



ChildNet, Inc.

**Request for Proposals
RFP #CN2024-01**

**To Provide
Adoption Case Management
and Related Services
in
Palm Beach County**

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

Date: Tuesday, October 1, 2024, at 12:00 PM

RFP Response Due Date: Tuesday, November 12, 2024 at 3:00 PM

**Contact Person:
Denesee Rankine-Palmer
Procurement Manager
ChildNet, Inc.
4100 Okeechobee Road,
West Palm Beach, FL 33409
(954) 837-3951**

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Request for Proposals

Adoption Case Management and Related Services

I. INSTRUCTIONS TO RESPONDENTS

A. STATEMENT OF PURPOSE

ChildNet, Inc. has been chosen by the Florida Department of Children and Families (DCF) to serve as the Community Based Care (CBC) lead agency in both Broward and Palm Beach Counties. As such, it is the single private non-profit entity responsible for administration of the local child welfare systems in each county. It fulfills this responsibility by managing comprehensive networks of child welfare services providers. The agency's mission is to protect abused, abandoned and neglected children in the communities it serves. Fulfillment of this mission requires input and support from community stakeholders and services providers.

B. STATEMENT OF NEED

In this effort, ChildNet is soliciting proposals from organizations that have the ability to provide pre-adoption, adoption, and post-adoption support to children in the care and custody of the State that have been referred and are available for adoption, who are on appeal, who have a goal of adoption, and to prospective and approved adoptive parents. Adoption Case Management and related services are provided to (a) all children up to age eighteen where a termination of parental rights petition has been filed or whose parents' parental rights have been terminated and have a permanency goal of adoption, including children whose parent's termination of parental rights may be under appeal. (b) Prospective and approved adoptive parents. (c) Post-finalization adoptive families requesting support services.

Respondents to this Request for Proposals will be expected to provide services to all potential and approved adoptive parents, including relatives, and families who are interested in adopting a child in the adoption program or who are referred by court order. Recruit, train, and complete adoptive home studies on these families, including court-ordered pre-adoptive home studies regarding children whose parents are in termination of parental rights proceedings. Additionally, advise staff on the most appropriate adoptive placement for each child based upon family strengths and demographics; provide services in a manner that adheres to the concept and principles of Family Centered Practice and promotes well-being; and commit to providing services that embraces the practices of Trauma Informed Care. ChildNet expects the successful respondent to serve all Palm Beach families referred for Adoption Case Management and Related Services. **The deadline for submitting responses to this Request for Proposals is 3:00p.m., on Tuesday, November 12, 2024.**

The purpose of this Request for Proposals (RFP) is to define ChildNet's minimum requirements, solicit proposals, gain adequate information by which ChildNet may evaluate the services offered by Respondents, and as a result, enter into a contract with the successful Respondent who can meet the following goals.

1. Meet annual adoptions targets established by the State.

2. Increased recruitment efforts for available children, resulting in more adoptive placements than in the prior year.
3. Decrease the length of time between termination of parental rights and adoption finalization for children in an Identified Adoptive placement to one hundred and twenty (120) days after the termination of parental rights order is received.
4. Strengthening the service delivery system for children available for adoption through community-based partnerships.

C. PROPOSAL PROCESS AND MINIMUM REQUIREMENTS

1. Proposals must be prepared in compliance with the provisions of this RFP. Failure to comply with all provisions of this RFP may result in disqualification of the proposal.
2. All proposals must be in writing to be considered and received by email at Proposals@ChildNet.us by **3:00 p.m.**, local time on **Tuesday, November 12, 2024**. Any proposal received after the date and time stipulated will not be considered.
3. Before submitting the proposal, Respondents will have the opportunity to ask questions. All questions must be in writing and directed only to Denesee Rankine-Palmer, Procurement Manager at Denesee.Palmer@ChildNet.us between **October 9, 2024** and **October 10, 2024**. All questions and answers will be addressed via posting on the ChildNet website to be available to all Respondents. Questions and answers will be posted by 5:00pm on **October 15, 2024** at <https://www.childnet.us/request-proposals>. This is the only source of official information regarding this RFP.
4. Services which are not specifically requested in this RFP but are necessary to provide the functional capabilities proposed by the Respondent should be included in the proposal.
5. No allowance will be made after proposals are received for oversight, omission, error or mistake by Respondent.
6. All proposals and any accompanying documents become the property of ChildNet and will not be returned.
7. ChildNet will not be liable in any way for any costs incurred by Respondents in the preparation of their proposals in response to this RFP.
8. ChildNet reserves the right to withdraw this RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments as it may deem appropriate.
9. Receipt of proposal materials by ChildNet or submission of a proposal to ChildNet offers no rights against ChildNet nor obligates ChildNet in any manner.
10. ChildNet reserves the right to accept or reject any and all proposals, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if ChildNet determines that doing so will be in the best interests of ChildNet, the network and its

clients. ChildNet may reject any response not submitted in the manner specified by the solicitation documents. Any such waiver shall not modify any remaining RFP requirements or excuse the Respondent from full compliance with the RFP specifications and other contract requirements if the Respondent is awarded the contract.

