



Family Partnerships of Central Florida

BREVARD | ORANGE | OSCEOLA | SEMINOLE

REQUEST FOR PROPOSAL

For

ADOPTION SUPPORT SERVICES

Closing Date: JUNE 3, 2024/ Time: 10:00 a.m.

This Application outlines the process for selecting a Provider for the provision of adoption support services in Orange, Osceola and Seminole County, Florida, using the funds that are allocated by the State of Florida Department of Children and Families and administered by Community Based Care of Brevard dba Family Partnerships of Central Florida.

Family Partnerships of Central Florida REQUEST FOR PROPOSAL

TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
Part 1 Introduction	3
<i>Purpose</i>	<i>3</i>
<i>Analysis of Needed Capacity.....</i>	<i>3</i>
PART II APPLICATION REQUIREMENTS.....	4
<i>Organizations Eligibility</i>	<i>4</i>
<i>Respondent Disqualification.....</i>	<i>4</i>
<i>Terms of Agreement</i>	<i>4</i>
<i>Procurement Services.....</i>	<i>4</i>
<i>Proposal Deadline.....</i>	<i>5</i>
<i>Contracts.....</i>	<i>5</i>
<i>Awards</i>	<i>5</i>
<i>Match Requirement.....</i>	<i>6</i>
<i>Official Contact Person</i>	<i>6</i>
<i>Notices.....</i>	<i>6</i>
<i>Timeline.....</i>	<i>7</i>
<i>Conflict of Interest</i>	<i>7</i>
<i>Lobbying Statement</i>	<i>7</i>
<i>Facsimile Transmission.....</i>	<i>8</i>
<i>Additions, Deletions, or Modifications</i>	<i>8</i>
PART III SPECIAL CONDITIONS	8
PART IV TECHNICAL SPECIFICATIONS.....	9
<i>Project Description</i>	<i>9</i>
<i>Selection and Scoring Criteria</i>	<i>13</i>
<i>Appeals</i>	<i>14</i>
PART V CONSIDERATION FOR AWARD	16
<i>Check Sheet.....</i>	<i>16</i>
PART VI REQUIREMENTS OF THE PROPOSAL	16
<i>Section I Project Application Form.....</i>	<i>17</i>
<i>Section II Proposal Signature Page.....</i>	<i>18</i>
<i>Section III Description of Project.....</i>	<i>19</i>
<i>Section IV Attachments.....</i>	<i>21</i>

PART I – INTRODUCTION

PURPOSE

Community Based Care of Brevard, Inc., dba **Family Partnerships of Central Florida (FPOCF)** is the private, non-profit organization selected by the Florida Department of Children and Families (DCF) as the lead agency responsible for the privatization of child welfare and related services in Brevard, Orange, Osceola and Seminole Counties as outlined in F.S. Sections 409.986 and 409.987. To ensure the safety, security, and wellbeing of every child, FPOCF oversees a Provider Network who provides a continuum of care for children and families in the aforementioned four counties to address the prevention, intervention and treatment of child abuse and neglect.

FPOCF is soliciting interested agencies for the provision of adoption support services to children under supervision of a primary case manager. Adoption Support Services include but are not limited to assisting with the recruitment of adoptive families, teaching National Training and Development Curriculum training to all prospective adoptive families, registering children on the Adoption Exchange, matching children to families, completing required paperwork, coordinating fingerprint and background checks on potential families, completing home studies including ICPC and OCS home study requests referred to provider by FPOCF, attending court hearings, documenting maintenance, negotiating adoption subsidies, providing post adoption support services, and providing data for reports. The provider(s) in Orange and Osceola Counties will be responsible for securing legal counsel to complete adoption finalization hearings. The FPOCF Chief Legal Officer will complete all adoption finalizations for Seminole and Brevard Counties.

FPOCF currently employs in-house staff in Orange, Osceola and Seminole Counties for the provision of Adoption Support Services. The winning bidder must give current FPOCF Adoption Support Staff in good standing first priority for provider's Adoption Staff positions.

In accordance with FPOCF policy, this competitive procurement is being issued for services beginning FY 2024-2025.

ANALYSIS OF NEEDED CAPACITY

Yearly, FPOCF receives an adoption target from DCF, which is based on the number of children with the goal of adoption and number that are in identified placements. Below is the number of children available for adoption, for the past twelve (12) months.

	FY 21/22			FY 22/23			FY23/24		
	Orange	Osceola	Seminole	Orange	Osceola	Seminole	Orange	Osceola	Seminole
Adoptions Target	150	36	50	150	55	60	160	57	65
Adoptions Achieved	146.5	38	66.5	135	50	60.5	80 YTD	34.5	26

Yearly, FPOCF receives an adoption target from DCF, which is based on the number of children with the goal of adoption and number that are in identified placements. Below is the number of children available for adoption, for the past twelve (12) months.

