



CHILDREN'S NETWORK

OF HILLSBOROUGH, LLC

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**COMMUNITY-BASED CARE LEAD AGENCY FOR
CIRCUIT 13- HILLSBOROUGH COUNTY**

ITN – CNHC-CPA-FY26-29

**TO PROVIDE FOSTER HOME RECRUITMENT, LICENSING, AND SUPPORT
SERVICES**

CIRCUIT 13: HILLSBOROUGH COUNTY

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I. Introduction

Children's Network of Hillsborough, LLC (CNHC) is contracted with the State of Florida Department of Children and Families to serve as the Community-Based Care Lead Agency for foster care, adoption, and family preservation in Hillsborough County.

Through community-based care, CNHC provides services and programs to help prevent child abuse and neglect, to promote a healthy family environment, and to care for our community's children in foster care. CNHC works in partnership with local community stakeholders to improve outcomes for families and their children to achieve safety, permanency, and well-being for the children and families of Circuit 13

II. Mission

Children's Network of Hillsborough is committed to working with the community to protect children and preserve families.

III. Purpose

The purpose of this Invitation to Negotiate is to contract with **three agencies** to provide Level II and V Foster Home Recruitment, Licensing, and Support Services in Circuit 13. The geographical area encompasses Hillsborough County. CNHC seeks a provider(s) with expertise in Foster Home Licensing and Support services, who has or can obtain a Child Placing License and has demonstrated an ability to improve outcomes for the children and families served.

IV. Statement of Need

Children's Network of Hillsborough, LLC, a private, not-for-profit, 501 (c)(3) organization, is the Community-Based Care Lead Agency in Circuit 13, effective July 1, 2022, under Master Agreement #QJ015. CNHC is responsible for the administration, management, and oversight of the child welfare system of care in Hillsborough County. As part of this responsibility, CNHC oversees programs and contracted providers that recruit, license, train, and support foster families.

In accordance with the Master Agreement referenced above, Children's Network of Hillsborough County, Inc. (CNHC) is seeking to procure services from qualified organizations to provide Placement and Licensing Services within Hillsborough County. CNHC seeks agencies capable of delivering comprehensive foster home licensing, support, and retention services that ensure the availability of safe, nurturing, and stable family-based placements for children in out-of-home care.

The selected provider(s) must offer a program that is innovative, responsive, and aligned with the goals and expectations of CNHC and the Florida Department of Children and Families (DCF). Services shall be delivered in a manner that is efficient, cost-effective, and compliant with all applicable Federal, State, and County requirements.

This initiative is designed to increase foster home capacity to support placement stability, improve behavioral and well-being outcomes, and ensure high-quality care, including the safety, permanency, and stability of children served in Hillsborough County's child welfare system.

V. Demographics

Total Number of Children Receiving Services as of November 2025

Total Children in Licensed Out-of-Home Care	1,148
Total Children in Level I-V Foster Homes	681
a. Total Children in Relative and Non-Relative Homes	305
b. Total Children in Residential Group Homes	162

Current Number of Level II and Level V Foster Homes Licensed in Circuit 13 by Provider as of November 2025

A Door of Hope	84
Camelot Community Care	90
Children's Home Network	99
West Florida Foster Care Services	39

VI. Resource Information

- CNHC Website: <https://childrensnetworkhillsborough.org>
- Department of Children and Families Website: <http://www.dcf.state.fl.us/>
The website includes information about the organization, programs, and administration of the Department.
- Specific information about community-based care (CBC) can be found at:
<https://www.myflfamilies.com/services/child-family/child-and-family-well-being/community-based-care>
- A listing of the federal and state laws, rules, regulations, and Department operating procedures that relate to community-based care can be found in the document Community-Based Care Authority and Requirements, which can be found on the Department's website at:
<https://www.myflfamilies.com/sites/default/files/2023-02/CBC%20Authority%20and%20Requirements%20Reference%20Guide.pdf>
- DCF contract QJ015 can be found at <https://facts.fldfs.com/Search/ContractSearch.aspx>

It should be noted that this is a reference list and is not exhaustive. Also, items noted in the guide may be amended from time to time, which can impact the requirements for services and any future contract.

