



**LEAD AGENCY FOR CIRCUIT 19
INDIAN RIVER, MARTIN,
OKEECHOBEE & ST. LUCIE COUNTIES**

ITB# CCK-ITB-29-350 FY26/27

**Large Family Foster Home
Circuit 19**

*Communities Connected for Kids, Inc. is sponsored by the
state of Florida, Department of Children and Families*

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ATTACHMENTS – To be completed by Respondents

Attachment A: Authorization

Attachment B: Affidavit of Service Provider Standards

Attachment C: Lobbying

Attachment D: Debarment

Attachment E: Convicted Vendor

Attachment F: Conflict of Interest

Attachment G: Proposed Budget and Corresponding Title IV-E Budget

Attachment H: Affidavit of Employment Eligibility

I. Statement of Need

Communities Connected for Kids, Inc. (CCKids) is the Child Welfare Community Based Care Lead Agency in Circuit 19 effective November 1, 2013, under master contract #ZJ002 with the Department of Children and Families (the Department). In accordance with the master contract, CCKids is seeking via an Invitation to Bid (ITB), to contract with agencies licensed by the Department as a Child Placing Agency under Chapter 409.175, F.S and Chapter 65C-15 for the delivery of Level II, large family Foster Care services in the four counties of Circuit 19 (Indian River, Martin, Okeechobee, and St. Lucie). Multiple contracts may be awarded as a result of this ITB. This ITB is for Child Placing agencies who oversee licensed family foster homes with a bed capacity minimum of six (6) beds per foster home. Eligible organizations must possess a current Child Placing Agency License for the delivery of Level II homes and must additionally meet the qualification requirements specified in this procurement document.

CCKids is seeking contracts with Child Placing agencies that are experienced in the recruitment,

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licensing and support of large family foster homes that are innovative, responsive to the needs of the Lead Agency and the Department, efficient, cost effective, and meet applicable State requirements for the provision of foster care services. For information on State requirements for foster care services, it is advised to review s.409.988, F.S., Florida Children and Families Operating Procedures (CFOP) 170-11, Chapters 4, 6, 7, 8 and 12, and Chapter 65C-15, Florida Administrative Code (F.A.C.).

Agencies awarded contracts from this ITB will provide recruitment, foster home training, licensing, retention and support services to foster parents who will provide shelter, care and supervision to children under DCF supervision and identified by CCKids as in need of placement based on each child's individual needs and history. These services will be delivered as outlined in the provider's program description. Eligible agencies are to have a minimum of one (1) licensed large family foster home with at least six (6) beds, with demonstrable experience providing large family foster homes for a period of at least five years.

Major Program Goals:

1. Decrease the number of children and teens with emotional and behavioral challenges, including those that meet criteria for At-Risk of Sex Trafficking placement, that are placed in group care.
2. Increase the number of sibling groups that can be placed with their siblings together in licensed foster care.
3. Provide safe and stable family foster settings that ensure the physical, emotional and mental well-being of the dependent youth of Circuit 19.
4. Equip foster families with training, tools, and resources to care for children in the target populations.

Provider Responsibilities:

1. Recruit, train, license, and support foster parents that are equipped to provide shelter, care, and supervision to the target population
2. Maintain Child Placing Agency License.
3. Maintain service location as outlined in this ITB.

II. Eligible Respondents

Mandatory contract award and performance criteria include:

- A. The respondent must be a currently licensed Child Placing Agency (CPA) in the State of Florida.
- B. The respondent must have an existing location (foster home) in Circuit 19 for services. No startup costs will be allocated in the awarded contract.
- C. The respondent must have a demonstrable history of delivering foster care services for sibling groups and children ages 5-17 who are placed by a court into out of home care under the supervision of the Department of Children and Families
- D. Florida-based businesses and minority owned businesses are encouraged to respond and may be given preferential treatment in contracting when all else is considered equal.

