

Answers to Question Submission Form – RFP 03-2025 Adoption and/or Post Adoption C2/14

Question #	Vendor or Contracted Provider	RFP Section	Question	Answer
1	One Hope United	Financial Information	When will Headcount or Staffing Model be available?	Both RFP budget templates have the staffing model on the Salary tab.
2	One Hope United	Financial Information	Will the contract include Flex Funds? If so, what is the available award amount?	Yes, current annual allocation 3,654.00
3	One Hope United	Financial Information	Will Flex funds be invoiced separately from case management?	Yes
4	One Hope United	Financial Information	Will there be a separate budget/contract award for start-up?	This can be discussed during the negotiation period.
5	One Hope United	Financial Information	Will NWFHN provide any overhead cost?	Anticipated Overhead should be included in the budget; however, NWFHN expects providers to co-locate in NWFHN facilities.
6	One Hope United	Financial Information	Will OHU be required to reimburse real estate taxes, insurance, utilities, etc.?	See above, at no additional cost to the provider
7	One Hope United	Financial Information	Will there be two offices?	See above. NWFHN has office locations throughout Circuit 2 and 14.
8	One Hope United	Budget	As it relates to Budget Narrative, "The respondent must include the past three-year history of non-personnel expenses", is this for a similar program? This would be a new program. No historical data available.	If there is no historical data, then provider needs to acknowledge in response accordingly.
9	One Hope United	Budget	Where can I find link to Exhibit _A_?	RFP Budget Templates have been renamed as Exhibit A in the Post

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10	One Hope United	Budget	What is the available award amount?	Annual Adoption maximum \$1,350,941- Listed in Summary tab of Budget Template Annual Post Adoption maximum \$413,479- Listed in Summary tab of Budget Template
11	AMIKids	Budget Attachment	We would like to confirm that the maximum annual contract funding for the period listed in the budget template for post-adoption services (\$413,479) is the maximum one applicant may request for a 12-month period. Is this correct?	Yes
12	AMIKids	Budget Attachment	The administrative rate for this contract is capped at 10%, but the current federal indirect rate is 15%. Can agencies without a negotiated indirect cost rate agreement use the de minimis 15% instead for this contract?	Current DCF guidance only allows for the 15% federal indirect rate on the federally funded portion of the contract. Providers who would propose to use a rate higher than the states limited 10% de minimis, would have to submit in writing justification along with a cost allocation plan on how the indirect costs would be tracked against Federal versus State funding. The Federal vs State funding split will be available along with the contract with a PRE-Award Notice
13	AMIKids	Statement of Need	Please confirm that an agency can bid only on post-adoption services and still be competitive for this award.	Yes. Agencies may bid for post-adopt only and still be competitive for this award.
14	AMIKids	Statement of Need	How many awards does the Funder anticipate making for both adoption and post-adoption services?	NWFHN is seeking either a single provider to administer both services or two providers, one for adoption and one for post-adoption
15	AMIKids	Section 2	On page 5, there are several documents that need to be included in our submission, including proof of not for profit status and proof of active registration with SAM.gov. For ease of review, how would the Funder like these documents labeled and uploaded to the flash drive? Are these all attachments?	Please include these as attachments, using the document name as the file name

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16	AMIKids	Target Population	On page 6, the RFP indicates that we should provide an estimate of how many children and families will be served. Can the funder provide data from the past two years on how many youth have been referred to both the adoption and the post-adoption programs, so we can create appropriate staffing patterns?	FY 23/24 • State of Florida Goal: 150 • Adoptions Finalized: 170.5 FY 24/25 • State of Florida Goal: 155 • Adoptions Finalized: 225.5 Above are the adoption finalizations from the prior two fiscal years. However, post adoption services are available to all children who have been adopted until legal age.
17	AMIKids	Program Services	On page 6, the RFP indicates we should include “access procedures.” Can the Funder define what is meant by access procedures?	NWFHN is seeking information on how post adoption families will access services and supports.
18	AMIKids	Program Services	On page 6, under program services, if a Respondent is only proposing post-adoption services, do questions 2 – 4 apply?	Questions 2 and 4 do not apply. Question 3 does apply.
19	AMIKids	Implementation Plan	On page 6, the RFP references implementation. Can a Respondent propose a start-up period before services begin, and if so, what would the Funder consider to be a reasonable timeframe?	This can be discussed during the negotiation period.
20	AMIKids	Implementation Plan	Will the funder allow separate funds for start-up costs? If so, how are those to be reflected in the budget?	This can be discussed during the negotiation period.
21	AMIKids	Referral	On page 7, Referrals, would the Respondent be responsible for all referrals, or would the Funder be assisting in sending eligible youth to us for programming?	Yes

