



Request for Proposals

Adoption Case Management and Related Services

Palm Beach County

RFP #CN2024-01

Questions and Answers

<https://www.childnet.us/request-proposals>

- Q. What is the proposed staffing structure for this program?
A. The proposed staffing structure should be able to meet the programmatic requirements outlined in the RFP which should be determined by respondent.
- Q. What are the positions that are required outside of the adoption case managers?
A. The proposed staffing structure should be able to meet the programmatic requirements outlined in the RFP which should be determined by respondent.
- Q. How is the required 25% matching implemented through the budget?
A. Match requirement is not part of the budget submission. It is a contractual requirement of the funding source utilized to support the contract.
- Q. What is the number of kids that would be assigned for this contract for \$723,000?
A. The Lead Agency metrics for finalized adoptions in Fiscal Year 2024-2025 is 110.
- Q. Is there co location opportunities or does rent need to be included in the budget?
A. There is no option for co-location.
- Q. What other office related costs should be considered?
A. Respondent should consider costs that are allowable, reasonable, and necessary to operate the program.
- Q. Will ChildNet be providing a scoring or rating guide to submitters for the evaluation of proposals submitted in response to RFP #CN2024-01 for Adoption Case Management and

Related Services? Understanding the evaluation criteria in greater detail would be helpful when we finalize our submission.

A. A rating guide will not be provided.

Q. What are the number of adoption cases worked in Palm Beach for the following time periods?:

- 2022-2023
- 2023-2024
- Current fiscal year

A. Lead Agency metrics – the number of children with finalized adoptions in 2022-2023 = 128; 2023-2024 = 118; 2024-2025 = 110