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	Monthly Average
E Orange	107	109	111	119	112	110	141	138	127	130	100
W Orange	74	74	73	73	77	85	85	84	82	99	67
Seminole	48	52	60	64	57	57	60	53	51	53	46
Osceola	65	70	80	82	95	94	98	113	112	119	77

PART II—APPLICATION REQUIREMENTS

ORGANIZATIONS ELIGIBLE TO APPLY

Respondents that meet the following criteria are eligible to seek funding by responding to this Application are:

Providers that submit an Administrative Request for Qualifications (RFQ) to FPOCF with this RFP or already have an approved Administrative RFQ on file with FPOCF. The RFQ document can be found on the FPOCF website or requested through the FPOCF Contact person listed within this RFP.

RESPONDENT DISQUALIFICATION

Failure to have performed any previous contractual obligations with FPOCF or the State of Florida in a manner satisfactory to FPOCF or DCF may be sufficient cause for disqualification. To be disqualified as a Respondent under this provision, the Respondent must have: 1) previously failed to satisfactorily perform in a contract with FPOCF or DCF, been notified by FPOCF or DCF of unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of FPOCF or DCF; or 2) had a contract terminated by FPOCF or DCF.

Per DCF requirements, FPOCF will not intentionally award contracts to any agency or its Providers and/or sub-providers that:

- Have been barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local Department or agency.
- Have within a 3-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.
- Are presently indicted or otherwise criminally or civilly charged by a government entity with commission of any of the offenses enumerated in the paragraph above; and
- Have within a 3-year period preceding this proposal, had one or more public transactions terminated for cause or default.

TERM OF AGREEMENT

This project is funded contingent upon availability of funds. The term of the agreement is for a 3-year period with a contract renewal capability for up to an additional 3 years. Any such

contract execution, renewal or extension shall be contingent upon satisfactory performance evaluations of the provider by FPOCF and shall be subject to the availability of funds. This contract will be a cost reimbursement contract.

PROCUREMENT OF SERVICES

Procurement of services will be in accordance with state and federal laws, and Department of Children and Families contract stipulations with FPOCF.

PROPOSAL APPLICATION DEADLINE

Applications for this proposal will be accepted by FPOCF, **no later than June 3, 2024, at 10:00 a.m.** Proposals should be submitted to the attention of: Christopher Goncalo, Director of Contracts and Compliance

No changes, modifications, or additions to the submitted proposals will be allowed once submitted.

Respondents must submit one electronic file to Christopher.Goncalo@BrevardFP.org.

FPOCF reserves the right to reject all proposals or to waive minor irregularities when to do so would be in the best interest of FPOCF. A minor irregularity is defined as a variation from the request for proposal terms and a condition which does not affect the price of the proposal or give the prospective Respondent an advantage or benefit not enjoyed by other prospective Respondents or does not adversely impact the interest of the agency.

CONTRACTS

All eligible Respondents who are successfully awarded FPOCF funds will be **required** to contractually commit to the Florida Department of Children and Families, and FPOCF program guidelines, policies and procedures and to conform to all local, state, and federal rules and regulations pertaining to child welfare programs and services for the activity(ies) to be undertaken.

AWARDS

As the best interest of FPOCF may require, the right is reserved to make award(s) to the most responsible Respondent, by individual items, group of items, all or none, or a combination thereof; on a geographical basis and/or on a countywide basis with one or more providers; to reject all proposals or waive any minor irregularity or technicality in bids received. Respondent(s) are cautioned to make no assumptions unless their proposal has been evaluated as being responsive and qualified. All awards made because of this proposal shall conform to applicable laws of the State of Florida. FPOCF reserves the right to cancel an awarded proposal should full funding be unavailable, a contract be unable to be successfully negotiated, or upon due cause, i. e. provider misrepresentation, negligence, non-performance, etc. via written notice of which electronic (email) is acceptable.

Respondents may bid on one, two or three counties. The financial and staffing portions of proposals must be broken down by the county. It is in FPOCF's best interest to have Respondents bid on more than one county.

The anticipated start date for this contract is July 1, 2024. FPOCF will negotiate a contract with the successful Respondent(s). There will be no start-up funding associated with this procurement.

The resulting contract award payment methodology will be a cost reimbursement. Funding for the contract award shall be based on Respondent's proposal and available funding. FPOCF reserves the right, based on responses, to consolidate positions/tasks and to reopen solicitation of bids.

MATCH REQUIREMENT

For the purposes of this proposal, matching funds will be required. To receive any Federal Promoting Safe and Stable Families (PSSF) grant dollars, FPOCF and our Providers are responsible for a minimum local match equal to twenty-five percent (25%) of the funds expended for the program. Match contributions may be in-kind or cash and cannot be currently included as a cost (either direct or matching) of any state or federal contract or grant, and the expenditure or use of such match must directly support the program through the delivery of services. Some examples are office space, volunteer time, interns, buildings, etc. The extent of community support leveraged funding and partnership will be considered in the evaluation of the proposal.

OFFICIAL CONTACT PERSON

This Request for Proposal (RFP) is issued by Family Partnerships of Central Florida. The sole point of contact for information concerning procedures for responding to this RFP is:

Christopher Goncalo, Director of Contracts and Compliance
Family Partnerships of Central Florida
389 Commerce Parkway, Suite 120, Rockledge, FL 32955
321-752-4650 x 3060
christopher.goncalo@brevardfp.org

Material changes, if any, to the scope of services of bidding procedures will only be posted on the FPOCF website at www.brevardfp.org.

