



Request for Proposals

Adoption Case Management Services in Broward County

RFP #CN2025-02

Questions and Answers

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

Q. Will adoption case management staff serve as primary case managers or will they serve as adoption specialist while the case continues under Childnet case management?

A. Adoption case management staff will be assigned as secondary case managers.

Q. Will adoptions be assigned primary or as an overlay?

A. Adoption case management staff will be assigned as secondary case managers.

Q. If the answer to #1 is yes, when will the case transfer to the adoption unit?

A. Adoption case management staff will be assigned as secondary case managers.

Q. Please provide the current staffing pattern for the Broward County adoption team.

A. 1 Program Director
2 Supervisors
2 Adoption Units
8 Adoption Specialists
2 Post-Adoption Specialists
1 Recruiter/MAPP Trainer
1 Homefinder
2 Wendy's Wonderful Kids Recruiters

Q. Can the funder provide the current staffing patterns for both, the adoption and post-adoption programs?

A. 1 Program Director
2 Supervisors
2 Adoption Units
8 Adoption Specialists
2 Post-Adoption Specialists
1 Recruiter/MAPP Trainer
1 Homefinder
2 Wendy's Wonderful Kids Recruiters

- Q. Please provide salary ranges for current adoption positions.
A. The average adoption specialist salary is \$55,654. The salary range is \$52,500-\$67,300.
- Q. Please provide the last 3 fiscal year adoption finalization totals for Broward County.
A. FY 2022-2023 = 207, FY 2023-2024 = 174, FY 2024-2025 = 173
- Q. What were the DCF goals and number of actual finalizations for the last two fiscal years?
A. FY 2023-2024 goal 170, finalized adoptions = 174, FY 2024-2025 goal 176, finalized adoption = 173
- Q. What is the estimated size and demographic profile of the target population for this initiative?
A. The demographic size is 172 children at this time. The children served are children between the ages of 0 and 17 years old, both male and female and of all races.
- Q. How many children are currently post TPR with a goal of adoption?
A. There are 172 permanently committed children with a goal of adoption.
- Q. Can the funder provide data from the past two years on how many children have been referred to both, the adoption and the post-adoption programs?
A. Children referred to adoptions in FY 2023-2024 = 155 and FY 2024-2025 = 143
New children referred to post-adoption in the past two years: FY 2023-2024 = 204 and FY 2024-2025 = 170
- Q. Currently how many families is post adoptions serving?
A. There is no exact number as families can call for assistance with services for children until they reach age 18. Post-adoptions must reach out one year post adoption to families who adopted the year prior.
- Q. Will Childnet require the adoption team to co-locate with Childnet?
Q. Will the expectation be for the program to be co-located with the funder or establish their own location?
Q. Will office space be provided?
A. No office space will be provided and there is no expectation for co-location. The respondent would need to have their own location in Broward County.
- Q. Will the funder provide office space? if not, will the Agency get reimbursed for office space? Will the agency be reimbursed for real estate taxes, insurance, utilities, etc.?
A. No, office space will not be provided. Respondents would need to have their own location in Broward County. ChildNet reimburses for allowable and necessary costs that are included and approved in the budget for this service delivery. Occupancy costs are a typical and approved allowable expenditure.
- Q. What is the expected number of children/families to be served annually (beyond the 170 finalized adoptions)?
A. Respondents are expected to serve all children referred to the adoption program. Children served is not synonymous with finalized adoptions.
- Q. What is the proposed timeline for the entire adoption process, including preparation and engagement activities?
A. The timeline for award and contract execution is on or before July 1, 2026, specifics are outlined in the solicitation.

- Q. Should the scope of the proposal include both Broward County and Palm Beach County, or focus on one region initially?
- A. This RFP is for Adoption Case Management Services in Broward County.
- Q. Would it be appropriate to structure this as a pilot program to evaluate feasibility and impact before full implementation?
- A. No.
- Q. What post-adoption support services or follow-up activities should be incorporated to ensure long-term success and stability for adoptive families?
- A. Respondents are required to review the requirements outlined in the RFP and prepare a response regarding all areas including post-adoption support services or follow up activities.
- Q. Have there been any particular pain points specific to Broward County with regard to finalizing adoptions or struggles the current program has faced?
- A. There are no particular pain points at this time.
- Q. Attachment #3 is referring to a "Network Provider Application". Since we have been working with ChildNet for years, it would appear Camelot already has this formal network status in place?
- A. The Network Provider Application is required for this process.
- Q. The Budget and Budget Narrative Attachment 4 linked to the procurement page does not seem to be downloading completely, several pages appear blank or with a grey shadow box. Can a new link to the complete document be provided?
- A. The website was updated with the budget template in excel format.
- Q. Will Childnet provide funding for computers and other technology needs or will Childnet provide that equipment?
- A. This will be the responsibility of the respondent. This one-time expense will be addressed during contract negotiations.
- Q. Will there be allowance for start up costs (computers, etc)
- A. This will be the responsibility of the respondent. This one-time expense will be addressed during contract negotiations.
- Q. Does ChildNet allow start-up or transition funding before July 1, 2026, to cover ramp-up costs?
- A. Respondent's proposed budget should consider costs that are allowable, reasonable, and necessary to operate the program. Final decisions will be made during contract negotiations.
- Q. Will the contract include Flex Funds? If so, what is the available award amount?
- A. The contract will not include Flex Funds. All requests for funding must be submitted to ChildNet.
- Q. Can you please confirm that the total match required of a subcontractor for a budget submitted totaling 1,400,000.00 under this contract is \$350,000.00?
- A. The total match requirement for \$1,400,000.00 is \$466,666.67. Match is calculated as follows: $\$1,400,000 / .75 = \$1,866,666.67$. $\$1,866,666.67 - \$1,400,000 = \$466,666.67$. This

amount will be finalized during contract negotiations as ChildNet currently utilizes Wendy's Wonderful Kids Grant to offset some of this requirement.

