

# RFA: #16 Adoption Home Study



**Saint Francis**  
**MINISTRIES**

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## SECTION I

### A. **Introduction**

SFM is dedicated to providing services to children and families involved in the child welfare system in the least intrusive and least restrictive manner possible. Services offered are based on family voice and choice and designed to give children and families the opportunity to safely preserve their family whenever possible, engage with both formal and informal community resources, strengthen parents' protective capacity in order to keep children safe from harm, meet the needs of children and families as identified through the assessment process, be culturally humble, and include parents, siblings, and extended family.

SFM continuum of services includes prevention activities, coordination and services that focus on the safety, health and wellbeing of the child, parental and sibling engagement, family voice and choice in service provision, respite, independent living, adoption, domestic violence, safety, mental health, substance abuse and treatment services, as well as educational initiatives. These services are provided to children and families by Saint Francis personnel or through sub-contracted vendors. Specifically, Saint Francis is seeking providers whom are able and/or willing to provide services through the provision Well-Supported, Supported, and Promising Practice evidence-based models that strengthen families and build protective factors in families, in compliance with the federal Families First Prevention Services Act (FFPSA), part of the Bipartisan Budget Act of 2018 (H.R. 1892). Additionally, the Subrecipients will ensure services are culturally humble, trauma-informed, and engage and support the biological/legal parents in the process of family preservation or reunification.

Saint Francis is issuing this Request for Application (RFA) in order to qualify Providers to deliver **Adoption Home Study** throughout the Eastern Service Area. The Service Description detailed in this RFA contains the mandatory minimum requirements Providers must meet in order to provide this service.

The subaward will be for the initial period of July 1, 2021 through February 28, 2023. Saint Francis reserves the right to extend the period of this subaward beyond the termination date when mutually agreeable to the Parties. The resulting subaward may not be an exclusive subaward as Saint Francis reserves the right to subaward for the same or similar services from other sources now or in the future. Under federal law, the resulting contract awarded will also be a "subaward", and the Contractor will also be a "subrecipient".

### B. **Evaluation**

Responses will be evaluated based upon the criteria outlined in Section 3 of this document and scored accordingly. Providers' scores must meet the minimum standards set by Saint Francis to be considered for an offer to join the Saint Francis Provider Network.

Contracts may be entered into with those Applicants whose submissions meet the minimum requirements set forth by Saint Francis. Saint Francis reserves the right to contact individual references and to consider other sources of information to determine eligibility.

Saint Francis may reject any or all responses or parts thereof and/or cancel this RFA and re-solicit, if such an action is in Saint Francis' best interest. Saint Francis may waive informalities and minor irregularities on responses received. This RFA does not commit Saint Francis to award any contract or to pay any costs incurred in the preparation of responses.

## SECTION II

### **A. Necessary Documents**

Providers who wish to submit a response shall complete all necessary documentation as identified in Section 4 of this RFA.

### **B. Specifications**

The specifications included in this RFA provide adequate information as to whether or not Provider can meet the needs of Saint Francis. Deviations from the specifications may result in lower scores or be grounds for disqualification.

### **C. Questions**

Saint Francis believes this RFA contains sufficient information to respond however will allow Providers to submit questions according to the Procurement Schedule in Section 5.

### **D. Provider Certification**

By submission of a response, Provider certifies that Provider has neither paid nor agreed to pay any person, other than a bona fide employee, a fee or a brokerage resulting from the award of the contract.

### **E. Preparation of the Response**

Providers are expected to examine all service requirements, rules, documents, forms, specifications, standard provisions, instructions, and review its response for accuracy before submitting its response: Failure to do so may result in lower scores or be grounds for disqualification.

### **F. Response Requirements**

Responses should be completed and submitted electronically to [ProviderRelationsNEESA@saintfrancisministries.org](mailto:ProviderRelationsNEESA@saintfrancisministries.org), hand delivered, or sent via certified mail Addressed to Saint Francis 9218 Bedford Ave Omaha, NE 68134 for Appendix A, Appendix B, and Letters of Recommendation.

Copies of the forms for Appendix A and Appendix B can be found on the Saint Francis Website.