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22	AMIKids	Accessing and availability of services	On page 7, the RFP references availability of services. If the Respondent is proposing a home-based program, does the Respondent need to have a physical office in one of the circuits? Would an administrative base for billing suffice? If a Respondent is proposing a model aimed at skill building for post-adoption services, is there still a requirement for after hours emergency coverage?	NWFHN expects providers to co-locate in NWFHN facilities. NWFHN has office locations throughout Circuit 2 and 14. Yes
23	AMIKids	Service coordination and information sharing	On page 7, the RFP references service coordination. What other services should we be prepared to work with, based on historical needs of the youth served under similar funding opportunities?	This can be discussed during the negotiation period.
24	AMIKids	Recruitment	Is the recruitment question only for Respondents proposing adoption services? For those proposing only post-adoption services, what should be included here?	Explain how post adoption services will partner with the adoption provider to support recruitment activities.
25	AMIKids	Quality Improvement	For Respondents only providing post-adoption services, does the Respondent need to provide answers for Q1 and Q2 of this section?	Yes
26	AMIKids	Staffing	The RFP states that all employees of the selected organization who will be providing pre- and post-adoption services will be required to complete adoption competency training to increase adoption competencies. Are the trainings required of staff different if they are only providing post-adoption services? Should the Respondent budget for this training, and if so, how much?	Yes NWFHN conducts adoption competency training for our network.

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27	AMIKids	Financial Information	Is there a preferred format for all of the information that should be included in Financial Management Systems (i.e., a template the Funder would like all Respondents to use?)	No specific format required, recommend labeling response by section
28	AMIKids	Budget	The RFP references an Exhibit A for the budget template. The budget template online is called CW_ADPServices_RFP_03-2025. Is this the correct budget template? Or should there still be an Exhibit A? The RFP does not have an attachment called Exhibit A.	RFP Budget Templates have been renamed as Exhibit A in the Post
29	AMIKids	Cost Allocation Plan	The budget template does not have a tab for cost allocation plan, like it does for match. Where would the funder like to see this information?	Cost Allocation Plan should be a separate document.
30	AMIKids	Budget Narrative	Are the budget narrative sections in each tab of the Budget template sufficient to meet the requirement, or is a separate budget narrative needed? If so, is there a preferred template to use?	Yes
31	Twin Oaks	Appendix III Exhibit C p.8 Section I.G.2	Does the requirement to employ two (2) dedicated Adoption Competent Therapist require the provider to employ two (2) full time positions solely dedicated to and funded by this RFP's subsequent contract and budget?	This was an example from a prior RFP and is not required for this RFP.

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32	Twin Oaks	Appendix III Exhibit C p.8 Section I.G.2 Post-Adoption Budget Template	If yes to Question 1, will a revised Post-Adoption budget be provided to include two (2) Adoption Competent Therapist FTEs in Tab A. Salaries?	Not applicable based on prior answer.
33	Twin Oaks	Appendix III Exhibit C p.8 Section I.G.2 Post-Adoption Budget Template	If yes to Question 2, will the revised Post-Adoption budget include an increase in the Maximum Annual Contract Funding that reflects the additional costs associated with the salaries, benefits, and operational costs of this increase in FTE?	Not applicable based on prior answer.
34	Twin Oaks	Appendix III Exhibit C p.8 Section I.G.2	If no to Question 1, can you provide more information on the time and effort expectations of the Adoption Competent Therapist positions to include what the nature of employment relationship should be if it is not funded by this RFP's subsequent contract and budget?	Not applicable based on prior answer.
35	Twin Oaks	Appendix III Exhibit C p.12 Section III.C.1 Adoption Budget Template	The Training Requirements section identifies Adoption Case Managers (ACM) and Adoption Case Manager Recruiters (ACMR) as "All case managers". Are "All case managers" the same positions as the ten (10) Adoption Specialists FTEs listed in the Adoption Budget Template?	Yes
36	Twin Oaks	Appendix III Exhibit C p.12 Section III.C.1 Adoption Budget Template	If no to Question 5, what position in the Adoption Budget Template coincides with the Adoption Case Manager Recruiter identified in Exhibit C?	Home Finder

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37	Camelot		Is there a required minimum duration for follow-up support services (e.g., 6 months, 12 months post-closure), etc. or can we choose the duration?	The provider should follow statute, Administrative Code, and operating procedures.
38	Camelot		Given the size and rural nature of Circuits 2 & 14, will NWF be able to provide space in offices in multiple counties?	NWFHN has facilities/service centers in multiple locations.