III. Disqualifications

- A. To be disqualified as a respondent under this provision, the respondent must have:

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1. Previously failed to satisfactorily perform in a contract with the Department, CCKids or other Lead Agency, been notified by the Department, CCKids or other Lead Agency of the unsatisfactory performance, and failed to correct the unsatisfactory performance to the satisfaction of the Department, CCKids or Lead Agency; or
 2. Had a contract terminated by the Department, CCKids or a lead agency for cause.
- B. Prospective bidders will be disqualified for failing to meet the instructions, qualifications, timeframes, format, and contact rules as described in this ITB.

IV. Term of Agreement and Estimated Contract Amount

- A. The initial term of the corresponding contract, subject to the availability of funds, will be no later than October 1, 2026 and ending on September 30, 2029. Unless renewed, this agreement will end on September 30, 2029. Any such renewal will be contingent upon satisfactory performance evaluations of the provider by CCKids and will be subject to a contract with the Department and as well as the availability of funds.
- B. CCKids reserves the right to negotiate funding based on the services provided. The final funding available for services is to be determined by CCKids at its sole discretion. No startup costs will be allocated in the awarded contract.
- C. The proposed method of payment in consideration for the services provided will be a unit rate for filled bed day, payable to the provider after the month of service.

V. Procurement Manager

The designated “single point of contact” for this ITB is:

Name: Tavaris Williams
 Title: Contract Manager
 Address: 549 NW Lake Whitney Place Suite 204, Port. St. Lucie, Florida 34986
 Phone: (561) 460-3240
 Email: tavaris.williams@cckids.net

VI. Limitations on Contacting Communities Connected for Kids Personnel

Prospective bidders are prohibited from contacting CCKids personnel regarding this Invitation to Bid (ITB) other than the procurement manager identified in this document. Contact with the procurement manager must be in writing and may be submitted by e-mail. Any violation of this limitation may result in the disqualification of the prospective bidder.

VII. Inquiries

Inquiries must be submitted in writing to the Procurement Manager identified in Section V of this ITB on or before the time and date specified in Section XIV.

**No questions related to this ITB will be accepted after the date specified above.
 Oral inquiries will only be accepted during the Bidder’s Conference Call and must subsequently be submitted in writing within 24 hours.**

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

- A. All inquiries must be in writing to the CCKids Procurement Manager.
- B. All inquiries must be received by the deadline stated in Section XIV.

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- 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.

VIII. Schedule of Events and Deadlines

ITB Activity	Scheduled Date & Time (All times are denoted in EST)	Location
Release of ITB	June 1, 2026; 4:00 PM	www.cckids.net
ITB Conference Call	June 15, 2026; 12:00 PM	Conference Line: (605) 472-5795 Participants Pin: 1245625, then #
ITB Written Questions Due from Respondents	June 25, 2026; 4:00 PM	cckidscontractsdepartment@cckids.net (Subject- ITB 29-350 Written Questions)
Official Response to Questions	July 2, 2026; 4:00 PM	www.cckids.net
Proposals Due	July 15, 2026; 4:00 PM	cckidscontractsdepartment@cckids.net (Subject- ITB 29-350 Response)
Post Intent to Award	August 11, 2026; 4:00 PM	www.cckids.net
Contract Execution Date	September 7, 2026	549 NW Lake Whitney Place #204 Port St. Lucie, FL 34986
Anticipated Contract Begin Date	October 1, 2026	549 NW Lake Whitney Place #204 Port St. Lucie, FL 34986

IX. Mandatory Criteria

Submitted replies will be opened beginning at 4:01 p.m. to verify that they meet the mandatory criteria requirements of this ITB. Replies that do not meet the mandatory criteria will be rejected, and the submitting respondent will be notified at that time. Replies that meet the mandatory requirements will be forwarded for evaluation.

- A. **Signature and Authorization:** Proposals must be signed and submitted in the legal entity name of the individual/organization, by an authorized representative (Attachment A). Each bidder must complete and submit all items referenced in the ITB.
- B. **Format:** The response content must be in accordance with Section X and must be formatted as follows: Typed in Times New Roman, font size 11 with 1-inch margins and numbered pages.
- C. **Face Sheet:** All proposals must include a face sheet, and must identify the following:
- Name, address, telephone number, and website address of the organization
 - Name, title, and email address of respondent's single point of contact
 - Signature – The proposal must be signed by the officer/representative authorized by the organization, as listed in Attachment A.
- D. **Order of Documents:** All proposals must be in the following order:

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1. Face Sheet page (do not number)
2. Proposal Format response, as outlined below.
3. Mandatory Attachments A-G (completed by Respondent)

X. Written Proposal Format

The order of information provided in the response must correspond to the outline that follows and shall be labeled accordingly.