13. Proposal must be signed by an officer of the Respondent who is legally authorized to obligate the Respondent to a contract.

D. EVALUATION OF PROPOSALS AND NOTIFICATION OF AWARD

1. ChildNet avoids procuring unnecessary or duplicative items and where appropriate, an analysis is completed to determine the most economical approach.
2. ChildNet seeks to buy the best services at the most favorable, competitive prices and to give all qualified businesses, including those that are owned, by minorities, women, persons with a disability, and small business enterprises an opportunity to do business with ChildNet as a subcontractor. ChildNet, at its sole discretion, shall determine whether particular Respondents have the basic qualifications to conduct the desired service for ChildNet. In determining whether a Respondent possesses the basic qualifications to operate, ChildNet may consider the following:
 - a. Respondent's general reputation for performance and service;
 - b. Respondent's longevity of service (number of years) and previous experience in operation of requested services;
 - c. Respondent's financial condition;
 - d. Respondent's status as a formal Network Provider. (*Network Provider Application form and instructions are included as **Attachment #3** of this Request For Proposals*)
3. All proposals will be evaluated and scored according to a uniform set of criteria and by an evaluation team consisting of ChildNet staff. ChildNet reserves the right to also include other community personnel who ChildNet believes will add value to the rating process. ChildNet's rating committee may take up to 14 days to review all proposals received. The rating committee may then elect to conduct interviews with one or more of the Respondents at a date, time, and place to be announced. Recommendations are made based upon the scores from the rating team and consideration of all other relevant factors outlined in the procurement document. Recommendations for contract awards shall be made by Chief Financial Officer and presented to the CEO.
4. ChildNet reserves the right to accept or reject in part or in whole any or all proposals submitted.
5. Prior to contract award, ChildNet reserves the right to seek clarifications or request any information deemed necessary for proper evaluation of submissions from all respondents deemed eligible for Contract award. Failure to provide requested information may result in rejection of the response. Clarifications or corrections shall not alter the Respondent's price contained in the cost proposal.

6. ChildNet reserves the right to negotiate further with the successful Respondent. The content of the RFP and the successful Respondent's proposal(s) will become an integral part of the contract, but may be modified by the provisions of the contract.
7. By submission of proposals pursuant to this RFP, Respondents acknowledge that they are amenable to the inclusion in a contract of any information provided either in response to this RFP or subsequently during the selection process.
8. Contracts will be awarded to the responsible and responsive Respondent(s) whose proposal is determined by ChildNet's CEO to be the most advantageous to ChildNet and its clients, taking into consideration the price and other criteria set forth in this RFP. A valid and enforceable contract exists when an agreement is fully executed between ChildNet and the Respondent.
9. **Final announcement of award(s) will be posted on ChildNet's website no later than 5:00 pm on January 8, 2025.** Notice of Awards is posted for a minimum of 72 hours. **It is ChildNet's intent to enter into a contract with an organization(s) on or after July 1, 2025.**
10. All Respondents have the right to protest the award. Parties wishing to protest a contract award shall file a notice of protest in writing to ChildNet's Procurement Manager within 72 hours after the award is posted on ChildNet's website. The formal written protest shall be filed within 10 calendar days after the date the notice of protest is filed.
11. When protesting a decision, the protesting party must post a bond equal to one percent (1%) of the estimated contract amount. The estimated contract amount shall be based upon the contract price submitted by the protestor. If no contract price was submitted, ChildNet shall provide the estimated contract amount to the protestor within 48 hours of the receipt of the protest notice (excluding Saturdays, Sunday and agency recognized holidays). Failure to file the proper bond at the time of filing the formal written protest will result in a rejection of the protest. In lieu of a bond, ChildNet will accept a cashier's check, official bank check, or money order in the amount of the bond.
12. Upon receipt of the formal written protest and 1% bond, all negotiations with the selected Respondent(s) cease until the protest is resolved.
13. The Procurement Manager will provide the protest information to ChildNet's CEO to be reviewed with ChildNet's Senior Management committee. This committee will investigate the complaint and issue a written finding and resolution to the protesting party. This protest procedure provides recourse to bidders who believe that their proposal did not receive proper consideration. Bidders entering a protest should be prepared to document specific factors, which put the aggrieved bidder at a competitive disadvantage, and/or document violations of specific sections of state or federal regulations and the procedures set forth in the respective competitive procurement solicitation document. ChildNet reserves the right to refuse to consider an appeal that does not identify specific procedural shortcomings.

