



ADDENDUM #3
RFP-2023-DCYF-02-KINSH
Kinship Care Program

(Changes are in **bold, underlined and italicized text** below to enable vendors to quickly recognize changes in paragraphs and/or wording.)

On November 16, 2022, the New Hampshire Department of Health and Human Services published a Request for Proposals, soliciting proposals from qualified Vendors to provide statewide services specific to licensed and unlicensed kinship caregivers, starting with utilizing Family Finding modalities to locate and assist kinship caregivers through the licensing process and providing concrete supports and services immediately upon placement of a child.

The Department is publishing this addendum to:

1. Delete and replace Section 2., Statement of Work, Subsection 2.1., Scope of Services, Paragraph 2.1.1., with the following:

- 2.1.1. The selected Vendor must provide Family Finding to children in need of placement until viable kin is identified. ***Once the Department has obtained a signed release from the child's legal guardian, the selected Vendor will conduct activities of Family Finding.*** Activities of Family Finding include but are not limited to:
- 2.1.1.1. Identifying and locating relatives and fictive kin using tools, including but not limited to:
 - 2.1.1.1.1. Social media **searches**.
 - 2.1.1.1.2. Questionnaires.
 - 2.1.1.1.3. Search engines.
 - 2.1.1.2. Utilizing techniques including but not limited to:
 - 2.1.1.2.1. Case mining.
 - 2.1.1.2.2. Community engagement.
 - 2.1.1.2.3. Consultations.
 - 2.1.1.2.4. Investigations.
 - 2.1.1.3. **Completing the following safety checks on identified viable kin:**
 - 2.1.1.3.1. Local law enforcement check via phone call;
 - 2.1.1.3.2. DCYF Central Registry check, pursuant to RSA 169-C:35; and



2.1.1.3.3. Electronic Information system check to review designated Department records for all household members regardless of age, and

2.1.1.3.4. [Registry of Criminal Offenses check.](#)

2. Delete and replace Section 2., Statement of Work, Subsection 2.1., Scope of Services, Paragraph 2.1.2., with the following:

2.1.2. The selected Vendor must provide assistance to the Department with placement **finding**.

3. Delete and replace Section 2., Statement of Work, Subsection 2.1., Scope of Services, Paragraph 2.1.5., with the following:

2.1.5. *The selected Vendor must provide staff on call seven (7) days per week, twenty-four (24) hours per day for the purpose of family finding and kinship supports due to placements and removals happening outside of normal business hours.*

4. Delete and replace Section 2., Statement of Work, Subsection 2.1., Scope of Services, Paragraph 2.1.8., with the following:

2.1.8. The selected Vendor must utilize the Department's Kinship Care home study **template**. **The selected Vendor must also** provide required screenings and required safety checks statewide to any kin who decline agreement to a kinship foster care license, immediately upon child placement. **This is the sole responsibility of the selected Vendor.**

5. Modify Section 9., APPENDICES TO THIS SOLICITATION, by adding subsection 9.7. to read:

9.7. Appendix G – Licensing Release Forms

9.8. Appendix H – CPS Removals Demographics