NOTICES

All notices, decisions, intended decisions and responses to inquiries will be communicated through electronic posting at the following website:

<http://brevardfp.org/procurements-and-awards/>

It is the prospective Respondent's exclusive responsibility to access all updates posted. **No notices will be sent to Respondents.**

LIMITATIONS ON CONTACTING FPOCF

Respondents are advised to limit their contact regarding this RFP to the sole contact person listed above. With reference to this RFP, no representations, other than those distributed by the contact person in writing, are binding on FPOCF and Respondents are cautioned that oral responses by FPOCF are not binding upon it.

INQUIRIES

Inquiries must be submitted in writing to FPOCF on or before the date specified in the Timeline. Responses to all inquiries which involve clarification and/or changes to this RFP will be made available to interested parties via electronic posting on the FPOCF website in the order in which they were received. No questions related to this RFP will be accepted after the time specified in the Timeline. **Only written inquiries will be accepted, email is acceptable.**

TIMELINE: SCHEULE OF EVENTS AND DEADLINES

EVENT	DATE AND TIME*
Request for Proposal released and posted on the FPOCF website	May 2, 2024
Last Day to Submit Inquiries	May 16, 2024
Posting of Inquiries Q-n-A's Responses	Ongoing postings to the Q-n-A document on the Procurements section of the FPOCF website during the open period for inquiries.
Sealed Proposals due to FPOCF	June 3, 2024, by 10:00a.m.
Proposals found to be noncompliant with requirements of the RFP shall be notified.	June 3, 2024
Distribute qualified Respondent Proposals to Evaluators	June 3, 2024
Evaluators turn in Proposal Scores	June 10, 2024
Post Intent to Award Notice	June 12, 2024 FPOCF website
Protest Deadline – by formal written notice	June 19, 2024, by certified mail or delivered in person (or within 5 business days of award notice posting if posting made earlier)
Anticipated Negotiations	Week of June 29, 2024
Anticipated effective date of contract	August 1, 2024

*The dates and times listed are subject to change as deemed necessary by FPOCF.

CONFLICT OF INTEREST

The award hereunder is subject to the provisions of Federal Regulations, State Statutes and County Ordinance. All Respondents must disclose with their proposal the name of any officer, director, or agent who is also an employee of FPOCF or member of the board of directors. Further, all Respondents must disclose the name of any FPOCF employee or member of the reviewing board of directors who owns, directly or indirectly, any interest in the Respondent's firm or any of its branches.

LOBBYING STATEMENT

Firms and their agents are hereby placed on notice that the FPOCF staff or reviewing board of directors shall not be contacted (with the exception of designated contact person) about this Proposal. Public meetings and public deliberations are the only acceptable forum for the discussion of merits of products/services requested by the Request for Proposal; and written correspondence in regard to proposals may be submitted to the FPOCF official contact person. Failure to adhere to these requirements could result in the action to disqualify your agency from consideration of award.

ADDITION, DELETION OR MODIFICATION OF PROPOSAL

FPOCF reserves the right at its sole discretion to increase, decrease, or delete any portion of this proposal at any time without cause.

PART III - SPECIAL CONDITIONS

1. News Releases/Publicity: News releases, publicity releases, or advertisements relating to this contract, or the tasks or projects associated with the project, when feasible, shall not be made without prior knowledge of FPOCF. Releases should identify the funding entity as well as the funding source.
2. RFP Documents: Respondent shall examine the RFP carefully. Ignorance of the requirements will not relieve the Respondents of liability and obligations under the Contract.
3. Respondent's Costs: FPOCF shall not be liable for any costs incurred by Respondents in responding to this RFP.
4. Insurance: The Respondent shall ensure that either its insurance coverage or self-insurance program or its insurance of its contracted agents is adequate and sufficient to cover the activities performed under this Agreement, as the case may be as to the particular actions undertaken. The Respondents shall ensure that the insurance requirements upon all contractors conform to and comply with all applicable local, state and/or federal requirements.
5. Contract Manager: FPOCF shall designate a Contract Manager whose duties shall be to:
 - liaison with the Respondent
 - coordination and approval of all work under the contract
 - ensure consistency of quality of the Respondent's performance
 - review for approval payment for all reimbursement requests.
 - ensure that the project is operating within federal, state and local regulations.
6. Audits and Inspection of Records: At any time during normal business hours, the FPOCF staff, other County, State or Federal representatives, shall have access to all work sites and the Respondent's records directly related to the contract. The Respondent shall permit FPOCF staff, other County, State or Federal representatives to audit and examine all invoices, contracts, and any other data relating to the expenditure of allocated funds. This time period minimally includes six (6) years after the project is

closed and/or six (6) years after the end of the project's affordability period. The Respondent will ensure compliance with applicable established cost principles in OMB A-133 for Local Government or Non-Profit Agencies.