VII. Terms of Agreement and Estimated Contract Amount

- A. The initial term of this agreement shall be for no more than thirty-six (36) months, subject to the availability of funds beginning July 1, 2026, and ending on June 30, 2029. The agreement shall include, among other provisions, standard terms that CNHC has included in other contracts with Licensing Organizations and may be renewed for a period not to exceed thirty-six (36) months. Such renewal shall be made by mutual agreement and shall be contingent upon satisfactory performance evaluations as determined by CNHC and shall be subject to the availability of funds. Any renewal shall be in writing and

shall be subject to the same terms and conditions as set forth in the initial contract, including any amendments.

- B.** The intent of this agreement is to Recruit, Train, and Support Foster Homes in Circuit 13. The resulting agreement will be a fixed-price (unit cost) contract. CNHC shall pay the provider for the delivery of service units provided in accordance with the terms and conditions of the contract. Payment for services rendered shall be issued upon completion and verification of each service month.

The anticipated annual funding amount for this contract is approximately \$900,000 or a total estimated amount of \$5,400,000 for the full term, including renewal. This amount is an estimate only and does not guarantee payment of any minimum or maximum amount. All payments are subject to the availability of funds and compliance with contractual requirements.

- C.** The provider shall employ adequate staff to comply with all contact requirements. The staffing structure to support the services described in this ITN has been identified below, along with salary ranges:

Position	Salary	Requirements
Licensing Supervisor	\$63,000.00	Level I (Requires certification with 1-2 years of supervisory experience)
	\$65,000.00	Level II (Requires certification with 3+ years of supervisory experience)
Licensing Specialists	\$49,500.00	Level I (Requires certification with 1 year of experience)
	\$51,500.00	Level II (Requires certification with 2 years of experience)
	\$53,500.00	Level III (Requires certification with 3 years of experience)
Licensing Support Staff	\$18/hour	High School Diploma
Administrative Assistant	\$18/hour	High School Diploma

- D.** Administrative costs shall not exceed the Respondent's Federal Indirect Rate. If Respondent does not have a Federal Indirect Rate, the administrative costs shall not exceed the 15% De Minimis rate of the Modified Total Direct Costs in compliance with Code of Federal Regulations (CFR) 200.414(f).

VIII. General Solicitation Information

Replies that meet the Mandatory Requirements of this ITN and are otherwise responsive will be eligible for evaluation. The written replies will be evaluated and scored in accordance with the provisions of Section XX of this ITN. The written evaluations will be ranked and a minimum of three vendors will be selected for Negotiations. Following negotiations, CNHC will post a notice of intended contract award, identifying the vendor(s) selected for award. Final contract terms will be established with the selected vendor

IX. Eligible Respondents

The respondent shall:

- A. Hold a current Child Placing Agency (CPA) License from the Florida Department of Children and Families.
- B. Agencies with a history of delivering Foster Home Licensing Services for at-risk children and families, including those served by the child welfare system.
- C. Comply with the terms of Master Agreement QJ015 and CNHC's Standard Contract.
- D. Have professional liability coverage with minimum limits of \$1,000,000/\$3,000,000. The Organization must be willing to add CNHC and DCF as an additional insured on the insurance policies as required in DCF Contract QJ015.
- E. Experience providing the advertised service to Child Welfare Community-Based Care Lead Agencies in the State of Florida is preferred but not required.
- F. Florida-based businesses are encouraged to respond and may be given preferential treatment in contracting when all else is considered equal.
- G. Agencies/Community Organizations/Individuals that DO NOT meet the disqualification criteria as defined in Section X. Disqualification.

X. Disqualifications

Failure to have performed any previous contractual obligations with the Department or CNHC in a manner satisfactory to the Department or CNHC will be a sufficient cause for disqualification. To be disqualified as an offeror under this provision, the offeror must have:

- A. Previously failed to satisfactorily perform in a contract with the Department or CNHC, been notified by the Department or CNHC of the unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of the Department or CNHC; or
- B. Had a contract terminated by the Department, CNHC, or any other State or Federal Agency for cause or had been barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local department or agency; or
- C. Have within a 3-year period preceding this ITN, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
- D. Are presently indicted or otherwise criminally or civilly charged by a government entity with the commission of any of the offenses enumerated in the paragraph above; or
- E. The prospective bidder will be disqualified for failing to meet the instructions/qualifications/timeframes/format and contact rules as described in this ITN, to include:
 - 1. Contact Person
 - 2. Eligible Respondents
 - 3. Schedule of Events and Deadlines
 - 4. Limitation on Contacting Children's Network of Hillsborough/CNHC Personnel
 - 5. Inquiries
 - 6. Notice of Intent to Submit a Proposal