**SECTION III**  
**RESPONSE EVALUATION CRITERIA**

Responses will be evaluated through in depth analysis and will be based on the following criteria:

- (1) Provider's demonstration of understanding the Service Description requirements.
  - Provider's demonstration of experience, knowledge and education (or a combination thereof) in the following:
    - Family engagement
    - Wraparound principles
    - Trauma informed care
    - Skill training with directed practice
    - Engaging ongoing support in natural communities
    - Community resources and ability to collaborate
    - Child development
    - Skill building
    - Ability to incorporate FFPSA models
- (2) Provider's demonstration of experience with child welfare-involved youth and coaching and skill building in order to effect positive outcomes for youth and families.
- (3) Provider's Letters of Recommendation, reputation, professionalism, and completeness of response to this RFA.

Subcontractors must meet the above requirements to be considered for contract issuance.

## SECTION IV

### TIMELINE/SUBMITTAL DOCUMENTS

#### A. Timeline

- 1) Provider Submittal Documents are due no later than 4:00 p.m. Central Standard Time ~~April 23, 2021~~ **May 14, 2021**.
- 2) Responses will be evaluated from ~~April 26, 2021~~ **May 14, 2021** through ~~May 7, 2021~~ **May 21 2021**. During this time, Saint Francis may require Provider to accommodate further discussions with evaluation team. Provider will be notified in writing or by phone if this is requested.
- 3) Discussion may be conducted with Provider(s) for the purpose of clarifying responses to ensure the evaluation team has a full understanding of the responses to this RFA. In conducting discussions, there shall be no disclosure of any information derived from responses submitted by competing Providers. However, once this competitive procurement process is complete, all records and associated contracts are considered public record and may be released to third parties upon appropriately submitted public records request(s). Saint Francis reserves the right to conduct discussion if determined necessary. Discussions shall not constitute a contract award nor shall they confer any property rights on a Provider. Ward may be made without discussions, therefore, offers shall be submitted complete and on most favorable terms.
- 4) Providers selected to provide **Adoption Home Study** will be contacted by end of business on ~~May 1, 2021~~ **May 21, 2021**.
- 5) Providers not selected to provide the services, but that meet the minimum score threshold, are put on the Qualified Provider Listing and will remain on that Listing for the full RFA cycle. Should there be a need for additional Providers to provide **Adoption Home Study** a Qualified Provider will be contacted, unless a Qualified Provider is unavailable for that service in ESA.

#### B. **Submittal Documents**

- a. Appendix A – Submittal Letter and Provider Profile
  - i. Appendix A is required by each provider. Provider will include a list of all services provider is seeking a contract for. This document is only required once per provider regardless of the amount of services the provider is seeking to contract for.
- b. Appendix B – Services Response Form
  - i. Appendix B is required for each individual service provider is seeking a contract for.
- c. Letters of Recommendation
  - i. Each provider requires three letters of recommendation. No specific format is required however the response should support the provider's ability to provide the service(s).

#### C. **Responses must utilize the printed Submittal Forms (do not submit handwritten forms) located on the Saint Francis website.**

1. Email submittal documents with the following attachments to:
  - a. Electronic submissions must be sent in the pdf. Format.
  - b. The Subject Line in the email for submissions must include the name of the Organization and Procurement April 2021. (e.g. ABC Company – Procurement April 2021.

- c. Submittal documents should be attached to the email and named pursuant to the naming conversations listed below.
  - Appendix A Submittal Letter and Profile: Providername-AppendixA.pdf
  - Appendix B-Service Response Form(s): Providername-AppendixB.pdf
  - 3 References: Providername-References.pdf

Example: When ABC Company responds to this RFA, the Provider shall attach the following submittal documents to the email:

1. ABCCounseling-AppendixA.pdf
  2. ABCCounseling-AppendixB.pdf
  3. ABCCounseling-Recommendations.pdf
- 2. If submitting documents via hand delivery or certified mail, utilize the following instructions:
    - a. Ensure all documents are in the following order
      - i. Appendix A Provider Submittal Letter and Profile
      - ii. Appendix B-Service Response Form(s)
      - iii. Three (3) Professional Letters of Recommendation
    - b. Ensure all documents are submitted at the same time.