7. Other Laws, Rules and Regulations Which May Apply
 - A. Chapter 409 – *Social Welfare-Social and Economic Assistance*
 - B. Chapter 39 Florida Statutes – *Proceedings Relating to Children*
 - C. Florida Administrative Code, 65C-14- *Group Care*
 - D. Florida Statutes, Chapter 63 - Adoption
 - E. FPOCF Fiscal Policies AP-430 and AP-465
 - F. Florida Public Records Act, Chapter 119 F.S.
 - G. Florida Statutes, Chapter 112 - which deals with conflict-of-interest OMB Circular A-133
 - H. Adoption and Safe Family Act (ASFA) performance standards
 - I. Chapter 427 F.S. Part 1 Transportation Services and Rule 41-2 Florida Administrative Code– transportation of children.
 - J. Federal requirements of TANF, Title IV-B and Title IV-E State plans, Children and Family Operating Procedures 175-71, 175-93, 175-29, and 175-59.
 - K. U.S.C. (Section 1324a) (Section 274A(e) of the Immigration and Nationality Act – employment of unauthorized aliens)
 - L. 45 CFR Part 76 – Certification Regarding Debarment and Suspension
 - M. American Disabilities Act of 1990 PL 101-336
 - N. 24 CFR Part 1 – The regulations promulgated pursuant to Title VI of the 1984 Civil Rights Act.
 - O. Title VII of the 1964 Civil Rights Act as amended by the Equal Employment Opportunity Act of 1972 – prohibits discrimination in employment.
 - P. Age Discrimination Act of 1973.
 - Q. Health Insurance Portability and Accountability Act (HIPAA)
 - R. Rehabilitation Act of 1973 – no discrimination against qualified handicapped individuals.
 - S. Section 109 of Public Law 100-202 – which restricts the awarding of public works contracts to firms from foreign countries with unfair trade practices.
 - T. Davis-Bacon Requirements Labor Standards Requirements.

8. Additional Terms and Conditions FPOCF reserves the right to reject proposals containing any additional terms or conditions not specifically requested in the original conditions and specifications of this proposal.

PART IV – TECHNICAL SPECIFICATIONS/PROJECT DESCRIPTION

1. PROJECT DESCRIPTION

FPOCF is seeking proposals from qualified service providers to provide adoption support services in Orange, Osceola and Seminole Counties to children under supervision of a primary care manager and their adoptive family. Adoption Support Services include but is not limited to the recruitment of homes, teaching NYTD class, registering children on the Adoption Exchange, completing required paperwork, coordinating fingerprint and background checks on potential families, completing child and home studies, attending court hearings, attending permanency staffings, documenting maintenance, negotiating subsidies, providing post-adoption services, providing data for reports and working in partnership with

FPOCF on all adoption related projects and requests not enumerated in this RFP or in the resulting contract.

Adoption support services are to be provided by full time employee(s) to serve as Adoption Support Coordinator(s). This position requires Child Welfare certification through the Florida Certification Board. Staff will be required to meet the Level 2 Employment Screening requirements in accordance with Rule 65C-14.023, Florida Administrative Code, s.409.175, F.S., and Chapter 435, F.S. and pre-employment drug screening.

All Respondents must agree to give hiring preference to current Adoptions Support staff that meet the Respondent's minimum qualifications and that accept employment by the Respondent. This individual will serve as the secondary care manager for the children available for adoption and assigned to them. The Adoption Support Coordinator will work in partnership with the primary Care Manager to expedite the adoption process and to provide pre and post adoptive services.

Any child who has reached Termination of Parental Rights (TPR) disposition, shall receive Adoption Support Services. Some services will be eligible to children before TPR disposition and after a court-accepted goal of adoption, such as case consultation for children who are not already in a pre-adoptive placement. Eligible children can include those in pre-adoptive placements in licensed care, relative or non-relative placements, special needs children, Interstate Compact for the Placement of Children (ICPC) adoption home studies, and those children for whom an adoptive home has not been identified which require recruitment efforts.

Major Program Goals

- (1) Increase the number of finalized adoptions from available children.
- (2) Reduce the length of time children wait for permanent adoptive homes.
- (3) Increase the number of child sibling groups kept together and adopted.
- (4) Increase the number of finalized adoptions of teenagers who are available and willing to be adopted.

Keeping the Major Program Goals in mind, the Respondent shall submit a detailed proposal of how your agency will provide a full array of Adoption Support Services as outlined in the Required Service Tasks below. This proposal must include staffing patterns, internal quality improvement activities, data management and storage processes and resources to ensure timely and accurate documentation and facilitation of service delivery. Additionally, the proposal must include a detailed annualized line-item budget for the first fiscal year of operation.

Required Service Tasks - include but are not limited to:

- (1) Conduct adoption recruitment activities to increase the number of adoptions through grassroots outreach efforts including publication/collateral distribution, public meetings, community partnerships, matching events, speakers' bureau, and community events. Recruitment activities should include child specific (focusing on locating a family for a specific child); targeted (focusing on targeting a specific population for categories of children that are highly represented); and general (not

specific to any population and involves general messages to the community about the process and children available).