7. Acceptance of Proposals
8. Negotiation Process
9. Mandatory Criteria

XI. Contact Person

This Invitation to Negotiate (ITN) is issued by Children's Network of Hillsborough, LLC. The sole point of contact for information concerning procedures for responding to this ITN or questions pertaining to this ITN is:

NAME	Carole Yount
TITLE	Contract Manager Supervisor
ADDRESS	Children's Network of Hillsborough County 3350 Buschwood Park Drive, Suite 200 Tampa, FL 33618
EMAIL	Carole.Yount@cnhc.org
PHONE	813-363-0576

XII. Limitations on Contacting Children's Network of Hillsborough/CNHC Personnel

Prospective Vendors or others acting on their behalf may not contact, between the release of this ITN and the end of the 72-hour period following the posting of the notice of intended award(s), CNHC personnel or any employee concerning any aspect of this solicitation except in writing to the contact person identified in Section XI of this ITN document. Contact with the contact person must be in writing and submitted by email.

During the negotiation phase of this ITN, communication between the members of the negotiation team for the prospective vendors and the negotiation team for CNHC is permissible, but only "on the record" during the negotiation meetings.

Violation of the provisions of Section XII of this ITN may be grounds for the disqualification of the prospective bidder, if determined by CNHC to be material in nature.

XIII. Schedule of Events and Deadlines

ACTIVITY	DUE DATE	TIME	LOCATION
General Solicitation Conference	12/2/2025	12:00 pm	Microsoft Teams
Last Day to Submit Written Inquiries	12/9/2025	5:00 pm	Submit all questions via electronic mail to Carole Yount, carole.yount@cnhc.org
CNHC will post a written response to all questions	1/6/2026	12:00pm	https://childrensnetworkhillsborough.org/procurement/

Notice of intent to Submit Received by CNHC no later than: Must be submitted on Agency Letterhead to the proposal contract listed in the ITN	1/8/2026	12:00 pm	Via email: Carole Yount, Contracts Manager Supervisor Carole.yount@cnhc.org Confirmation of Intent to Submit proposal will be submitted via email with return receipt; hard copy will be available upon request
Sealed proposals must be received by CNHC: Hard Copy Only <u>Must be submitted to the proposal contract listed in the ITN, Section XI, in a sealed container and adhere to ITN mandatory criteria</u>	2/9/2026	12:00 pm	<u>Hard copy only:</u> 3350 Buschwood Park Drive Suite 200 Tampa, FL 33618 Proposals submitted past the established deadline will not be accepted.
Initial opening of proposals and review of Mandatory Requirements	2/9/2026	12:01 pm	3350 Buschwood Park Drive Suite 200 Tampa, FL 33618
Evaluation Period	2/9/2026 – 3/13/2026	5:00 pm	3350 Buschwood Park Drive Suite 200 Tampa, FL 33618
Posting of Selected Applicants (those who will move forward with Oral Presentations)	3/18/2026	3:00 pm	https://childrensnetworkhillsborough.org/g/procurement/
Oral Presentations	4/2/2026 – 4/3/2026	9 am – 5 pm	3350 Buschwood Park Drive Suite 200 Tampa, FL 33618
Post Notification of the Negotiations	4/15/2026	3:00 pm	https://childrensnetworkhillsborough.org/g/procurement/
Negotiations	4/22/2026	9 am – 5 pm	3350 Buschwood Park Drive Suite 200 Tampa, FL 33618
Post Intent to Award Notice	4/24/2026	3:00 pm	https://childrensnetworkhillsborough.org/g/procurement/
Protest Deadline	4/27/2026	3:00 pm	https://childrensnetworkhillsborough.org/g/procurement/

Anticipated effective date of contract	7/1/2026	12:00 am	N/A
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XIV. Notice of Intent to Submit Proposal

Offerors shall submit a Notice of Intent to Submit a Proposal as referenced in Section XII. Schedule of Events and Deadlines. The Notice of Intent shall be on agency letterhead, from an authorized representative with contracting signature authority. The submission of a Notice of Intent to Submit a Proposal does not oblige the Respondent to submit a proposal.

The letter shall include a statement as to the eligibility and non-disqualification of the agency and shall include full contact information for the Respondent's single point of contact (to be determined by the authorized representative of the responding agency). Upon receipt and review, CNHC will send a "Pre-Qualified Respondent" or "Disqualified Respondent" response only to the single point of contact.

Information regarding any addenda to the Invitation to Negotiate and copies of written responses to questions resulting in clarifications or addenda to this ITN will be posted at [Procurement – Children's Network of Hillsborough](#). Likewise, only the CNHC single point of contact should be communicated with regarding this ITN from the Respondent.

