



**ChildNet, Inc.**

**Request for Proposals**

**To provide**

**Kinship Support Services in Broward County**

**RFP # CN2025-03**

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

Date: Monday, January 12, 2026, at 3:00 PM

RFP Response Due Date: Monday, February 23, 2026, at 3:00 PM

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# **Request for Proposals**

## **Kinship Support Services**

### **I. INSTRUCTIONS TO RESPONDENT**

#### **A. STATEMENT OF PURPOSE**

ChildNet, Inc. has been chosen by the Florida Department of Children and Families 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.

As the lead agency and provider of child welfare case management services in Broward County, ChildNet is responsible for providing a comprehensive array of services that will facilitate timely permanency for children and their families. Consistent with this responsibility, this year, one of ChildNet's strategic goals is to improve identification and support of kinship caregivers. The purpose of this Request for Proposals (RFP) is to solicit proposals from organizations interested in providing Kinship Support Services to Broward County relative and non-relative caregivers.

#### **B. KINSHIP SUPPORT SERVICES DESCRIPTION AND STATEMENT OF NEED**

The Department of Children and Families defines relative and non-relative placement as a placement with someone who is known to the child. The intent of this level of care is to place children in the least intrusive, least disruptive placement, that is in the best interest of the child while giving priority to their closest blood relatives. In Fiscal Year 2023-2024, on average there were 486 Broward County children placed in relative and non-relative placements and in FY 2024-2025 there was an average of 477 children in relative and non-relative placements. Through strategic planning, this Fiscal Year, ChildNet will be working assiduously to increase the number of relative and non-relative placements and through this RFP, making sure the appropriate services are in place to support these caregivers, enhance the stabilization of children placed in their care, and prioritizing support for children with complex needs.

The goal of Kinship Support services is to assist kinship caregivers with *“learning about, finding, and using programs and services to meet the needs of the children they are raising and their own needs”*, *Administration on Children, Youth, and Families 2018*. This is accomplished by identifying their unique and specific needs, providing assistance with accessing community-based resources, assisting with navigating social services systems, providing concrete goods and support to meet their immediate needs, and linking caregivers to community agencies for ongoing support. Through collaboration with ChildNet, Kinship Support programs will work together to coordinate and provide services, prevent duplication and fragmentation of services. Additionally, Kinship Support programs will educate caregivers about relative caregiver funds, the Department of Children and Families' Level 1 licensing process, and linkage to ChildNet's Kinship Support for

ongoing support throughout the licensing process. In this effort, ChildNet is soliciting proposals from organizations that can provide Kinship Support Services as outlined in this Request for Proposals. **The deadline for responses to this Request for Proposals is 3:00 p.m., on February 23, 2026.**

### **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](mailto:Proposals@ChildNet.us) by **3:00 p.m.**, local time on **February 23, 2026**. 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](mailto:Denesee.Palmer@ChildNet.us) between **January 20, 2026 and January 21, 2026**. 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 **January 26, 2026** 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 proposal 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 an proposal to ChildNet offers no rights against ChildNet nor obligates ChildNet in any manner.
12. 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.

15. 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(S)**

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 an 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 #2 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 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 April 13, 2026.** 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, 2026.**

## **II. SPECIFICATIONS FOR PROPOSALS**

### **A. OVERVIEW**

Each proposal shall include the following three 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. The narrative shall be limited to 10 pages, double spaced and in either Times New Roman 12-point or Arial 11-point type.
2. Signature Page – Attachment #1
3. Budget and Budget Narrative Form – Attachment #3

### **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 the following items:**

#### **1. General Qualifications**

- a. Organizational Capacity: Describe the agency's years in business and experience providing the proposed services. Provide a description of how the organization currently receives funds. Describe the organization's goals and future business plans.
- b. Financial Stability and Insurance Coverage: Provide a statement of the agency's financial position. Respondents must submit the most recent Audited Financial Statement.

c. Organizational Presence: If respondent is not currently a Broward-based organization, describe or define respondent's physical presence in Broward County.

## 2. Narrative Description of Services – Specific Scope of Work

ChildNet is seeking proposals from for profit and non-profit community-based accredited organizations for proposals to provide innovative and collaborative approaches to Kinship Support services in Broward County. Respondents must identify all evidence-based, evidence-informed or promising practice model(s) that will be utilized, as well as demonstrate how the proposed services will be tailored to meet the needs of relative and non-relative caregivers in Broward County.

Proposals submitted should include a detailed description of the services to be provided, how they will be delivered, and how they will meet the objectives mentioned 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 efficiency and potential success of the proposed approach and services. The following guidelines and program components must be considered and discussed in the proposal:

a. Minimum program requirements:

1. Make contact with caregivers within 48 hours of referral.
2. Notify referral source if there is no contact with caregiver within 72 hours of referral.
3. Schedule an initial home visit within 10 calendar days from the date of referral to meet with the family to provide an overview and the benefits of kinship support services. Clearly describe the events that will occur during the initial home visit.
4. During the initial home visit, assess for immediate concrete needs such as, but not limited to, clothing, food, beds, and when applicable, baby formula, crib, car seat, and diapers.
5. By the second home visit, obtain all required consents for participation in kinship support services and releases of information for all referrals and service linkage.
  - i. Discuss all current services that the child is receiving, address barriers with service delivery, and any difficulty with the placement.
  - ii. Assist caregivers with the application for public benefits and services through ACCESS Florida.
  - iii. Assist caregivers with signing up and gaining access to the Binti web-based licensing platform.
  - iv. Collaborate with ChildNet's Dependency Case Manager and Kinship Support Specialist to begin educating caregivers on the Department of Children and Families' Level I licensing process.
6. Make weekly in-person face-to-face contact during the first month of kinship support services. Ongoing contact will be determined by each family's individualized needs assessment and in coordination with ChildNet's Dependency Case Manager and Kinship Support Specialist.
7. Respondents agree to enter all activities performed on behalf of caregivers into the Florida Safe Families Network (FSFN), the Comprehensive Child Welfare

Information System (CCWIS) for the State of Florida. FSFN is the official electronic record for each case.

b. Program services: In delivering kinship support services, describe in detail the proposed services that will be provided. Describe the specific service components, activities, resources and supports that will be provided.

