



REQUEST FOR PROPOSALS:
ADOPTION ATTORNEY SERVICES

Procurement Manager:

Susan Lowe
Network Support Director
Embrace Families Community Based Care, Inc.
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Issue Date: 4/10/2020

RFP Name: Adoption Attorney Services

RFP Number: FY1920-AAS-001

Response Due Date: 5/22/2020 no later than **3:00 pm** Eastern Standard time. Please limit responses to **twenty (20) pages**.

Information will not be provided by telephone. Any information received through oral communication shall not be binding on Embrace Families CBC and shall not be relied upon by any respondent.

Please consider this communication a formal Request for Proposals (RFP) for Adoption Attorney Services in which responses will be thoroughly reviewed and used to determine the best-qualified attorneys and/or law firms for these services and will be the basis for contract negotiation.

Embrace Families CBC encourages participation by smaller businesses and organizations, minority firms, women's business enterprises and labor surplus area firms certified as such by the State of Florida, if possible. Any entity or person is eligible to submit a response and Embrace Families CBC is committed to an open, competitive and fair procurement process. Embrace Families CBC shall not discriminate against a potential provider or any person on the basis of race, creed, sex, religious orientation, or affiliation.

All costs and expenses incurred by any respondent or party in responding, preparing or participating to this Request for Proposals and any re-submittals, are the sole responsibility of the respondent. All other postings are secondary to the electronic posting on www.embracefamilies.org, which is the sole official posting for this advertisement. Communication of any protest regarding this advertisement must be made to the Procurement Manager and documented within 72 hours of the first official posting of the award.

Any contract or agreement with Embrace Families CBC will require respondent's performance to be in compliance with all applicable federal and state laws, regulations, agency rules and procedures, and CBCCF policies and procedures.

Please carefully read this RFP in its entirety, including Attachment I and Exhibits.

A. Introduction & Background

Embrace Families Community Based Care, Inc. (formerly Community Based Care of Central Florida) was created as a direct response to the Florida Legislature’s and Department of Children and Families’ (DCF) initiative to improve child welfare services by developing solutions to care for children and families in their home communities. Embrace Families CBC is the non-profit child welfare lead agency charged with developing community-based services and supports for children and families in Judicial Circuits 9 and 18, serving Orange, Osceola and Seminole Counties.

We have been committed to serving the children and families of Central Florida who have been victims of, or at risk of, abuse, neglect or abandonment since 2004. Our ongoing goal includes providing the necessary services to more than 5,800 children we serve annually by strengthening the relationships between our families, caregivers, case management and network of local service providers who deliver a multitude of direct services to children and families. We envision a community that embraces vulnerable children and families with support – so that every child has a safe, stable and loving home and a path to a bright future.

Embrace Families CBC has developed a local system of care based upon the belief that child welfare services should be focused on children and families and embedded in the communities in which they live. A vital part of our system of care is ensuring that prospective adoptive caregivers receive quality attorney services during the adoption finalization process.

B. Purpose of RFP

The purpose of this RFP is to receive written narrative proposals from qualified and experienced respondents to provide Adoption Attorney services to adoptive caregivers in our System of Care located in Orange, Osceola and Seminole counties. Embrace Families CBC is interested in providers with expertise in the delivery of child welfare legal services who have demonstrated ability to provide legal representation to prospective adoptive parents in the adoption finalization process.

Interested providers should demonstrate an ability to work collaboratively with Embrace Families CBC, case management agencies, DCF Children’s Legal Services, Guardian Ad Litem, dependency court system and judiciary, community partners, and other stakeholders.

Respondents must be prepared to provide Adoption Attorney services in the tri-county area (preferred) or specific county(ies). The proposal must demonstrate cultural and linguistic competency and sensitivity to the population being served. The proposal must be specific to each county’s individualized needs, offering tailored services for our adoptive caregivers, including bi-lingual and other needs.

We anticipate multiple providers being approved for this service, which will allow caregivers to select the attorney or firm that best meets their individualized needs and level of support needed.

Number of finalized adoptions per county over the last fiscal year (July 2018 - June 2019).

County	# of Adoptions
Orange	171
Osceola	67
Seminole	63
Grand Total	301

Attorney will agree to no more than the \$1,000 fee per Adoption to be paid by Embrace Families with submission of an approved monthly invoice. Attorney will be responsible for documenting specific duties and costs. The attorney will not charge additional attorney fees above the \$1,000 without first consulting with Embrace Families Legal Department.