XV. Solicitation Conference

The purpose of this Solicitation Conference is to review the ITN with interested vendors. Questions will not be accepted at the Solicitation Conference, and interested vendors will need to comply with Written Inquiries in Section XVI. CNHC encourages all prospective vendors to participate in the Solicitation conference. The Solicitation Conference will be held at the time and date specified in Section XIII, Schedule of Events and Deadlines.

XVI. Written Inquiries

Inquiries must be submitted in writing through e-mail to the contact person identified in Section XI of this ITN before the time and date specified in Section XIII– Schedule of Events and Deadlines.

Copies of responses to all inquiries which involve clarifications and/or changes to this ITN will be made available at [Procurement – Children's Network of Hillsborough](#). **No questions related to this ITN will be accepted after the date specified in Section XIII, Schedule of Events and Deadlines. Oral inquiries will not be accepted at any time.**

All inquiries will only be considered if the following are completed:

- A.** All inquiries must be in writing through e-mail to the CNHC Contact Person indicated in Section XI.
- B.** All inquiries must be accepted by the deadline date stated in Section XIII. Schedule of Events and Deadlines.
- C.** All inquiries must include organization name, contact name and title, address, telephone number, and e-mail address of the individual to whom all correspondence should be forwarded.
- D.** Responses to all properly submitted inquiries will be posted at [Procurement – Children's Network of Hillsborough](#).

XVII. Withdrawal of Proposal

A written request for withdrawal, signed by the Respondent's single point of contact, may be considered if received by CNHC within 72 calendar hours after the proposal opening time and date indicated in Section XIII, Schedule of Events and Deadlines. A request received in accordance with this provision may only be granted by CNHC upon proof of the impossibility to perform based upon an obvious error on the part of the Respondent.

XVIII. Acceptance of Proposals

All proposals must be received by CNHC, addressed to the ITN Contact Person, named in Section XI, on or before the following date and time at the designated location:

DATE: February 9, 2026
12:00 pm Eastern Standard Time
Children's Network of Hillsborough
3350 Buschwood Park Dr.
Suite 200
Tampa, FL 33618

No changes, modifications, or additions to the proposals submitted will be accepted by or be binding to CNHC after the deadline for submitting proposals has passed. Proposals not received at either the specified place or by the specified date and time, or both, will be rejected and returned unopened to the offeror.

XIX. Right to Waive Minor Irregularities Statement

CNHC reserves the right to reject any and all replies or to waive minor irregularities when to do so would be in the best interest of the children and youth to be served. Minor irregularities are defined as a variation from the ITN terms and conditions, which does not affect the price of the services, delivery of quality of the services, or give the respondent an advantage or benefit not enjoyed by other respondents and does not adversely impact the interests of CNHC or the Department. At its option, CNHC may correct minor irregularities but is under no obligation whatsoever to do so. All replies accepted by CNHC are subject to CNHC's terms and conditions, and any and all additional terms and conditions submitted by the respondents are rejected and shall have no force and effect. CNHC reserves the right to withdraw this ITN even after an award is made.

XX. Evaluation Process

An Evaluation Team, consisting of five (5) CNHC employees, will score the written and oral presentations.

Each of the evaluation components, both written and oral, is weighted and assigned a maximum number of points. Proposals will be evaluated in each of the categories and scored by each evaluator independently. The evaluators' total scores will be added to get the final score for each respondent.

The Evaluation Team will review the submitted written proposals and score them in accordance with the provisions of Section XXVI, Mandatory Criteria of this ITN. Evaluators will score the written response on parts A, B, and C, as well as the corresponding exhibits. The total maximum points for the Written Response are 70 points. A minimum of three respondents will be invited to the oral presentation phase.

Evaluators will score the oral presentation(s) based on the ability of the presenter(s) to clearly articulate how the information presented in the ITN response will come to life if the respondent is presented with a contract.

During this phase, the respondent's oral presentation score will be added to the written evaluation score. At the conclusion of the presentation(s), the Evaluation Team will submit their total scores, the Contact Person will calculate the scores, and will prepare a recommendation to Children Network of Hillsborough's Leadership for negotiations.

