

# **Adoption Services for Children with Special Needs**

## **Purpose**

The CCDJFS is seeking a private adoption agency that specializes in providing adoption, foster care, and respite services to children with special needs.

## **Scope of Work**

The proposing agency will recruit and develop adoptive families for children with special needs and will assist the CCDJFS in the placement of those children with approved adoptive families. Specific services will include:

1. Permanency assessment of the child
2. Preparation of child for adoption
3. Recruitment of family for child, including home studies
4. Selection of family
5. Placement
6. Post-adoption and legalization
7. Post-legal

## **Submission Criteria**

A detailed description relating to the delivery of these services should be included in your proposal to include the following:

1. Products
2. Time-lines
3. Roles and responsibilities relating to the delivery of these services
4. Experience
5. Qualifications
6. Invoicing procedures
7. A communication plan
8. Budget
9. Unit cost

Proposals must be received no later than 4:30 p.m. on June 15, 2009

Proposals must be mailed or hand delivered to the Columbiana County Department of Job and Family Services, 100 North Nelson Ave., Lisbon, Ohio. Faxes will not be accepted.

Proposals must be typed using a 12 point font, doubled spaced on 8.5x11 paper

Please submit one original proposal plus three copies

The cover sheet of the proposal must be signed by the proposer's authorized representative.

All pages of the proposal shall be sequentially numbered.

## **Contact Information**

Questions and comments may be addressed to: Susan Foreman by phone at 330-424-1471 ext. 1114 or by e-mail at [forems02@odjfs.state.oh.us](mailto:forems02@odjfs.state.oh.us) or in person with a prior appointment at Columbiana County Department of Job and Family Services, 110 North Nelson Ave., Lisbon, Ohio 44432.

The Columbiana County Department of Job & Family Services reserves the right to reject all proposals based on specifications, appropriateness of program goals, criteria or lack of funding. The contract will be awarded to the proposal judged best in terms of costs, performance and need.