II. SPECIFICATIONS OF PROPOSAL

A. OVERVIEW

Each proposal shall include the following five items:

1. Narrative Description of Proposed Services which includes information on the General Qualifications of the Respondent and Narrative Description of Services for the proposed services. Respondents are required to follow the outline of this RFP and limit the response to 10 pages, double spaced and in either Times New Roman 12 point or Arial 11-point type. **(maximum 10 pages)**
2. Unit Description and Cost Summary- Attachment #1
3. Signature Page – Attachment #2
4. Completed Network Provider Application Form- Attachment #3
5. Budget and Budget Narrative Form – Attachment #4

B. NARRATIVE

All proposals shall include a detailed description of the services to be provided, how they will be delivered, and how they will meet the goals of the contract set forth in this procurement document. Proposals should minimally include discussion of or consideration the following items:

1. General Qualifications

- a. Organizational Capacity: Describe expertise demonstrated by historical provision of the service being requested, or a closely related service.
- b. Workforce Stability: Describe efforts that will be implemented to recruit and retain staff and reduce turnover among those who have direct contact with children and families. Provide a detailed response of how the agency maintains a stable workforce and the steps that are taken or will be developed to address staff turnover while ensuring services are still provided even when temporary staff turnover occurs.
- c. Financial Stability and Insurance Coverage: Provide a statement of the agency's current financial position and the ability to support the financial requirement of this proposal. Respondents are required to submit the most current audited financial statement and management letter as applicable. Respondents must comply with the insurance requirements listed in **Attachment #5**.

2. Narrative Description of Services – Specific Scope of Work

ChildNet is seeking applications from for profit and non-profit community-based organizations for proposals to provide collaborative and innovative approaches to the delivery of Adoption Case Management and Related Services. Respondents must identify the evidence-based, evidence-informed or promising practice model which will be utilized, such as the Motivational Interviewing as well as demonstrate that the proposed services will be tailored to meet the needs of the identified population.

Respondents will need to describe the ability to successfully engage families and ensure that they receive needed and appropriate services in a timely manner. Proposals submitted by Respondents should include a detailed description of the services to be provided, how they will be delivered, and how they will meet the objectives referenced in this RFP. ChildNet encourages Respondents to submit a comprehensive and explicit response as reasonably possible. Broad generalizations and simple statements will not provide ChildNet with the information needed to properly evaluate the effectiveness and potential success of the proposed approach and services. Additionally, the following guidelines and program components should be considered and discussed in the proposal:

a. Minimum program requirements:

1. Respondent must hold licensure as a Child-Placing Agency under Chapter 65C-15, Florida Administrative Code.
2. All case managers and case manager supervisors providing direct services to children and families must possess Child Welfare Certification as required by Section 402.40, F.S.

b. Target population: Respondent will be expected to serve all clients referred. Include any evidence or best practice research that suggests that the proposed programming will be successful with the identified target population.

c. Program services: Describe in detail the services that will be provided. Describe the specific service components, training, activities, resources and supports that will be provided to children and pre- and post-adoptive families. Additionally, Respondent's proposed program structure must include procedures for ongoing collaboration and communication with ChildNet's case management team to facilitate adoptive placements and case coordination.

d. Adoption Finalizations: Respondent's proposal shall explain the agency's process to ensure adoption finalizations occur within 90 days of the child being legally free for adoption and the child is placed in their identified adoptive home.

e. Separated Siblings: Describe the agency's efforts to continue meaningful connections between siblings that are separated through adoption.

f. Post Adoption: Describe the post-adoption support services that will be made available to families once adoptions are finalized at intervals of 6 months and one year following finalization. Describe the process of referring adoptive families for Post-Adoption Services and how the respondent will support adoptive families beyond finalization.

- g. Recruitment: Describe how Respondent will recruit adoptive families for children with special needs and families that reflect the racial and ethnic diversity of children waiting for adoptive homes. What services will be provided to prepare children for adoption. How will Respondent work with children who are freed for adoption but have expressed a desire to not be adopted?