The CNHC ITN Contact Person will certify that the tabulated scores are correct and forward the tabulation and identification of their recommended respondents to the Children Network of Hillsborough's Leadership Team, for their final decision, which will be posted at [Procurement – Children's Network of Hillsborough](#) as indicated in Section XIII Schedule of Events and Deadlines. The Children Network of Hillsborough's Leadership team reserves the right to accept or reject the recommendation of the evaluators for negotiations, and to negotiate with up to two parties until a decision of "contract award" is made.

XXI. Negotiation Process

Selected agencies will be invited to negotiate for the contract. Negotiation plans will be posted at [Procurement – Children's Network of Hillsborough](#) in the timeframe indicated in Section XIII Schedule of Events and Deadlines. At the conclusion of the negotiations, a notice of contract award will be posted as outlined in section XXII. Notice of Contract Award, and transitional services (if applicable) will begin.

XXII. Notice of Contract Award

Official notice of any anticipated award made pursuant to this ITN will be electronically posted in accordance with Section XIII. Schedule of Events and Deadlines. The aggregate scores will be posted at [Procurement – Children's Network of Hillsborough](#).

The electronic notice posted on the Internet will remain for seventy-two (72) hours. It is the responsibility of those submitting a response to obtain the results from the Internet posting in sufficient time to protect their own interests. If no written notice of protest is received during this posting, the anticipated contract award becomes final, and CNHC will enter into contract negotiations. The Internet posting is the official posting for the purpose of determining deadlines for further proceedings, including protests.

XXIII. Protest or Disputes

Protests may be filed in response to competitive procurement decisions.

A. Filing the Protest:

Any person or agency that has been adversely affected by a decision or intended decision concerning a solicitation or a notice of contract award may file a written notice of intent to protest with the CNHC contact person listed in Section XI of this ITN within three calendar days after the posting of the ITN (if challenging the terms of the ITN) or the notice of CNHC's decision or intended decision (if challenging the intended decision). Failure to timely file a notice of intent to protest is an absolute bar to protesting the ITN or the intended decision of CNHC under this ITN.

B. Issues Causing Protest:

Any person who or agency that has been adversely affected by the terms, conditions and specifications contained in this solicitation, including any provisions governing the methods for ranking proposal, applications, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract shall file a notice of intent to protest in writing within three calendar days after the posting of the notice or decision or intended decision. When filing the protest, the following requirements must be adhered to:

A formal protest must be filed with the CNHC contact person after filing the notice of intent to protest. The formal protest must be:

1. In writing, and,
2. Filed within seven (7) business days after filing the notice of protest.
 - a. No time will be added to the above time limits for mail service.
 - b. Failure to file a protest within the time prescribed shall constitute a waiver of protest proceedings; and,
3. Accompanied by a bond payable to CNHC, as described in C., at the time of filing the written formal protest. Failure to timely file a formal protest accompanied by a bond is an absolute bar to protesting the ITN or the intended decision of CNHC under this ITN.

C. Posting Bond for Protest Filed:

Any person or agency that files an action protesting a decision or intended decision pertaining to contracts administered by CNHC must comply with the following requirements:

1. When protesting a decision or intended decision, the protestor must post a bond equal to five percent (5%) of CNHC's estimated contract amount. CNHC, at its sole discretion, shall estimate the contract amount based on factors including, but not limited to, the following:
 - a. The price of previous or existing contracts for similar or contractual services.
 - b. The amount appropriated for the contract.
 - c. The fair market value of similar contractual services
2. CNHC shall provide the estimated contract amount to the protestor within three business days after the notice of intent to protest has been filed. The estimated contract amount is not subject to protest. The bond shall be conditioned upon the payment of all costs and charges that are adjudged against the protestor in any subsequent hearing in which action is brought and in any subsequent appellate court proceeding.
3. The official hours of office operation for receipt of notice of intent to protest, protest, and/or a petition and bond are 8:30 AM to 4:30 PM, ET.

D. Content of Formal Written Notice of Protest:

The formal written notice of protest should be printed, typewritten, or otherwise duplicated in legible form. The content of the formal written notice of protest should contain:

1. The name and address of the CNHC contact person with whom the protest will be filed;
2. The name and address of the agency filing the protest and an explanation of how its substantial interests have been affected by the solicitation or by CNHC's notice of intended or actual contract award;
3. With particularity, the facts and law upon which the protest is based;
4. A statement of all issues of disputed material facts (if there are none, the protest must indicate such);

5. A concise statement of the ultimate facts alleged, as well as the rules and statutes which entitle the person or firm filing the protest to relief;
6. A demand for relief to which the person or agency deems himself/itself entitled; and,
7. Any other information which the agency contends is material.