- (b)** Facilitate NYTD classes to potential adoptive parents a minimum of three (3) times per Fiscal Year but should also be adequate to meet the need. Classes shall consist of no less than nine (9) potential households per NYTD class session.
 - (c)** Coordinate fingerprinting and background checks on potential adoptive families.
 - (d)** Conduct a minimum of two (2) home visits per family and complete adoption home studies, which must be completed within 30 days after the 2nd visit. The Adoption Coordinator's supervisor will also review the home studies before submitting to FPOCF for approval. The provider shall ensure pictures of the home are taken and are included as a part of the home study.
 - (e)** Complete ICPC Home Studies, as requested by FPOCF.
 - (f)** Organize a minimum of quarterly "matching events" to include planning, invitations, securing locations and confirmations.
 - (g)** Attend "matching" events and assist with transportation and supervision of children.
 - (h)** Respond to inquiries within the next business day of receipt of inquiry from FPOCF.
 - (i)** Submit adoption finalization packets to FPOCF no later than two (2) weeks prior to court hearing.
- (2)** Conduct pre-adoptive services to achieve permanency goals of children's case plans, to include:
 - (a)** Perform a comprehensive child study within 30 days of intake for each foster child referred and ensure updated annually.
 - (b)** Assist in development of child's permanency plan.
 - (c)** Participate in Adoption Review Committee meetings and prepare a packet on each family being considered.
 - (d)** Coordinate associated legal services necessary for the adoption of eligible children to occur.
 - (e)** Provide other support, education, and assistance to prospective adoptive parents awaiting finalization of the adoption as necessary.
- (3)** Through coordination with primary care manager, ensure the post adoptive placement and support services are appropriate, individualized, integrated, and support each child's case plan and permanency plan goals.
 - (a)** Negotiate the adoption subsidy agreement with adoptive parents. The Adoption Coordinator's supervisor will also review the subsidy packet before coming to FPOCF for approval.
 - (b)** Monitor post-placement supervision provided by care manager and assist in decision to continue supervision or issue consent to adopt.
 - (c)** Evaluate the suitability of care manager's recommendation for adoptive placement based on adoption rule.
 - (d)** Provide adoption support and referral services to prevent disruption of the placement as necessary.
 - (e)** Facilitate sibling separation staffing's where permanent separation is being

- considered.
- (f) Assist in the post-placement monitoring and coordination of the child in the adoptive home.
 - (g) provide appropriate and timely adoption support services to families who adopt special needs children.
 - (h) Coordinate/Collaborate with FPOCF to facilitate all Celebration of Adoption events in conjunction with the Court.
- (4) Ensure the child's service plan is conducted in coordination with Family Team Conferencing that includes the participation of the Adoption Coordinator, and a process to provide feedback to FPOCF when information about the service or children is requested.
- (a) Staff cases at least quarterly with CMA care manager and supervisor to assess progress toward adoption to satisfy Adoption rule 65C-16.
 - (b) Write judicial reviews and supervisory consultation reports to satisfy FAC 65C-16.003, and coordinate information with care manager for child's case plan.
 - (c) Participation in monthly meetings with FPOCF.
 - (d) Attend Family Team Conferencing sessions for any assigned child and during child's permanency review.
 - (e) Ensure each prospective adoptive parent signs a release of information form to allow sharing of information with FPOCF.
 - (f) Work with FPOCF and all stakeholders to assure a smooth transition into placement for the child and adoptive parents and family members.
 - (g) Coordinate pre-adoptive psychological evaluations, when needed.
- (5) Provide timely and appropriate training to FPOCF staff and care managers when necessary or requested.
- (a) Provide adoption process overview training to FPOCF contracted care managers.
 - (b) Provide technical adoption assistance to FPOCF staff during permanency planning process.
- (6) Maintain and implement all necessary documentation to meet the applicable federal, state, and local regulations, rules, and legislation pertaining to the children in care, employees, and contracted personnel.
- (a) Complete adoption Assistance Agreement, Memo of Agreement and Consent for Adoption forms.
 - (b) Follow FPOCF OP 1059 to request the release of the Master Trust as appropriate.
 - (c) Maintain a record of work in FSFN and other required data tracking systems.
 - (d) Complete Medicaid applications, and citizenship forms.
 - (e) Provide data for adoption reports as requested.
 - (f) Complete Title IV-E paperwork for eligible children.
 - (g) Complete and organize all documents required for the maintenance adoption subsidy file.

(7) Adoption Service provider(s) in Orange and Osceola Counties are expected to make arrangements for their own legal staff to conduct the adoptions. The Chief Legal Officer in Brevard County will conduct adoptions in both Seminole and Brevard Counties.

(8) Assist in the children's maintenance of records in the Adoption Exchange System.

- (a) Register waiting and maintain approved adoptive families on the Adoption Exchange in accordance with FAC 65C-16.
- (b) Register eligible children within 30 days of signed TPR order date on the Adoption Exchange and update as necessary.

(8) Post Adoption Service Tasks

- a) Responsible for the management of post adoption funds and overseeing the authorization and utilization of services delivered for post adoption families to ensure a flexible, responsive, culturally competent service delivery system.
- b) Assist post adoption families with community linkages.
- c) Coordinate and facilitate Family Team Conferences (FTCs) when need is indicated.
- d) Manage service utilization log, monitor costs and track 3rd party funding.
- e) Link families to service providers to ensure appropriate service delivery in a timely manner and to ensure needs are being addressed in the individualized care plans with family members and informal and natural support.
- f) Facilitate a post adoption support group.

c. Expected Performance Measures – Any change in performance measure data/requirements by DCF will be automatically incorporated as a part of the adoption support services contract.