Respondent will be required to develop a Recruitment Plan to cultivate the recruitment of children available for adoption. The Recruitment Plan will address specific activities and target dates for each activity, strategies and resources that will be used to target families willing to adopt children from specialized populations, as outlined in CFOP-170-12.

- h. Assessment: Describe any and all assessments that will be used to identify client needs and strengths, direct service planning and evaluate progress. Also indicate the frequency with which the assessments will be completed, reviewed, and how they will be used to improve client outcomes.
- i. Family engagement: Describe specific efforts to positively and effectively engage and involve families in the proposed services and to maintain their effective engagement and involvement throughout service delivery.
- j. Referral and admission: Describe how families will be identified and enrolled in the proposed services. If referral requires coordination with other agencies describe how those agencies will be engaged and the specifics of the proposed referral process.
- k. Service delivery area: Respondents are expected to serve all referred children and families residing in Palm Beach County.
- l. Implementation Plan of Operation Readiness: Outline timelines and critical milestones associated with the implementation of the program with full implementation by July 1, 2025.
- m. Social Networks and Informal Supports: To avoid dependency on formal systems, describe how services and supports will encourage building and strengthening social networks and natural supports of family, friends, and community resources for children and families.
- n. Follow-up support: Describe what services and support families may receive following program completion and the level and duration that follow-up will be provided. Describe how community and natural supports will be identified, engaged and maintained and how their effectiveness and value will be assessed.
- o. FSFN Documentation: Describe process to ensure that the provision of all services, case specific activities for adoption and related services, not inclusive of administrative activities, will be recorded in FSFN within forty-eight (48) hours of each activity. Describe how this will be reviewed to ensure compliance with timely and accurate documentation.

- p. Cultural competence: Describe specific efforts to identify, acknowledge and effectively consider the client's culture, including but not limited to such areas as, race, national origin, religion, sexual orientation, and gender, in the provision of services.
- q. Access and availability of services: Describe where services will be provided. Describe the days and hours that services will be provided. If multiple services are proposed describe when each will be provided or available. Describe how afterhours emergencies are handled and how caregivers will reach case managers if there are after hours emergencies.
- r. Staffing: Include a detailed description of proposed staffing and staffing patterns. Include each position's responsibilities, educational requirement, work experience and specialized training requirements for each position. Provisions for competent and adequate supervision and administration are necessary.
- s. Leveraging Other Funding Sources: Describe how Respondent will leverage other sources of funding to support and enhance the quality of services paid for by ChildNet.
- t. Matching Funds: Funding for this program requires a 25% local match contribution. Describe how Respondent will meet this match requirement on an annual basis.
- u. Quality Improvement Plan: Provide an outline for a quality improvement plan focusing on achieving effectiveness toward limiting each of the following: maltreatment during service provision, unsuccessful adoptions, and adoption disruptions.
- v. Service coordination and information sharing: Describe efforts to work collaboratively with other agencies to ensure quick enrollment and engagement during service linkage. Provide actual Memorandum of Understanding that supports the proposed partnership and delineates how the agencies will interact. Describe planned efforts to ensure proposed services are integrated with other services being provided to the child and family.
- w. Outcome measurement: At minimum, Respondents will be required to meet the below outcome measures that will be reported to ChildNet on a quarterly basis. Address how the agency intends to meet each outcome measure. Describe how the necessary data will be gathered to actually measure the outcomes. Describe and/or demonstrate how the outcome measurement information and data will be presented to ChildNet.
 - 1. 95% of children served shall not experience a recurrence of maltreatment, verified or indicated, within 12 months after adoption finalization.
 - 2. 110* children will have finalized adoptions between July 1, 2024, and June 30, 2025.
 - 3. 90% of children referred with an identified placement will have their adoption finalized within 90 days of Termination of Parent Rights.

4. 95% of children available for adoption with no identified placement will have required match staffings conducted every 45 days and documented in FSFN.
5. 90% of all recruitment events and activities outlined in the approved Recruitment Plan will be completed each quarter.
6. 100% of children who become available on Florida's statewide website will be registered and made available on the national website at www.AdoptUSKids.org and local recruitment resources such as the Heart Gallery, after the child is documented on the Florida Adoption Exchange.
7. 97% of all post-adoptive children listed on the HRA report will have their health risk assessments completed by the end of each month.
8. 100% of all children adopted will be contacted at 6 months and one year after their adoption is finalized to determine whether the adoptive child(ren) require additional services in the home.