E. Protest Meeting:

CNHC's Contract Manager Supervisor will notify all parties and schedule a protest meeting. The protest will be presented to the Protest Committee, which shall be made up of three (3) members consisting of CNHC's COO or designee, CNHC's CFO or designee, and CNHC's CEO or designee, who will serve as the Chairperson. CNHC's CLO shall be present and advise the Protest Committee. The Protest Committee shall meet with the protesting party within ten (10) workdays (excluding Saturdays, Sundays, and legal County holidays) of receipt of the formal written protest. The response time may be extended, if necessary. All affected parties shall be notified of the date and time of the Protest meeting and shall be advised to be present at the meeting, where they will be allowed the opportunity to present to the Protest Committee. The parties may bring a representative if they so choose. The purpose of the protest meeting is: 1) to question and review the basis of the protest; 2) to evaluate the facts and merits of the protest, and 3) to gather information in order to submit a recommendation to the Contract Manager Supervisor. The agenda for the protest meeting will be:

1. The protesting party or their representative will present the protesters' case as to how they were adversely affected by the CNHC's decision.
2. The other affected parties or their representative will be given the opportunity for rebuttal and to present any facts that they deem are relevant to the protest.
3. During the meeting, the Protest Committee can ask questions of all parties, as necessary.

The Protest Committee will render their recommendation in writing to the CNHC CEO within five (5) workdays of the bid protest meeting. The CEO or designee may conduct an evidentiary hearing if there are disputed issues of material fact. The CEO will conduct a review of all relevant facts and make a final written decision within ten (10) workdays after receipt of the recommendation date of the hearing or the review, whichever is later. The CEO's decision shall be final and binding. No further protests of the action in question will be heard.

Upon completion of the hearing process and any court proceedings, the disposition of the bond shall be as follows:

1. If CNHC prevails, it shall recover all costs and charges that shall be included in the final order or judgment, excluding attorney fees.
2. Upon payment of such costs and charges by the agency protesting, CNHC shall return the bond to the agency.

XXIV. Cost of Proposal Preparation

CNHC is not liable for any costs incurred by an offeror in responding to this Invitation to Negotiate under any circumstances.

XXV. Program Specifications

A. General Statement

If awarded a contract, the provider will be responsible for recruiting foster homes, providing approved pre-service foster parent training for initial licensing, conducting initial licensing tasks, re-licensing and providing support services to foster parents.

B. Scope of Work

Services will be provided in Circuit 13 (Hillsborough County) to all designated licensed foster homes and to families applying to be licensed through the provider. The provider will also be responsible for licensing activities to the extent necessary to meet the goals of CNHC's recruitment plan.

C. Major Goals

The major goal is to recruit, license, and re-license foster homes that are in compliance with foster care licensing standards, conduct approved pre-service foster parent training, and provide foster home support services to ensure quality care and maintain a sufficient number of foster home resources.

The provider will be responsible for specialized recruitment that supports the population needs of Hillsborough County's system of care, which includes, but is not limited to, sibling groups, at-risk teens, and pregnant girls, as well as their babies upon delivery.

D. Client Eligibility

Prospective families from Hillsborough County who are recruited by the provider and/or CNHC and meet the criteria are eligible.

The provider will recruit families who are willing to provide foster care for dependent children aged 0-17.

Families who are licensed through the provider.

E. General Tasks must include:

- Foster Home Recruitment Tasks
- Pre-service Foster Parent Training Tasks
- Foster Home Licensing Tasks
- Relicensing Tasks
- Foster Home Retention/Support Tasks
- Placement Tasks

XXVI. Mandatory Criteria

Submitted replies will be opened at the Children's Network of Hillsborough office beginning at 12:01 p.m. on February 9, 2026, to verify that the replies meet the mandatory criteria requirements of this ITN. Replies that do not meet the Mandatory criteria will be rejected, and the respondent will be required to retrieve their proposals at their own cost within ten (10) calendar days or forfeit them. Replies that meet the mandatory requirement will be forwarded to the ITN Evaluation Team for consideration and scoring.

A. Original Signature and Authorization: Proposals must be submitted in the legal entity name of the agency or organization, or an authorized representative. Proposals submitted must be signed by the corporation officer/representative authorized by the organization. A copy of such authorization must be submitted to CNHC with the proposal (Attachment A). Signature facsimile stamps will not be accepted. Each bidder must complete and submit all items referenced in the ITN.