Responses will be thoroughly reviewed, evaluated and used to award a vendor agreement to the successful applicant(s). The vendor agreement will include required deliverables and performance outcomes; however, it is anticipated that it will include caregiver satisfaction and customer service data. The expected time frame for any subcontract resulting from this RFP will be thirty-six (36) months to begin 7/1/2020. This time frame is contingent upon availability of funds, and agency performance, as well as Embrace Families CBC's continued subcontract with the Department of Children and Families. Resulting subcontracts or vendor agreements may be renewed for up to three (3) additional years.

C. Service Requested

Please respond thoroughly and specifically to the requested information listed below in your proposal.

1. Please describe in detail your or your agency's experience, knowledge and skills in providing Adoption Attorney services in Orange, Osceola and Seminole counties.
2. At a minimum, Embrace Families CBC expects the below services and documentation. Please explain, in detail, how your agency will complete these responsibilities in a timely manner:
 - a. Attorney will enter into a 3rd party payee retainer agreement.
 - b. Attorney will prepare the Petition for Adoption.
 - c. Attorney will prepare Notice of Confidential Proceedings.
 - d. Attorney will prepare Notice of Related Cases.
 - e. Attorney will prepare Notice of Appearance.
 - f. Attorney must file all documents with the Court. Attorney will not charge client for filing fees.
 - g. Attorney must set Adoption hearing with the Court within 45 days of receiving the necessary documents from case management and the subsidies have been approved.
 - h. Attorney must attend Adoption Hearing on behalf of the adoptive parents.
 - i. Attorney must obtain certified copies of the Court Order.
 - j. Attorney must obtain birth certificate once adoption has been finalized.
 1. Although it is expected that the attorneys handling the adoption will obtain the birth certificates for the adoptive parents after the adoption is final, if there is a child who was originally born in Puerto Rico, Embrace Families will take on the responsibility of getting the birth certificate revised. The attorney will provide the adoption case manager a certified copy of the adoption. Embrace Families will send it to an attorney in Puerto Rico. They will file the papers to get a revised birth certificate. Once Embrace Families obtains the revised birth certificate, they will notify the adoption attorney and provide it to the adoptive parents.
 - k. Attorney will participate in the feedback obtained from post adoption satisfaction surveys of the adoptive parents. The surveys focus on the process by Embrace Families, the process for the Attorneys and any suggestions for improvements.

3. Effective communication and collaboration with all partners listed below. Please explain how your agency will partner with the following parties below.
 - a. Prospective Adoptive Caregivers
 - b. Case Management Agency
 - c. DCF Children’s Legal Services
 - d. Dependency Court & Judiciary
 - e. Embrace Families CBC staff
 - f. Guardian Ad Litem
 - g. Other Stakeholders

Embrace Families will be responsible for ensuring that the case management agencies and their staff provide the Adoption Attorney(s) with the following documentation in a timely manner. If there is any delay in receiving the documentation, Embrace Families Network Support Manager will be contacted by the Adoption Attorney to resolve the issue.

1. Approved Adoption Home Study
2. Final Termination of Parental Rights order
3. Consents to Adopt
4. Copy of the child’s birth certificate
5. Final Home Investigation
6. Child Study
7. Copy of the Full Disclosure Form
8. Copy of the last physical on the child
9. Report of Medical Health on the birth family

D. Schedule of Events

All Times Eastern Standard Time. Time and Locations Subject to Change.

ACTIVITY	DATE	TIME	COMMENT
RFP posted to Embrace Families website	4/10/2020	3 pm	https://embracefamilies.org/make-a-difference/prospective-providers
Responses received by Embrace Families	5/22/2020	3 pm	Email: Susan.Lowe@embracefamilies.org
Award selection(s) posted to Embrace Families website	6/5/2020	3 pm	https://embracefamilies.org/make-a-difference/prospective-providers

E. Response Contents

1. **Detailed Written Response** to all questions listed in **Section C**.
2. **Detailed Budget** to include paid full and part time staff, volunteers and student interns based on the rate proposed in **Section C**.
3. **Presentations/Demonstrations:** Embrace Families CBC may or may not request presentations by some or any of the respondents based on their narrative RFP response score. Should this opportunity become available, Embrace Families CBC will contact you with dates and times that are convenient for both parties.
4. **Attachment 1 Response Cover Sheet.** Respondent’s information, which includes contact information: name, title, mailing address, email address, signature and phone number of the contact person for questions relating to the RFP.

