



Request for Applications (RFA) Addendum

RFA Number: DSS-2026-03

RFA Title: Adoption Promotion Program

RFA Posted: February 20, 2025

Application Deadline: March 7, 2025

Addendum Number: 1

Addendum Date: March 3, 2025

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Responses to questions received between 2/20/2025 and 2/27/2025 5pm EST are below:

RFA Section and Page	Question	Response
Section B, Pg 7	What exactly do you need as “documentation of the agency’s Unique Entity ID (UEI) number? Is it just what our number is or is there a specific form you are looking for?	Your number is sufficient.
Attachment A, Pg 14	In the Budget Narrative example, the last row is entitled ‘contract value’. Is that the SUM of all the expenses listed in the narrative? For example, if our budget tallies up as \$100,000 based on all the expenses laid out in the narrative is that the # we put in the contract value line item?	Sum of expenses, which is amount of contract value.
N/A. General Question	It may cost our agency more to provide the service than the State will award. If so, will we be given the opportunity to still provide the service if we agree to the amount of the award? If we come in over the amount of award, will we be automatically eliminated?	Yes, it is possible you may still be given the opportunity to provide the service. No, you will not be automatically eliminated.
Section D, Pgs 10-11	Can you specific the page limits for each section? Currently the program summary lists “page limit:10” and the needs assessment has the words “page limit” but does not include a number.	Proposal Summary: 10 pages. Organization Background, etc.: No Limit. Needs Assessment: No specified Limit.
Section D, Pg 12	Regarding the supporting documentation request for the names, resumes, and qualifications of each proposed team member; to ensure we meet the application requirements,	Details for senior leadership and job descriptions with qualifications for positions with multiple team members would be sufficient for those providing services under the Adoption Promotion contract.

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	would providing the requested details for senior leadership and job descriptions with qualifications for positions with multiple team members be sufficient?	
Section D, Pg 10	Does the 10-page limit apply to required documents – 501c3 status, SAM verification, certs, No overdue tax debt?	No, 10-page limit is for proposal summary, not attachments.
N/A. General Question	Can the private agency bill for services provided, adoption family readiness and completion of legal services, prior to adoption being completed?	No. When submitting invoices, you must submit the Adoption Services Agreement and the date of decree. Services will not be settled until adoption is complete.
Section C, Pg 9	On page 6, #1 costs – does post-placement support (child) and completion of legal procedures apply to private agencies? In the past it has not so I just want to confirm that that is still the case or has something changed?	Yes, it applies to private agencies as long as the partnering county agrees to each service provided. The Adoption Services Agreement must be signed by both parties (county and private agency) <i>before</i> services are rendered to ensure all parties are in agreement.