## SECTION V

### Adoption Home Study Service Appendix

#### **DEFINITION**

Adoption Home Study services are occurrence-based reviews that are completed by a Licensed Child Placing Agency for the purpose of enabling adoption. They are designed to evaluate the suitability of the prospective relative, kinship or foster family for placement of a specific youth, while concurrently educating the family about the placement and adoption process.

The Contractor will attend court hearings and actively engage in Family Team Meetings when requested by Saint Francis.

Adoption Home Studies will include full background checks for all individuals aged 13 years and older. Full background checks include:

1. Local, state, and national criminal history checks,
2. Child Abuse and Neglect/Adult Abuse and Neglect Central Registry checks,
3. Sex Offender Registry check, and
4. Department of Motor Vehicle check

Adoption Home Studies will focus on the following areas of family functioning (in accordance with the approved Saint Francis Home Study format):

1. Family background,
2. Current family composition,
3. Self-awareness,
4. Physical and behavioral health,
5. Parenting,
6. Motivation to foster/adopt,
7. Ability to meet the child's social/emotional/educational/physical needs,
8. Support systems,
9. Employment and education history,
10. Physical home environment,
11. Financial, and
12. Evaluation of suitability with a clear statement of approval or disapproval

A minimum of three (3) face to face interviews will be completed with the identified adoptive family.

#### **TARGET POPULATION**

Any identified adoptive home.

#### **LENGTH OF SERVICE**

Average length of service is 30 days.

#### **ACCEPTING & RESPONDING TO REFERRALS**

The Contractor shall be available to accept referrals Monday through Friday 8am to 5pm, except Federally recognized holidays. The Contractor will have initial phone contact with the family/client within 48 hours of referral assignment.



## DISCHARGE

Adoption Home Studies are occurrence based therefore discharge should occur upon completion. If the Contractor is unable to engage or make contact with the caregiver(s) to complete the Home Study, the Case Manager and Saint Francis Utilization Management will be notified prior to discharge.

## STAFF CREDENTIALS

- All staff hired to provide adoption home study services shall have a minimum of a bachelor's degree in a human services related field.
- If an employee does not meet the standards outlined above, the Contractor shall notify the Saint Francis Provider Relations Department, and provide the name of the employee, their job function, and education deficiencies which prevent them from meeting the contractual standards. This will be reviewed for an Educational Exception which the Contractor will document in their HR file.
- The Contractor shall have a written, detailed training plan for Adoption Home Study staff that includes both pre-service and ongoing training requirements. The Contractor will provide their staff with access to training in Well Supported, Supported, or Promising Practices in alignment with the Family First Prevention Services Act of 2018, from which to establish a foundation from the appropriate teaching. The Contractor shall make the training plan available to Saint Francis upon request.

## MINIMUM REPORTING REQUIREMENTS

- Adoption Home Studies must be completed on a pre-approved format provided by Saint Francis and completed within 60 days of referral.

## PERFORMANCE OUTCOME MEASURES

Contractors are responsible for reporting outcome data to Saint Francis Ministries via the current identified process by the 10<sup>th</sup> calendar day of the following month.

- 95% of home studies will be completed within 45 days.
- 95% of home studies will be accepted by DHHS without the need for revisions, additions or corrections.

## ESTABLISHED RATE

1. Saint Francis shall pay the Contractor per family for the provision of services at a rate of **\$500.00 per completed adoption home study**. This rate includes all preparatory work, costs, and follow-up activities. This rate shall include any corrections or additions to the adoption home study deemed necessary by DHHS or Saint Francis.
2. Saint Francis shall pay the Contractor per family for the provision of services at a rate of **\$250.00 per completed updated adoption home study**. This rate includes all preparatory work, costs, and follow-up activities. This rate shall include any corrections or additions to the adoption home study deemed necessary by DHHS or Saint Francis.
3. All other related service costs are included in the established rate. No additional service costs will be paid by Saint Francis.