B. Format: The response content must be in accordance with section XIV. Proposal Format, and must be formatted as follows:

1. Use only 8 ½ x 11-inch paper with a one (1) inch margin, double-sided.
2. All pages must be clearly and consecutively numbered.
3. Figures, charts, and tables should be numbered and referenced by number in the text.
4. One (1) original and five (5) copies of the proposal
5. For ease of handling, please do not use binders, staples, or rings. Please bind with paper clips and/or binding clips

C. Face Sheet: all proposals must include a face sheet and must identify the following:

1. ITN Number
2. Title of the reply, i.e., "Licensing proposal for Hillsborough County Circuit 13"
3. Name of Organization
4. Name of ITN contact person and title.
5. Address
6. Telephone number
7. E-mail address
8. Proposed annual budget amount.
9. Marking with "Original" or "Copy #__"
10. Signature – The "Original" proposal must be signed by the officer/representative authorized by the organization, as listed in Attachment A. Signature facsimile stamp will not be accepted.

D. Order of Documents: All proposals must be in the following order:

1. Face Sheet page (do not number)
2. Table of Contents page (do not number)
3. Proposal Format response (maximum of 35 pages)
4. Organizational Capacity...10 pages...worth 20 points written evaluation.
5. Programmatic Proposal...15 pages...worth 40 points written evaluation.
6. Outcomes...10 pages...worth 10 points written evaluation.
7. Mandatory Attachments A-G in Section XXIX (from CNHC – completed by Respondent)
8. Exhibits (from Respondent – not mandatory, as listed in the ITN)

XXVII. Written Proposal Format and Written Evaluation Scoring

The written proposals are valued at 70%, while the other 30% is reserved for the oral presentation, if selected for the oral presentation phase. If not selected for the oral presentation phase, the evaluation phase is complete at the conclusion of the written evaluation. The order of information provided in the response must correspond to the outline that follows and shall be labeled accordingly.

A. Organizational Capacity and Collaborative Relationships limited to 10 pages, excluding related Exhibits.

Maximum points possible = 20

1. Describe the agency's mission, philosophy, and purpose, and how it pertains to Foster Care. Describe the agency's experience with this population.
2. Provide a brief overview statement on past success, including two years of performance measure data, that will demonstrate the potential to successfully contract for a Child Welfare service and provide supporting evidence where necessary. List all current child welfare contracts by service type/location/Funder/annual budget/end date.
3. Describe the agency's ability, proposed service locations, and plan to begin service delivery on July 1, 2026. The plan shall include an implementation timeline for May 1, 2026, through June 30, 2026, and provisions for immediate service delivery to new clients, as well as for the continuity of care for existing clients.
4. Propose a plan and monetary goal for obtaining outside funding resources and community linkages to support the proposed service (other than CNHC).
5. Describe details around the current financial status of your organization to ensure CNHC will be contracted with a financially secure and robust organization. Explain what expenses you plan on incurring during the 6-month transition and where the funding to support this will come from.

Related Exhibits:

1. Exhibit 1 – Provide the Agency's latest audited financial statement, independent audit, and management letter.
2. Exhibit 2 – Provide an organizational chart for the agency, including the proposed Foster Care services structure.
3. Exhibit 3 – Provide the Agency's proposed job descriptions.
4. Exhibit 4 – Provide board member list, terms, meeting schedule, and past 12 months of board meeting minutes.
5. Exhibit 5 – Provide 3 one-page letters of support, preferably from a financial or collaborative partnership.

B. Programmatic Proposal limited to 15 pages, excluding related exhibits. All responses in this section should be consistent with the information provided below in the sections labeled "Circuit Overview & Program Objectives, and Related Foster Care Tasks" and "Performance Requirements for Level II Traditional Foster Care".

Maximum points possible = 40

Provide a general overview of the service delivery structure. List and describe all service components to be provided as follows:

1. Describe how the organization will provide services, including frequency, duration, staff structure and ratios, and staff competency/ability. Please also provide information on the structure for the supervision of the program.
2. Describe the organization's staffing plan, indicating, if possible, names and credentials of staff you would hire to manage and run this contract. The minimum professional qualifications and certification are required:
 - a. The Licensing Supervisors shall have a Bachelor's Degree in Social Work or a related area of study from an accredited college or university and at least two years' experience in human services or child welfare programs.
 - b. Licensing Specialists shall have minimally a Bachelor's Degree in Social Work or related area of study from an accredited college or University and must meet other minimum qualifications required as outlined in 65C-45, F.A.C. Licensing Specialists, as well as their Supervisors, shall be certified pursuant to Florida Department of Children and Families and the Florida Certification Board requirements both initially and on an ongoing basis.