Consideration should be given to financial assistance, child care, summer camp, medical and dental care, assistance with navigating social service systems, support groups, linkage to community-based organizations for mental health services, public health benefits, Women Infants and Children (WIC) benefits, behavioral health, educational support, parenting education, and legal assistance.

c. Assessment: Describe all assessments that will be used to identify child and caregiver needs and strengths, direct service planning and evaluating progress.

1. Indicate when the initial assessment will be completed, the frequency with which the assessments will be completed, reviewed, and how they will be used to improve client outcomes.

2. At minimum, within 30 calendar days of referral, complete a needs assessment to identify each family's individualized needs and develop a kinship support plan that will ensure the services and support provided are aligned with the family's specific needs.

d. Contact: Describe the frequency of ongoing contact with each family after the initial month of weekly in person face-to-face contacts.

e. Teen and Complex children specific services and support that include but are not limited to mentoring, employment opportunities, educational, medical, mental health, and substance abuse needs.

1. How will respondents identify and support caregivers caring for children who, through the needs assessment, are identified as having complex needs and require additional support?

2. How will respondents' approach in service delivery be tailored to meet the complex needs of these children.

f. Family Engagement: Describe specific efforts that will be made to positively and effectively engage and involve caregivers in kinship support services. Describe how their effective engagement and involvement be maintained throughout service delivery.

1. Describe how caregivers will be educated about the role of the Dependency Case Manager and other social services partners who may visit the home or attempt to contact the family.

2. Assist families with applying for relative caregiver funds and provide hands-on assistance throughout the process to increase engagement and relationship building and minimize caregiver frustration and becoming overwhelmed.

- g. **Social Networks and Informal Supports:** To avoid the reliance on social services 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 caregivers.
- h. **Support Groups:** Supports groups are offered so that caregivers can share, interact and learn from each other in a supportive environment. Support groups must include training and educational sessions to help caregivers understand topics such as but not limited to the impact of trauma and its effects on children, dependency court process and the child welfare system, navigating social services systems, making self-referrals, and support with teenagers. Identify the location and times for kinship support groups that will be offered a minimum of two times each month.
- i. **Discharge:** Describe the discharge planning process. Describe the expected length of service, how client progress will be assessed and the criteria that will be used to determine successful program completion and how they will be measured. Describe the conditions for unsuccessful discharge and how and when it will be undertaken. Response must include participation of the ChildNet Dependency Case Manager and Supervisor in all discharge and termination meetings as all parties must agree with case closure.
- j. **Follow-up and ongoing support:** Describe services and/or support families may receive following the program completion and the level and duration of follow-up contacts.
- k. **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.
- l. **Service delivery area:** All children and families (relatives / non-relatives) served shall reside in Broward County.
- m. **Implementation Plan of Operation Readiness:** Outline timelines and critical milestones associated with the implementation of the program.
- n. **FSFN/CCWIS Documentation:** Describe process to ensure that the provision of all contacts and Kinship Support case specific activities, not inclusive of administrative activities, will be recorded in FSFN within two (2) business days of each activity. Describe how this will be reviewed to ensure compliance with timely and accurate case documentation.
- o. **Accessing and availability of services:** Describe the days and hours that services will be provided. If multiple services are proposed describe when each will be provided or available.

- p. **Staffing:** Include a detailed description of proposed 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.
- q. **Service coordination and information sharing:** Describe efforts to work collaboratively with other agencies to ensure quick enrollment and engagement during service linkage. Provide actual Memorandums 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 caregiver.
- r. **Outcome measurement:** At minimum, respondents will be required to meet the below outcome measures and address how the agency intends to meet each. Describe how the necessary data will be gathered to actually measure the outcomes.
  - 1. 98% of caregivers served will be free from verified abuse or neglect during kinship support services.
  - 2. 90% of children in a relative or non-relative placement will not experience disruption from their current placement.
  - 3. 95% of families served will be satisfied throughout kinship support services.

### **C. PAYMENT FOR PROPOSED SERVICES**

The total amount of funding allocated for Kinship Support Services is up to **\$300,000.00**. Respondents are encouraged to demonstrate their ability to access services that ChildNet does not typically pay for but will support the enhanced quality of services necessary support kinship caregivers. Actual payment for services is contingent upon an annual appropriation by the Legislature and subject to the availability of funds.

- Budgets must be submitted on the form 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 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, 2026 with the option of two additional 12-month renewal periods that will ultimately expire on June 30, 2028. 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 #4** of this Request for Proposal.

#### **D. CONFLICT OF INTEREST**

Respondent shall disclose and describe on **Attachment #1** 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 - Signature Page  
Attachment 2 - Network Provider Application  
Attachment 3 - Budget and Budget Narrative  
Attachment 4 – Standard Core Contract

### **VI. SUGGESTED LITERATURE REVIEW**

Chapter 65C-45, Florida Administrative Code  
Department of Children and Families Operating Procedure CFOP 170-10, Chapter 8

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