

## Adoption Services RFP Questions & Answers

1. Can we get the salary range for existing staff members providing these services in order to ensure proposed salaries are at least equivalent to existing salaries? **The current Adoption Support Program employs 7 FTE's made up of one Supervisor, four Adoption Specialists, one Post Adoption Support Specialist and one Adoption Recruiter. Additionally, a portion of the staffing cost includes a partial FTE providing senior management oversight of the program. Based on current spending, the projected annualized staffing costs including salary, taxes and benefits is \$415,000.00.**
2. In preparing the proposed budget, are we supposed to submit only a one-year budget or a budget to cover all three years of the contract? For example, IT costs would be higher in the first year due to the need to purchase computers for new staff members; however, that cost would not repeat each subsequent year of the contract. **Please provide a one year budget and breakout the start-up costs and then the recurring costs associated with IT.**
3. Page 11, 2(d) says "coordinate associated legal services necessary for the adoption of eligible children to occur." Does that mean we need to have our own adoption attorney on retainer as part of the program? **This does not mean that you must have an attorney on retainer. The provider will work in collaboration with BFP's Chief Legal Counsel or, in some rare instances, counsel chosen by the adoptive family for the coordination of adoptions.**
4. Would it be OK to indicate on the 211 update that if chosen for the bid, we will register with 211? **Yes, the provider will be asked to register with 211.**
5. Will the respondents computer be connected to the BFP network? **The contracted provider will have access to BFP Wi-Fi/Network.**
6. Can staff have access to the BFP network even though they don't have BFP issued computers? **Yes**
7. Do cellphones meet the telephony equipment requirement? **Yes**
8. Page 10: Question: Major Program Goals: Where it indicates "increase number of" in statements (1), (3), and (4), from what starting point? **DCF and BFP annually negotiate an adoption target that generally increases each year based on the number of adoptions reached the previous year and the number of children projected to be available for adoption the next year. Over the last three years an average of four unmatched children per year were matched and adopted. The adoption services provider is expected to meet annual adoption target goals and make concerted efforts to match unmatched children.**
9. Page 10: Question: Major Program Goals: Where it indicates "reduce the length" in statement (2), from what starting point? **The spirit of this goal is to facilitate matches and adoptions without unnecessary delays. One of the largest contributors to children remaining in foster care is failure to match. The provider of adoption support services should be prepared to implement a variety of recruitment activities including child specific recruitment activities.**

10. Page 12: Question: Section 6, Can respondent receive a blank template of all required forms and documentation required? This number will change from year to year and may depend on sibling group dynamics. BFP will regularly meet with the Adoption Services provider to discuss the adoption needs of the current sibling groups available for adoption.
11. Increase the number of finalized adoptions of teenagers who are available and willing to be adopted. This number will change from year to year. BFP will regularly meet with the Adoption Services provider to discuss the adoption needs of teenagers available for adoption.
12. Page 12: Question: Section 6, Can respondent receive a blank template of all required forms and documentation required? This link is an example- however, you can enter in the name or the form number and all should be there:  
<https://eds.myflfamilies.com/DCFFormsInternet/Search/DCFFormSearch.aspx>