Q. Is the 25% match included in the 1.4m budget or in addition to.

A. The 25% match is not included in the total allocation for this project. The total match requirement for \$1,400,000.00 is \$466,666.67. Match is calculated as follows: $\$1,400,000 / .75 = \$1,866,666.67$. $\$1,866,666.67 - \$1,400,000 = \$466,666.67$. This amount will be finalized during contract negotiations as ChildNet currently utilizes Wendy's Wonderful Kids Grant to offset some of this requirement.

Q. How must the 25% local match be documented and reported (cash match vs. in-kind contributions)?

A. The 25% local match will be documented and reported monthly and can include both cash match and in-kind contributions.

Q. Are in-kind contributions (e.g., volunteer hours, donated goods/services) acceptable, and how should they be valued?

A. In-kind contribution is acceptable match and should be calculated at the fair market value.

Q. Can other grants, donations, or fundraising revenue be used to meet the local match?

A. Other grants, donations, or fundraising revenue that supports the adoption program can be used to meet the local match requirement.

Q. Will the match requirement apply to the total contract amount or only the ChildNet-funded portion?

A. The match requirement will apply to the total contract amount ChildNet contracts for.

Q. Is the match calculated annually or across the entire contract term?

A. The match requirement is calculated annually and based on the total contract amount ChildNet contracts for.

Q. Are there penalties or consequences for not meeting the match requirement in a given year?

A. The funding for this program is provided through the federal Promoting Safe and Stable Families Act that requires a 25% community-based match. ChildNet monitors this requirement monthly and tries to maximize all matching resources to meet this obligation and mitigate the need for penalties or consequences.

Q. Will there be delays between service delivery and payment (e.g., due to state approval or documentation reviews)?

A. ChildNet provider payments are based on review of accurately submitted and approved invoices.

Q. Will payments be tied to specific deliverables or outcome measures (e.g., per finalized adoption, per family served)?

A. Payment will be tied to the terms and conditions within the executed contract.

Q. Are unit costs fixed or negotiable after award?

A. The method of payment will be finalized during contract negotiations.

Q. Does ChildNet provide payment advances or retainers to help with cash flow?

A. ChildNet does not provide advance payments.

- Q. Can you define unit of service and provide examples?
A. The method of payment will be finalized during contract negotiations.
- Q. What do you mean by # of units? Please define and provide examples
A. Examples include but are not limited to one month of service or adoptions completed.
- Q. Does ChildNet have a preferred unit cost model or definition (e.g., per case, per family, per adoption)?
A. Final decisions will be made during contract negotiations.
- Q. Are costs for post-adoption supports (like daycare or tutoring) reimbursed directly or as part of case management fees?
A. Costs for post-adoption supports are reimbursed as part of case management fees and must be submitted to ChildNet for payment.
- Q. Should the proposal include inflationary cost increases for multi-year renewals?
A. This RFP will result in an annual contract. Budgets are submitted and reviewed annually for any subsequent renewals.
- Q. How will fluctuations in referral volume be managed — is there flexibility in funding or unit adjustments?
A. Final decisions will be made during contract negotiations.
- Q. What is the process for budget amendments or reallocation of funds between line items after contract execution?
A. Respondents will be required to submit quarterly revenue and expenditure reports. Adjustments to the approved budget can be discussed during the quarterly reviews.
- Q. Does ChildNet have a preferred indirect cost methodology (federal negotiated rate, de minimis 10%, or other)?
A. Indirect cost is capped at 10% unless respondent has a federally approved indirect rate. The federally approved indirect rate approval must be submitted with the proposed budget.
- Q. Are there limits on reserves or program income generated during the contract?
A. No.
- Q. Will ChildNet provide historical utilization or referral data to inform staffing and cost assumptions?
A. Finalized adoptions for FY 2022-2023 = 207, FY 2023-2024 = 174, FY 2024-2025 = 173
- Q. How soon after award (March 2026) will contract negotiations and budget finalization begin to ensure readiness for July 1, 2026?
A. Contract negotiations will be discussed after the finalization and approval of the implementation plan which is targeted for completion on or before April 30, 2026.
- Q. The RFP minimum qualifications appear to require licensure as a Child-Placing Agency under Chapter 65C-15, F.A.C., **and** Case Manager/Supervisor certification. Can you confirm whether **both** requirements are mandatory, or if there is any alternative path to eligibility?
A. Both requirements are mandatory to deliver this service.

- Q. Our agency currently holds Florida Certification Board case management certifications. Are those FCB credentials recognized toward the Case Manager/Supervisor certification requirement referenced in this RFP, or is a different certification required specifically for child welfare adoption case management?
- A. 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, Florida Statutes.