* Application process:

1. The applicant pool will remain open for one year. Then it will be posted twice a year for potential applicants. Contracts will be awarded for 1 year with the option of 3 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 can submit a memo when they send their org chart & required documents in for a posted application stating the staff, they plan to hire to complete all required services. 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.
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.
7. WRAP & Early Intervention 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.
9. Picture documents or hyperlinks will not be accepted. Also ensure all documents can be open prior to submitting them.
10. We have moved the questions deadline to 3/21/19.
11. All WRAP & EI 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.
12. Deadline for submitting applications for WRAP & EI will be 4/2/19.
13. If there is a need to open back up the PUP application, providers will only have 15 days to apply.
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 4/2/19.
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 (CCFA/Homestead). 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.
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.