.DFCSCONTRACTS@DHS.GA.GA) email box, not to Ms. Lookabill or Ms. Farrington. Please be advised no questions will be answered after the question period ends 6/25/19.
13. Deadline for submitting applications for CCFA & HS will be 7/9/19.
14. The listed LMS trainings (listed on the SS Provider Requirement Document) is not required until a contract has been awarded.
15. New providers will not have a vendor ID to secure background clearance letters. If awarded a contract DCAU will send their W-9 and vendor management form to secure the vendor ID for each provider. Contracted providers will need the clearance letters for staff or subcontractor approval prior to any service provision.
16. Once contract is award providers will have to send in all required documents listed on the monthly organizational chart & SS Provider Requirement list.
17. Providers are to complete and submit all required documents by 7/9/19.
18. Some documents are only for informational purpose. Draft page is intended to be listed as such to allow us to make needed changes in the future.
19. If you answer ***no*** to any question, we will not be able to award you a contract.
20. Once a potential provider has submitted the required financial documents and passes the financial audit by the OIG office, they will not have to go through the audit process again when applying for other programs within 1 year. However, they will still have to submit the same financial documents for all programs when they apply for the other programs.
21. If tax compliance is denied providers will have 10 business days to get it clear up or we will be unable to do business with them.
22. The same reference letters can be submitted for more than one program if the letters are general in nature and speak to the agency’s quality of service provision. Only DFCS County/Regional/District Directors/SAAG can give reference letters for DFCS. We will allow agencies to submit a referral letter from their former agency. Out of State reference letters are limited to 1 if a potential provider has provided services in the State of Georgia within a year. If the potential provider has never completed services in the State of Georgia we will allow 3 out of state reference letters.
23. We will allow one (1) reference letter from a Foster Parent (CCI and CCA).
24. Potential providers will need to ensure they can provide services in all counties selected on the Service Provider Qualification Profile form. They can add additional counties later by requesting it in writing to their assigned DCAU contract administrator.
25. Once DFCS has all program applications (PUP/PA/WRAP/EI/HS/CCFA) posted, evaluated and contracts awarded all extension letters will be terminated.
26. We have the right to terminate a contract with a 30 day notice.
27. CCFA’s must be completed within 25 calendar days from the date the provider receives the service authorization to complete the service. If the timeframe cannot be met then the provider must include a case note stating why it was not completed timely.
28. Once counties are consulted in terms of the number of providers they need per program (CCFA/HS) we will immediately post an Awarded Provider list on the website (<https://dfcs.georgia.gov/becoming-contracted-support-services-supplier>)
29. Whatever name is listed on the Secretary of State website (<https://ecorp.sos.ga.gov/>) is the name the application documents must be sent in as.
30. If awarded a contract all required manuals/forms/documents will be emailed to you.
31. If you did not receive the posting notification from our department (someone advised you of the posting) you will need to send Ericka Smith ([ericka.smith@dhs.ga.gov](mailto:ericka.smith@dhs.ga.gov)) an email asking to be added to the potential provider list.
32. Financial Authenticity Statement must be signed by either the owner or CEO of the agency and list the title of whomever signs it under the signature.