A. Organizational History and Quality of the Services; limited to 2 pages.

1. Describe the individual/organization's mission, philosophy, purpose, and experience working with dependent youth in foster care licensing services.
2. Provide evidence of historical service provision (geographic locations and contract durations) and performance of successfully serving children within the defined target population, including but not limited to placement availability response time, placement acceptance rate, length of stay, and disruption rate.
3. Describe the organization's current service location as it pertains to the capacity requirements.

B. Budget and Proposed Rate

1. Provide a program budget (Attachment G) that includes only costs that are allowable in nature under federal standards and state law (**F.S 215.971**), allocable to this contract, reasonable in amount and prudently incurred in the performance of services under this contract.
2. Provide a Title IV-E budget that aligns with the costs in Attachment G.

XI. Evaluation Process and Criteria

All eligible submissions will be reviewed and evaluated by the CCKids Contract Management Department for qualifications and cost. At the conclusion of evaluation, the Director of Contract Management will prepare a recommendation to CCKids leadership for award. Upon acceptance by CCKids leadership, the Intent to Award will be posted at www.ckkids.net as indicated in Section VIII.

XII. Authority

The successful providers must comply with all applicable provisions of federal and Florida laws and the CCKids Lead Agency contract #ZJ002, which is expressly incorporated herein by reference and available for review at www.ckkids.net. The CCKids Lead Agency contract #ZJ002 and subcontracts resulting from this ITB process are authorized by Section 409.1671, Florida Statutes.

XIII. Withdrawal of Intent and Proposals

A written request for withdrawal of intent to submit a proposal, signed by the Respondent's single point of contact, may be submitted at any time prior to the date that proposals are due. A written request for withdrawal of a submitted proposal, signed by the Respondent's single point of contact, may be considered if received by CCKids within 72 calendar hours after the proposal opening time and date indicated in Section VIII.

XIV. Acceptance of Proposals

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Mandatory Requirement. All proposals must be received by the CCKids Procurement Manager, named in Section V., on or before the following date and time:

**July 15, 2026
4:00 PM Eastern Time**

Failure to submit a proposal by the deadline will disqualify the respondent from consideration.

No changes, modifications or additions to the proposals submitted will be accepted by or be binding to CCKids 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 respondent.

XV. Right to Waive Minor Irregularities Statement

CCKids 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 youth and families to be served. A minor irregularity is defined as a variation from the ITB 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 CCKids or the Department. At its option, CCKids may correct minor irregularities but is under no obligation whatsoever to do so. All replies accepted by CCKids are subject to CCKids' terms and conditions and any and all additional terms and conditions submitted by the respondents are rejected and will have no force and effect. CCKids reserves the right to withdraw this ITB even after an award is made.

XVI. Notice of Contract Award

Official notice of any anticipated awards made pursuant to this ITB will be electronically posted in accordance with Section VIII on the internet at www.cckids.net. It is the responsibility of those submitting a response to obtain the results from the 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. The internet posting is the official posting for the purpose of determining deadlines for further proceedings including protests.

XVII. Protests or Disputes

Any person who is adversely affected by the terms, conditions and specifications contained in this solicitation, including any provisions governing the methods for ranking this proposal, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract may file a notice of protest in writing within seventy-two (72) hours of the electronic posting of the solicitation or decision or intended decision.

When protesting a decision or intended decision, the protestor must post a bond equal to one percent (1%) of the estimated contract amount. The estimated contract amount will be based upon the contract price submitted by the protestor.

FAILURE TO FILE THE PROPER BOND AT THE TIME OF FILING THE FORMAL WRITTEN PROTEST WILL RESULT IN A REJECTION OF THE PROTEST.

XIII. Cost of Proposal Preparation

CCKids is not liable for any costs incurred by a respondent in responding to this ITB.

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