



REQUEST FOR QUALIFICATIONS

Home Study Services

The Mississippi Department of Child Protection Services (MDCPS) seeks to contract with multiple vendors to provide home study services.

SCOPE OF SERVICES

MDCPS is seeking independent contractors to conduct home studies for prospective foster parents to become licensed foster homes for children in MDCPS care. Home study services are defined as completing home environment checks, collecting documentation, completing home studies, and entering the recommendation(s) in a central database. All home studies will be completed utilizing the MDCPS Home Study Model. MDCPS is seeking contractors who can cover all areas of the State.

Minimum qualifications include:

- Licensed Social Worker (LSW)
- Licensed Master Social Worker (LMSW)
- Licensed Clinical Social Worker (LCSW)
- Licensed Marriage and Family Therapist (LMFT)

Independent contractors must:

- Adhere to employment background checks and other employment-related processes. The screenings will include MACWIS, Child Abuse Central Registry, Sex Offender Registry, Local Police Department, County Sheriff's Department, etc.;
- Provide proof of liability insurance;
- Have experience in providing clinical services to children in foster care;
- Have a reliable computer and reliable internet services; and,
- Attend training on the MDCPS Home Study Model and Licensure Protocols at no cost to independent contractors.

The independent contractors will be assigned no more than three (3) home studies at one time and must complete a minimum of ten (10) home studies throughout the period of performance. Failing to meet the minimum requirement at the fault of the independent contractor or submitting poor-quality home studies may result in non-renewal or termination of the contract.

CONTRACT TERM

MDCPS anticipates the term of the resulting contracts to be approximately January 1, 2020 through December 31, 2021. MDCPS may renew the contracts for up to two additional one-year periods under the

same prices, terms, and conditions of the original contracts. Renewals will be exercised at the sole discretion of MDCPS.

EVALUATION FACTORS

1. The overall quality of the proposed plan for performing the requested services. The plan should reflect an understanding of the project and its objectives. Describe how the services will be performed. Consideration will be given to the completeness of the response to the specific requirements of the solicitation. – **10 points**
2. Respondent’s ability to provide the requested services as reflected/evidenced by qualifications (education, experience, etc.). This includes the ability of the applicant to provide a work product that is legally defensible. A narrative that includes specific timelines, education, and general experience in providing the requested services as outlined in the detailed specifications. – **25 points**
3. The number of personnel, equipment, facilities, financial resources, and/or other verifiable means to perform the services currently available or demonstrated to be made available at the time of contracting (reliable transportation, computer, internet, etc.) – **15 points**
4. A descriptive overview of past performance of similar work in scope, size, or discipline to the required services were performed or undertaken with the past three (3) years. – **50 points**

Total: 100 Points

COMPENSATION

The total compensation for the contracts resulting from this RFQ will be \$19,000.00 per contract year. The rate schedule for these services is included below:

\$1,250.00	Home environment check completed; documentation collected; narrative/recommendation entered in database; documentation compiled and submitted to MDCPS within sixty (60) days
\$250.00	Home environment check completed; remainder of process discontinued; narrative/recommendation entered into database; documentation compiled and submitted to MDCPS
\$500.00	Home environment check completed; one (1) home visit completed; remainder of process discontinued; narrative/recommendation entered into database; documentation compiled and submitted to MDCPS
\$750.00	Home environment check completed; two (2) home visits completed; remainder of process discontinued; narrative/recommendation entered into database; documentation compiled

Please submit a statement of qualifications via email by close of business (5:00 p.m. CST) on Wednesday, December 16, 2020 to:

Noah Gibson
Procurement Director
Noah.Gibson@mdcps.ms.gov

Please title the subject line of the email submission as follows: “RFQ #3150003291 – Home Study Services”.