- (1) The percentage of children with finalized adoptions within 24 months of the latest removal shall be at least **55%**.
- (2) **100%** of the adoptions finalized receive support services from the adoptions coordinator as evidenced by documentation in case notes.
- (3) At least **TBD** (to be determined by DCF and will be distributed to provider upon notification by DCF) adoptions to be finalized during the fiscal year.

d. Information Technology – The provider selected to partner with Family Partnerships of Central Florida to provide Adoption Support Services will be required to fully support their staff with all their Information Technology (IT) resources required for them to perform their roles and functions.

The Respondent shall describe the provisioning of equipment, troubleshooting IT related end-user issues, replacing equipment, supplying external peripheral equipment (webcams, wireless keyboards, mice, etc.

Hardware includes desktop computers, laptops, printers, scanners, mobile devices, projectors and other presentation devices.

Software should include compatible operating systems, business office applications (word processing, spreadsheets, presentation), productivity and collaboration software and security applications and any business-critical applications, to cover licensing fees, product upgrades, new versions, patches and bug fixes.

FPOCF telephony is on a hosted communication platform. No support for physical phones is provided so the contracted provider will provide their employees with the necessary telephony equipment.

Internet & WiFi access will be granted to the contracted provider while on-site at our office locations.

FPOCF uses Office 365 as its Business Application Suite. The contracted provider should use something compatible. FPOCF uses Zoom, GoToMeeting, Teams as primary video conferencing platforms, the contracted provider must provide their employees with suitable video presentation platforms or the necessary ones to perform their duties.

The Respondent shall describe its' backup system and how it will be tested at regular intervals to protect against loss of critical data.

The Respondent shall describe how it will ensure all IT systems meet HIPAA and PHI requirements.

- e. **Facility Management:** FPOCF currently leases office space in Orange and Osceola Counties. FPOCF is responsible for lease management, including lease administration and accounting, Capital project planning, Maintenance and operations, Energy Management, Occupancy and space management, Employee and occupant experience, and Emergency Management and Business Continuity. The current Adoption Support Services provider in Brevard shares office space at no cost to the provider. FPOCF will provide, at no cost, office space for the winning Respondent.
- f. **Budget:** Respondent shall submit detailed, annualized budget with a budget narrative for this cost reimbursement contract.

2. SELECTION AND SCORING CRITERIA

It is the intent of FPOCF to select Qualified Respondent(s) that can best achieve the identified needs to provide quality service provision. FPOCF will convene a review team to evaluate and rank all proposals that have been deemed eligible. Respondent(s) which do not provide a complete application package will be determined ineligible for further consideration.

The following RFP evaluation sheet will be used:

Rating Scale Summary		
Points		
0	Respondent has not responded to or has poorly responded to the criterion demonstrating a lack of understanding of the criterion addressed in the proposal.	No value
1	Respondent has demonstrated little or no direct capability or has not adequately addressed the criterion in the proposal.	Minimal
2	Respondent has demonstrated average capability and a good approach to the criterion in the proposal.	Average
3	Respondent has demonstrated above average capability and approach to the criterion in the proposal.	Above Average

Evaluator Rating Summary:	Sub-total Score:	Maximum Score:	Comments
Organizational Capacity: <ul style="list-style-type: none"> Does Respondent show qualifications and experience provide adoption support services to children and families? 		3	
Organizational Capacity: <ul style="list-style-type: none"> Respondent demonstrates a competent and experienced management staff. 		3	
Organizational Capacity: <ul style="list-style-type: none"> Respondent demonstrates linkages with community-based resources from other sectors (or within their own agency). 		3	
Program Design: <ul style="list-style-type: none"> Respondent's description of how they will provide support and assistance to potential and new adoptive families, care managers, and children to achieve permanency and complete the tasks under "Project Description" on pages 9-13 of this proposal. 		3	
Program Design: <ul style="list-style-type: none"> Respondent's description of unique activities they propose to help identify adoptive families for children with no identified placements. 		3	
Program Design: <ul style="list-style-type: none"> Respondent's staffing pattern to be employed. 		3	
Program Design: <ul style="list-style-type: none"> Respondent's description of measurable outcomes their program plans to achieve. 		3	
Cost Proposal: <ul style="list-style-type: none"> <u>Financial Capability</u> – response demonstrates that the Respondent is a financially stable organization and will provide fiscal management of program, fiscal reporting, and oversight. 		3	
Cost Proposal: <ul style="list-style-type: none"> <u>Project Budget Detail</u> – response demonstrates that Respondent's indirect costs are reasonable, allowable, and do not exceed 10% and budget line items and accompanying narrative are clearly described, reasonable, allowable, and realistic within the context of the services proposed. 		3	
Cost Proposal: <ul style="list-style-type: none"> <u>Match Requirement</u> – response demonstrates the ability to collect matching funds to support the contract. 		3	
Information Technology <ul style="list-style-type: none"> Response indicates an understanding of the IT requirements 		3	

Information Technology • Response indicates an ability to implement, maintain and support IT requirements of this program.		3	
Total:		36	

Scoring will not be used as a sole determination of awarding funds to project(s). FPOCF considers awards based on the following:

1. Information as presented in the application; and
2. Perceived value to the community, and/or competitiveness or duplication compared to other currently proposed projects; and
3. Expenditure goals and deadlines of individual funding sources; and
4. Which proposal(s), in the opinion of the Review Committee, will best serve the community’s need and address community-based care strategies?

