

Board of Commissioners

Resolution

B2020-22815 West Kellogg Blvd.
Saint Paul, MN 55102
651-266-9200**Sponsor:** Social Services**Meeting Date:** 11/17/2020**Item Number:** 2020-507**Title:** Agreement with Evolve Adoption and Family Services for Social and Medical History Writing Services

Background:

The County has identified a need for a Provider to assist County Social Services staff in writing comprehensive social and medical histories for foster children and youth identified by the County.

Minnesota statutes require that the County work with the birth family, foster family, medical and treatment providers, and the child's school to ensure there is a detailed, thorough, and up-to-date social and medical history of children and youth in foster care. Social and medical histories are used to document family background information to assist in developing appropriate foster care interventions; assist in the foster and adoption matching process; document information required to comply with requirements for full disclosure to an adopting parent; provide a child with a comprehensive written document of her/her life history prior to and while in foster care; document a child's physical, mental, social/emotional, or behavioral disability, or how a child is at risk of developing one or more disabilities; to establish eligibility for adoption assistance; and to provide a child with family medical and genetic history information. The social and medical histories are also used to help keep children and youth connected with their biological families if they cannot reside with them.

Social and medical histories are currently written by County staff which significantly reduces the time that staff are available to provide direct services to the families on their caseloads. This contract will provide for the written documentation of social and medical histories so that County staff can focus on providing direct services to families.

On May 6, 2020, a competitive Request for Proposal (RFP) was released. The competitive solicitation summary is below:

Request for Proposals Title	Social and Medical History Writing
RFP Release Date	May 6, 2020
RFP Response Due Date	June 4, 2020
Number of Contractors Notified	13
Respondents	Evolve Adoption and Family Services
Proposal Evaluation Committee	The selection committee included two County Social Services Department Supervisors, a County Health and Wellness Administrative Division Research and Evaluation Planner, and the Executive Director of Ampersand Families.
RFP Evaluation Criteria	Qualifications, project understanding & approach, cost, cultural responsiveness

Contractors Recommended	Evolve Adoption and Family Services
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The evaluation committee evaluated the proposal based on the criteria identified in the solicitation and is recommending Evolve Adoption and Family Services.

Recommendation:

The Ramsey County Board of Commissioners resolved to:

1. Approve the selection of and the agreement with Evolve Adoption and Family Services, 5850 Omaha Avenue North, Stillwater, MN 55082 for foster child social and medical history writing services for the period of November 17, 2020 through November 16, 2023, with two additional one-year renewal periods, in accordance with the rates as established in the agreement.
2. Authorize the Chair and Chief Clerk to execute the agreement.
3. Authorize the County Manager to approve and execute change orders and amendments to the agreement, in accordance with the County's procurement policies and procedures, provided the amounts are within the limits of available funding, in a form approved by the County Attorney's Office.

A motion to approve was made by Commissioner Ortega, seconded by Commissioner Reinhardt.

Ayes – 7: Frethem, MatasCastillo, McDonough, McGuire, Ortega, Reinhardt, Carter. Motion passed.

By: _____
Janet M. Guthrie, Chief Clerk – County Board