C. COST PRICING AND METHOD OF PAYMENT FOR PROPOSED SERVICES

Respondents must define all units of service for their proposal and identify the cost of providing each unit. Pricing for individual unit costs shall be documented on **Attachment #1**. The total amount of Promoting Safe and Stable Families* funding allocated for Adoption Case Management and Related Services is **\$723,000.00**. Respondents will be expected to utilize Medicaid, private insurance and other available funding sources to pay for services prior to expending funding provided by ChildNet. Actual payment for services is contingent upon an annual appropriation by the Legislature and subject to the availability of funds.

***Funding for this program is provided through Promoting Safe and Stable Families that requires a 25% local match.**

- *In the Proposal, Respondent shall identify the maximum number of units that can be provided for the service(s) being proposed. Additionally, a proposed cost for each unit shall be provided and must be based on a line-item budget that supports the service and cost. Cost and budgets must be submitted on the forms provided and the budget must include a detailed justification for each expense. An agency will not be paid for clients who do not attend sessions. ChildNet will not provide funding to supplant any other source of funds.*

III. GENERAL INFORMATION

A. CONTACT.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer concerning any aspect of this solicitation, except in writing to the Procurement Manager or

as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

B. CONVICTED VENDORS.

A person or affiliate placed on the convicted vendor list following a conviction for a public entity crime is prohibited from doing any of the following for a period of 36 months from the date of being placed on the convicted vendor list:

1. submitting a bid on a contract to provide any goods or services to a public entity;
2. submitting a bid on a contract with a public entity for the construction or repair of a public building or public work;
3. submitting bids on leases of real property to a public entity;
4. being awarded or performing work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and
5. transacting business with any public entity in excess of \$3,500.

C. DISCRIMINATORY VENDORS.

An entity or affiliate placed on the discriminatory vendor list pursuant to section 287.134, F. S. may not:

1. submit a bid on a contract to provide any goods or services to a public entity;
2. submit a bid on a contract with a public entity for the construction or repair of a public building or public work;
3. submit bids on leases of real property to a public entity;
4. be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity; or
5. transact business with any public entity.

IV. SUBCONTRACT CRITERIA

A. CONTRACT FORMATION

This is a Request for Proposals only. Proposals will be treated as offers to enter into a contract with ChildNet. The written acceptance of the Respondent's Proposal by ChildNet shall constitute a contract, pending execution of a formal written contract satisfactory to both ChildNet and the respondent.

B. LENGTH OF CONTRACT

ChildNet intends to enter into a contract with the selected respondent on or after July 1, 2025 with the option of two additional 12-month renewal periods that will ultimately expire on June 30, 2027. Each renewal shall be made by mutual agreement of the Parties and contingent upon satisfactory performance evaluations as determined by ChildNet and be subject to the availability of funds.

C. SUBCONTRACT CRITERIA

If awarded a contract, Respondent(s) must be able to comply with all sections of ChildNet's standard core contract utilized with Network Providers. Specific criteria pertaining to insurance requirements, indemnification, employee background screening, applicable federal and state laws, regulations, agency rules and procedures, ChildNet's policies and procedures, and other legal and regulatory details are contained within the core contract. The standard core contract is **Attachment #5** of this Request for Proposal.

D. CONFLICT OF INTEREST

The Respondent shall disclose and describe on **Attachment #2** any business, financial, pecuniary or familial relationship existing between the Respondent (or any Board Member, officer, agent, or employee of the Respondent) and any officer, employee, agent or board member of ChildNet. In addition, Respondent shall submit a list of all members of their Board of Directors.

E. TAXES

ChildNet is exempt from all federal, state and local taxes. ChildNet shall not be responsible for any taxes that are imposed on the Respondent. Furthermore, the Respondent understands that it cannot claim exemption from taxes by virtue of any exemption that is provided to ChildNet.

V. ATTACHMENTS

Attachment #1	Unit Description and Cost Summary
Attachment #2	Signature Page
Attachment #3	Network Provider Application
Attachment #4	Budget and Budget Narrative
Attachment #5	SAMPLE Standard Core Contract

V. SUGGESTED LITERATURE REVIEW

[65C-16 : ADOPTIONS - Florida Administrative Rules, Law, Code, Register - FAC, FAR, eRulemaking \(flrules.org\)](#)

Chapter 39, Florida Statutes

CF Operating Procedure 170-12 Adoptions - [Safety Methodology Practice Guidelines, Investigations \(myflfamilies.com\)](#)

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