3. Describe how the organization will provide a service that is community-based, responsible, and affordable.

The description should include recruitment and retention services and how the program can provide cost-effective services.

- a. Describe the linkages that your organization has with community-based resources from other sectors and how these links will be useful in providing this service.
 - b. How will program design meet the criteria of "Circuit Overview and Program Objectives"?
 - c. How will program design meet the criteria of "Recruitment, Retention, Foster Care Service Tasks and Performance Requirements"?
4. Foster Care Services Tasks and Performance Requirements
 - a. General Tasks:
 - 1) The provider shall collect data consistent with that of CNHC in order to measure outcomes and performance.
 - 2) The provider shall maintain licensure as a child-placing agency.
 - b. Comply with all applicable requirements in: FAC Ch. 65C-28; FAC Ch. 65C-42; FAC Ch. 65C-45; FAC Ch. 65C-15; Chapter 39, F.S.; Chapter 435, F.S.; Public Law 109-248; CFOP 170-11; CFOP 170-17; CNHC Policy & Procedure.

C. Performance Outcomes and Quality of the Services to be provided limited to 10 pages.

Maximum points possible = 10

1. Please provide details on the formal quality mechanisms that are in place in your organization and how those formal quality mechanisms result in consistent high-quality service provision. Please include information on who is responsible for ensuring that the quality standards in the organization are maintained.

2. Explain how you will meet the outcome measures and how you will capture and report on the DCF outcome data as outlined below in “Current Outcome and Performance Measures for the Foster Care Program”.
3. Explain how the success of the proposed service delivery structure will be measured. List the expected outcomes, performance indicators, targets, and description of how each measure will be calculated and tracked.

Related Exhibits

1. None

Outcome and Performance Measures for the Foster Care Program:

The successful offeror shall be required to meet performance standards including but not limited to the measures listed below. The term “performance standard” refers to the numerical level of achievement stated as a percentage, ratio, or count.

#	Contract Measures	Methodology	Authority	Target
1	Percent of children who will not experience a disruption of services from placement in a Licensed Foster Home (without a 45-day notice).	The number of eligible youth in Licensed Foster Homes, with no disruption of services from the placement (without 45-day notice), divided by the number of eligible youths in Licensed Foster Homes.	65c-45	100%
2	Percent of children who are free from incidents of abuse while in Licensed Foster Care.	The number of children who do not have verified abuse report findings during service provision, divided by the number of youth served.	QJ015	95%
3	Percent of accurate and complete relicensure files submitted to the CNHC Licensing Department.	Number of accurate and complete relicensure files submitted to CNHC Licensing Department divided by the total number of license renewal packets due.	CNHC	100%
4	Percent of retained Licensed preferred beds (New beds licensed in the fiscal year and respite beds will not be counted).	The number of Licensed preferred beds on July 1 st divided by the number of Licensed preferred beds at the end of the month.	CNHC	85%

XXVIII. Oral Presentation Evaluation

Respondents who are invited to the oral presentation phase will have up to two hours to answer six questions – three of which are standard for each agency that is invited to make an oral presentation, and at least three questions specifically developed by the Evaluation Team to clarify elements of the agency’s written response.

Maximum points possible = 30

1. Based on your written response to Section A. and the related exhibits only, please describe why your organization should be chosen.
2. Based on your written response to Section B. and the related exhibits only, please explain your operational plan to execute the requirement of the pending contract.
3. Based on your written response to Section C., please explain your plan to ensure quality and exceptional outcomes.
4. Agency-specific question 1
5. Agency-specific question 2
6. Agency-specific question 3

Note: Required Attachments A-G in Section XXIX are available on individual forms, to be downloaded from the procurement section at [Procurement – Children's Network of Hillsborough](#)PO. If you experience any difficulty in obtaining those forms, please contact Carole Yount at Carole.Yount@cnhc.org. Respondent is responsible for developing and submitting Exhibits 1-5.

XXIX. Required Attachments

1. Attachment A: Authorization
2. Attachment B: Vendor Statement and Certifications
3. Attachment C: Lobbying
4. Attachment D: Debarment
5. Attachment E: Convicted Vendor
6. Attachment F: Conflict of Interest
7. Attachment G: Proposed Budget with Narrative

XXX. Appendices

1. Appendix I: Standard Contract
2. Appendix II: Mandatory Criteria