The FPOCF Review Committee may require additional information and Respondents agree to furnish such information, up to and including Respondent oral presentations. FPOCF reserves the right to award the contract to that qualified Respondent who will best serve the interests of FPOCF. FPOCF reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all proposals. FPOCF reserves the right to waive minor irregularities or variations, which are not mandated by DCF to the specifications and bidding process. FPOCF will fund the organization(s) which, in its opinion, best serve the community, based on the above criteria and consideration of the FPOCF Review Committee recommendation.

FPOCF reserves the right to initiate contract negotiations with the most qualified Respondent(s), with more than one Respondent at a time and need not negotiate with all qualified Respondents. If a contract cannot be negotiated with any of the ranked Respondents who responded to this Request for Proposal, FPOCF shall have the right to issue a new Request for Proposal or to otherwise seek additional qualified Respondents.

3. APPEALS

The Appeals Procedure for all procurements of commodities and/or services is documented in FPOCF OP-1143, “Appeals and Complaint Process for Network Services” and can be located on the FPOCF website or requested through the Contact Person listed in this RFP.

Any Respondent who is allegedly aggrieved in connection with the solicitation, pending award, or denial of participation in the FPOCF Provider Network must file a formal written protest with FPOCF within 5 business days of the posting of the award or notification of the decision. The formal written protest shall reference the Name of the Solicitation, and Closing Date of the RFP, and shall state with particularity the facts and laws upon which the protest is based, including full details of adverse effects and the relief sought.

Upon receipt of an appeal, the FPOCF Director of Contracts and Compliance will convene an Appeals Committee consisting of a minimum of three FPOCF Senior staff members and a minimum of two community representatives who did not participate in the procurement process. The Appeals Committee will review appeals within 10 business days of receipt of the written protest or appeal. The FPOCF CEO and Chief Legal Officer or designee may attend all appeal or protest-related meetings. The FPOCF Director of Contracts and Compliance records the

meeting and provides any information the committee requests. The purpose of an appeals review is to provide an opportunity to: (1) review the basis of the protest, (2) evaluate the facts and merits of the protest, and (3) if possible, to reach a resolution of the protest that is acceptable to the affected parties. The decision of the Appeals Committee will be delivered to the Respondent via certified mail, return receipt requested.

If the matter is not resolved with the Respondent's acceptance of the FPOCF Appeals Committee decision, the Respondent will have the opportunity to meet with the Appeals Committee for the purpose of arguing the facts included and law implicated in the formal written protest; and to request the relief sought therein. The Appeals Committee will not entertain any argument or consider any information or request for relief which was not included in the initial written protest. The Appeals Committee will announce its decision in writing within three business days of the meeting. FPOCF Director of Contracts and Compliance will present the recommended award including the details of the protest and the FPOCF Appeals Committee recommendation to an Appeals Subcommittee of the Board as a final means of administrative remedy, within 15 business days of the FPOCF Appeals Committee decision. If the matter remains unresolved, FPOCF and the Respondent shall enter mediation with a mutually agreed upon mediator, the costs of which will be shared by FPOCF and the Respondent, prior to either party initiating litigation.

PART V - CONSIDERATION FOR AWARD

For New Respondents: An Administrative RFQ must be submitted with the Respondent's proposal to be considered eligible for an award. An RFQ is available on the FPOCF website under the "Procurements" section: www.BrevardFP.org

CRITERIA CHECKLIST

All the items listed below must be included (per category) or the submitted proposal package is incomplete. No incomplete proposal will be considered for funding.

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Proposal submitted on or before June 3, 2024, 10:00 a.m. deadline |
| <input type="checkbox"/> | Proposal Section I - IV, completed and signed |
| <input type="checkbox"/> | Cost Proposal |
| <input type="checkbox"/> | IT Proposal |

PART VI - REQUIREMENTS OF THE PROPOSAL

All proposals must be submitted as specified with the proposal pages required.

To be considered, the proposal must respond to all parts of the RFP and information not clearly defined as a response to application requirements or in the proper order or section may not be scored.

All proposals shall become the property of Family Partnerships of Central Florida. All proposals must be submitted to FPOCF, Christopher Goncalo, Director of Contracts and Compliance at Christopher.goncalo@brevardfp.org. The proposal shall be signed by a representative who is authorized to contractually bind the Respondent.

Applications / Proposals must be "8 ½ x 11" size layout only, using no less than 11 pitch font In Arial or Times New Roman with one inch page margins.

All proposals should be submitted in the following order:

- Section I - Project Application Form
- Section II - Proposal Signature Page
- Section III - Description of Project
- Section IV - Attachments

FAMILY PARTNERSHIPS OF CENTRAL FLORIDA

SECTION I. PROJECT APPLICATION FORM

The name provided here must be identical to that in the Articles of Incorporation or in the official document identifying the Respondent as a unit of state or local government. Address, city, state, and zip code must be provided. A contact person's name, title, and telephone number also must be furnished.

