

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES  
DIVISION OF FAMILY AND CHILDREN'S SERVICES  
Questions and Answers  
RFP Number 2016ARR003  
For  
Adoption Recruitment and Retention**

1. How will the contract for services be awarded? Since there are two proposers, will the scope of services be divided among the proposers or will the responsibilities be shared? (Example: Proposer 1 does Part 1 but not parts 2 or 3 and Proposer 3 does parts 2 & 3) or (Will Proposers 1 and 2 split the responsibilities of all parts of the RFP)

The Independent Contractor will provide a description of services in which it can provide or has the capability to provide. It is at the discretion of MDHS/DFCS upon final review and approval to award one or more contracts for services. MDHS/DFCS may issue multiple contracts under this award if multiple proposals qualify and funding is available.

2. Will MDHS direct how proposers need to coordinate their efforts if there is shared responsibility?

MDHS/DFCS will make a determination based on the needs and assessment of the services required.

3. "The Independent Contractor will present all children who are free for adoption and who are in need of permanent families a minimum of one (1) time throughout the duration of the contract year." Question: Can you please define the word "all"?

The term "all" refers to all youth who are free for adoption and in need of permanent homes. This number will vary as youths statuses do change.

4. Since 200 Million Flowers is not a child-placing agency and does not license parents, we are not in control of the matching process. In the past, we have ensured the communication between parents interested (in state and out of state) in legally available children and the child's adoption specialist. It is then up to the adoption specialist to determine if the prospective family is a match for the child. How then, can we be held responsible for the matching of a certain number of children?

A match can be classified as a family completing and submitting a Resource Family Application regarding a specific youth, who is free for adoption.

5. What is the difference between an event and an informational meeting?

An event is formal, hosted by the Independent Contractor, and focused on presenting the children who are free for adoption.

An informational meeting is informal and educates families who may be interested in State adoptions on the process.

6. What is the dividing line between north and south MS?

There is no dividing line between north and south MS. The events should be planned strategically so that each region can support at least one (1).

7. What triggers the submission of an invoice for this part of the contract?

Invoices may be submitted for travel, advertising, food, etc.

8. What constitutes a “recruited” family? At what point in the process does a family get classified as recruited?

A family is classified as a “recruited” when the family completes and submits a Resource Family Application to MDHS/DFCS.

9. Can you please define “new resource family” more specifically? Is this just parent interested in adoption and not parents interested in becoming foster parents (either Therapeutic or Regular)?

“New resource family” is defined as a family who is interested in adoption for purposes of this RFP.

10. If the adoptive resource family is being licensed by a county DFCS office, at what point in the process will the request for a Home Study be issued?

The request will come from the Adoption Director after the family completes initial application process, training, background checks, and etc.

11. Are we correct to assume that the monthly reports requested will be formatted by the Adoption Director?

The Adoption Director will provide the Independent Contractor with a sample monthly report.

12. Can you include a copy of the Permission Forms to be signed by MDHS/DFCS staff when taking pictures of kids?

This form is provided by the county worker.

13. Could we include Licensed Social workers with only one year experience that have been trained in performing SAFE Home Studies?

Yes.

14. Could you provide a sample of a completed Exhibit H?

MDHS/DFCS cannot provide a sample of a completed Exhibit H.

15. Can/will language regarding contract renewal be placed in the contract?

It is at the discretion of MDHS/DFCS to exercise its right to include an option to renew language in a contract.

16. If awarded the contract, must 200 Million Flowers wait until July 1, 2016 to begin photographing the children?

The period of performance for these services is July 1, 2016 through June 30, 2017. Services may not begin until a contract has been approved by the Executive Director. Any expenses incurred or work performed prior to a signed contract agreement will not be reimbursed by MDHS/DFCS.