F. How to Respond

Submit your response in PDF or Word format via email to the Procurement Manager no later than the day and time indicated on the **Schedule of Events in Section D.**

G. Confidential / Proprietary Information

Do not submit anything considered by you or your agency to be confidential or proprietary. Do not indicate confidential or proprietary on any submission documents.

H. Attachment & Exhibits

Attachment 1: Response Cover Sheet

Exhibit A: Conflict of Interest

Exhibit B: Debarment, Suspension, Ineligibility, and Voluntary Exclusion

**ATTACHMENT 1
RESPONSE COVER SHEET**

Agency or Person Name: _____

Street Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Mailing Address (if different): _____

City: _____ **State:** _____ **Zip Code:** _____

Telephone: _____ **Fax Number:** _____

Email Address: _____

Website Address: _____

Type of Respondent:

Agency: _____

Individual: _____

Other (Specify): _____

Name of Person Completing: _____

Title of Person Completing: _____

Phone Number: _____

Email Address: _____

**EXHIBIT A
CONFLICT OF INTEREST DECLARATION**

QUESTION	YES	NO
1. Do you, your immediate family, or your business partner have financial or other interests in Embrace Families Community Based Care, affiliated entities or the recipient(s) of the proposed services?		
2. Have gratuities or anything of monetary value been offered or exchanged between you, your immediate family, or your business partner and any employee of Embrace Families Community Based Care or affiliated entities?		
3. Within the last 24 months, have you been employed by, or do you plan to seek or accept future employment with, Embrace Families Community Based Care, affiliated entities or the recipient(s) of the proposed services?		
4. Are there any other conditions which may cause a conflict of interest?		

If you checked "YES" after any of the above questions, please explain your answer below. Please attach additional sheets as necessary.

I declare that my answers and any related explanation(s) are true, correct and complete to the best of my knowledge.

Signature

Date

Print Name

Title

Agency

EXHIBIT B
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
SUBCONTRACTS/VENDORS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, signed February 18, 1986. The guidelines were published in the May 29, 1987 Federal Register (52 Fed. Reg., pages 20360-20369).

INSTRUCTIONS

1. Each provider whose subcontract/vendor equals or exceeds \$25,000 in federal moneys must sign this certification prior to execution of each subcontract/vendor. Additionally, providers who audit federal programs must also sign, regardless of the contract amount. Embrace Families Community Based Care and Affiliated Companies cannot contract with these types of providers if they are debarred or suspended by the federal government.
2. This certification is a material representation of fact upon which reliance is placed when this subcontract/vendor is entered into. If it is later determined that the signer knowingly rendered an erroneous certification, the Federal Government may pursue available remedies, including suspension and/or debarment.
3. The provider shall provide immediate written notice to the Embrace Families Contract Manager at any time the provider learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "debarred," "suspended," "person," "principal," and "voluntarily excluded," as used in this certification, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the department's Embrace Families Contract Manager for assistance in obtaining a copy of those regulations.
5. The provider agrees by submitting this certification that, it shall not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this subcontract/vendor unless authorized by the Federal Government.
6. The provider further agrees by submitting this certification that it will require each subcontractor of this subcontract/vendor, whose payment will equal or exceed \$25,000 in federal moneys, to submit a signed copy of this certification.
7. Embrace Families Community Based Care and Affiliated Companies may rely upon a certification of a provider that it is not debarred, suspended, ineligible, or voluntarily excluded from contracting/subcontracting unless it knows that the certification is erroneous.
8. This signed certification must be kept in the Embrace Families Procurement or Contract Manager's contract file. Subcontractor's certification must be kept at the provider's business location.

CERTIFICATION

- (1) The prospective provider certifies, by signing this certification, that neither he nor his principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this subcontract/vendor by any federal department or agency.
- (2) Where the prospective provider is unable to certify to any of the statements in this certification, such prospective provider shall attach an explanation to this certification.

Signature

Date

Name and Title of Authorized Signee