Respondent	_____

Project Name	_____
Dollar Amount Requested	_____
Parent Organization	_____
Contact Person & Title	_____
City, State, Zip Code	_____
Email	_____
Telephone/FAX Number	_____
Name of Board of Directors Chairperson	_____
Tax ID #	_____

SECTION II. PROPOSAL SIGNATURE PAGE

The undersigned hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications, addenda, legal advertisement, and conditions contained in the RFP. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal, I will accept a contract if approved by Family Partnerships of Central Florida and such acceptance covers all terms, conditions, and specifications of this proposal.

Proposal submitted by: (please print)

NAME: _____ TITLE: _____

NAME _____ OF
AGENCY/ORGANIZATION _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Signature of Authorized Representative Date

Addenda Acknowledgment - RESPONENT acknowledges that the following addenda have been received and are included in this proposal:

ADDENDA NO.	DATE ISSUED

SECTION III - DESCRIPTION OF THE PROJECT – PROGRAM NARRATIVE

The order of information provided in the response must correspond to the outline that follows and shall be labeled accordingly:

1. Organizational Capacity – limited to 5 pages, excluding related Exhibits.

Maximum points possible = 9

- a. A synopsis of the Respondent's organizational qualifications and experience with adoption support services within the child dependency system.
- b. Describe the experience of the Respondent's supervisory (if known) and key project staff, including their qualifications and prior experience with adoption support programs within the child dependency system.
- c. Describe the linkages that your agency has with community-based resources from other sectors (or within your agency) and what community collaboration and resources your agency will utilize.

2. Program Design – limited to 10 pages, excluding related Exhibits.

Maximum points possible = 12

- a. Describe the plan to provide support and assistance to potential and new adoptive families, primary care managers, and children in order to achieve permanency through adoption and complete the tasks under "Project Description" on pages 9-12 of this proposal.
- b. Describe what unique activities Respondent proposes to help identify adoptive homes for children with no identified placements.
- c. Describe the staffing pattern to be employed.
- d. Describe what measurable outcomes your program hopes to achieve.

3. Cost Proposal – limited to 10 pages, excluding related Exhibits.

Maximum points possible = 9

This contract will be a cost reimbursement contract. Funding for the contract award shall be based on Respondent's proposal and available funding. Indirect costs are limited to a maximum of 10%. This contract also shall require generation of local match, discussed below.

The cost proposal should include an annualized line-item budget and must contain the following:

- a. Financial Capability - describe how the Respondent will provide fiscal management of program, fiscal reporting, and oversight; and how Respondent will access funds (i.e., through cash reserves, line of credit, etc.) for operating costs in the event advances from FPOCF are unavailable.
- b. Project Budget Detail – The Respondent shall submit to FPOCF a detailed line-item budget that describes allocation methodologies used by the provider

to claim costs for this contract. This plan must also include the provider's indirect allocation and rate methodology and a description of costs allocated to indirect.

c. Sample Budget Justification:

1. Salaries and Wages

Provide the following information for each position identified on the budget:

- a. Name
- b. Title
- c. Time Commitment
- d. Duties and responsibilities in relation to the program goals and objectives.
- e. Salary

2. Fringe Benefits

Indicate how fringe benefits are calculated as a % of salary dollars and include: FICA, Medicare, workers compensation, retirement, etc. In addition, provide details of how health insurance and other benefits are calculated.

3. Operating Costs

These costs must be directly attributable to the program operations, reasonable and consistent with similar organizations. Questions pertaining to budget categories may be addressed during negotiation.

4. Indirect Costs

These are costs that are normally incurred for common or joint objectives and therefore cannot readily be identified specifically with a particular program activity. Where costs can be identified as benefiting program objectives they should be charged as direct costs, to the corresponding line item. Details of items included in indirect charges must be available and provided upon request. Use of estimates is allowed as long as they are reconciled to actual charges once available.

Indirect costs must be kept at or below 10%.

- d. Match Requirement – this contract is partially funded by federal Promoting Safe and Stable Families (PSSF) dollars. The Provider shall be responsible for a minimum local match equal to 25% of the allocated match funding expended for this program. Allowable match can be in-kind or cash, but the expenditure or use of such match must directly support the adoptions program through the delivery of services. Some examples are indirect costs above the allowed 10%, donations, office space, volunteer time, interns, buildings, etc. The provider shall detail the projected match amount and source of the match to be provided.

4. Information Technology Proposal – limited to 10 pages, excluding related Exhibits.

Maximum points possible = 6

Information Technology capabilities are central to the Adoption Support program. The IT proposal must contain the following:

- a. Describe how the Respondent will provision hardware to staff maintaining current and adequate hardware. Describe what hardware will be made available to Adoptions program staff.
- b. Describe software to be used that is compatible with the FPOCF requirements listed in the Project Description – Information Technology section of this RFP.
- c. Describe how Respondent will ensure that all IT and data security meet all HIPAA and PHI requirements.

SECTION IV – Attachments

The Respondent can provide any Exhibits, MOUs, letters of commitment, community support documentation, certifications, and other pertinent information regarding the project proposal. Attachments should be clearly referred to or identified as a response to specific application requirements.