

**RFP ADOPT-2023**  
**Adoption Recruitment Services**  
*Question and Answer Template*

Instructions: All questions/inquiries about the bid must be submitted in writing by the deadline of October 27, 2023. Questions/Inquiries must be listed on this template then submitted via email to Michael.Sturm@dcs.in.gov.

	SUBMITTED QUESTION	STATE'S RESPONSE
1	Child Summaries are mentioned as a component of the child profiles. Are there specific protocols for completion and staffing or degree requirements for this service?	DCS has an example of a Child Social Summary in Chapter 10 of DCS policies. It can be found at this link: <a href="https://www.in.gov/dcs/files/10.B-Tool-Child-Social-Summary-w.Sample.pdf">https://www.in.gov/dcs/files/10.B-Tool-Child-Social-Summary-w.Sample.pdf</a> . Child Summaries need to be completed by individuals equal to the degree/ experience requirements of a Family Case Manager (following education/experience requirements: Bachelor's degree; or Associate degree with a minimum of two (2) years of human services job experience; or Completion of thirty (30) college credit hours from an accredited institution with a minimum of four (4) years of human services job experience; or A minimum of at least five (5) years of human services job experience)
2	Child Summaries are listed as fee per product on the sample contract. Is it the intent of DCS to maintain this fee structure?	No. Per the RFP, DCS is expecting that the provider will develop and maintain child profiles for children referred to adoption recruitment services. Recruitment profiles must include professional photographs, child summaries, and strength-based public narratives. Child profiles must remain current and updated at a minimum of every 12 months.
3	Is there an opportunity to structure the contract renewal cycles differently if what's in our RFP response necessitates a longer term strategic approach?	As part of our negotiation process with the awarded respondent there are opportunities to structure the renewal cycles differently based on the strategic approach that might be needed by the awarded respondent's proposed solution. If there is a proposed need for this is it suggested that the respondent provide this potential need within their written response.
4	Can you please explain the reason that the contract term is 2 year with optional 1 year extensions to 6 years, but the cost report is for a 4 year project total?	DCS generally utilizes a 4 year total contract for most contracts awarded. This contract potentially could be extended for 6 years based on the needs of the Adoption team and the services proposed by the RFP respondent. DCS chose to get an understanding of potential costs for 4 years with no formal lock on fixing costs proposed by a respondent because needs of DCS may change as we work with the awarded respondent and the population of children and their needs.
5	Where should Independent Contractor positions be added to the Cost Proposal?	These costs should be provided with in the Consultant Costs tab.
6	Where should the cost of Match Events, annual event, technology/database, contracted services be entered into the Cost Proposal? There does not appear to be a line item under Direct Costs that applies.	These costs should be provided with in the Other Direct Costs or Consultant Costs. Provide a breakdown of the costs within the calculations/description section.

7	The sample contract includes printed picture book, videotaping of youth and adoption champions. Is it DCS's intention for these services to be part of this contract?	The printed picture book, videotaping, and adoption champions is not included in the services. A public-facing digital photolisting of children free for adoption and a password protected photo-listing of children not yet free for adoption is required instead of a printed picture book. The adoption recruitment provider will not be required to produce videotaping of children but will collaborate and plan/schedule events for child recruitment video production with providers and media representatives. The provider will not be required to have Adoption Champions but the contractor must have staff that can conduct outreach and provide support and education to families in the early stages of adoption preparation and placements
8	For planning / budgeting purposes, what is the average attendance number for a typical child-focused adoption recruitment event? Are there specific attendance goals per event?	The goals of child-focused adoption recruitment events are to bring adults interested in adoption together in a with children waiting for a permanent family together in a fun and relaxing environment. It allows them an opportunity to interact without pressure but has the hope of identifying connections and potential adoptive matches. There is no average but in 2022 and the first six months of 2023, 88 adults and 138 youth have attend thirteen (13) scheduled events.
9	Are virtual events permitted as part of 7 required child-focused adoption recruitment events?	The state has not specified the format or medium of child-focused adoption recruitment events. The state is more interested in the outcome of such events in attracting and identifying families interested in adoption of older youth than it is in specifying the format in which they are held.
10	Could you please clarify what is meant by "public facing and password protected photo listing of children"? We understand the listing the public can access currently. Who would password-protected access be given to and what additional information would they be able view that the public cannot?	Children whose parental rights have been terminated and are free for adoption may be recruited for using the internet and platforms available to the public. Child that have a goal of adoption but parental rights remain intact cannot participate in recruitment services with the general public. The adoption profile can only be made available to families that have met all requirement to adopt (training, background checks, favorable home studies).
11	Is the current adoption recruitment database owned by the current provider or only managed by them? In the event of a provider change, will the existing database structure and content be transferred to the new provider or will the new provider be expected to build their own?	The existing database and its contents remain with the Indiana Adoption Program and the Department of Child Services.
12	Who owns the current Indiana Adoption Program / Indiana's Waiting Children website? In the event of a provider change, will the existing website and content be transferred to the new provider or will the new provider be expected to build their own?	The existing database remains with the Indiana Adoption Program and the Department of Child Services.
13	On page 8 of the RFP, it states "It is expected that the contractor will build upon what is available to the State of Indiana and address service delivery gaps by enhancing the current recruitment system." Can you outline what the past / existing recruitment system includes compared to what is being requested through this RFP? We are just trying to make sure we fully understand what we're "building upon."	The landscape and technology available for recruitment services is ever changing. It is expected that the contractor will continually seek ways to enhance adoption recruitment services with the purpose of finding and securing adoptive homes for older/ special needs youth referred to adoption recruitment. It is expected that the contractor will maintain good data regarding adoption recruitment services.

14	<p>What are the main "service delivery gaps" (from item 13 on page 8) that the State is seeking to address?</p>	<p>The landscape and technology available for recruitment services is ever changing. It is expected that the contractor will continually seek ways to enhance adoption recruitment services with the purpose of finding and securing adoptive homes for older/ special needs youth referred to adoption recruitment. It is expected that the contractor will maintain good data regarding adoption recruitment services.</p>
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