



# CPCS Pre – Proposal Conference

*June 4, 2024. Presenter: Hannah Robinson, Prevention Services Manager*



**Request for Proposal –  
Community Partners for Child  
Safety (CPCS)  
Prevention Services  
Child Welfare Services Division**

# AGENDA

March 19, 2024



- General Information
- Purpose of RFP
- Scope of Work
- Terms of the Contract
- Key Dates
- Executive Summary
- Business Proposal
- Technical Proposal
- Cost Proposal
- Proposal Preparation
- Proposals Submission
- Questions & Additional Information





# General Information



→ Please type name and organization in the chat for attendance



→ The pre – proposal presentation will be posted on the DCS webpage “Current Request for Proposal”



→ In the event a question is asked and responded to; any verbal response is not considered binding.



→ Respondents must submit all question formally in writing on the Q & A Template (Attachment D) and email to Michael Sturm @ [michael.sturm@dcs.in.gov](mailto:michael.sturm@dcs.in.gov) by 3:00pm Eastern Time on 6/14/24.



# Purpose of the RFP

The purpose of this RFP is to select **Community Partners for Child Safety** services vendors/providers that can satisfy the DCS need for the provision of a comprehensive array of prevention services to all 18 regions in the State.

Service providers may choose to apply to serve individual regions or the entire state. If the service provider proposes to serve a region, the provider must be willing to serve all counties located in that region.



# CPCS Scope of Work

## Community Partners for Child Safety

The purpose of this program is to provide a child abuse prevention service that can be delivered in every region in the state. This service will build community resources in order to have a collaborative prevention network throughout the region. The service will be for those families that are identified through self-referral or other community agency referral and voluntarily agree to participate in services. The service will provide home based services to connect families to resources to strengthen the family and prevent child abuse and neglect.

See Attachment H



# Terms of Contract

The term of the contract shall be for a period of two (2) years from the date of contract execution. There may be two (2) two-year renewals for a total of six (6) years at the State's option.



# Key Dates

Activity	Date
Issue of RFP	May 24, 2024
Pre-Proposal Conference	June 4, 2024
Deadline to Submit Written Questions	June 14, 2024, by 3:00 PM Eastern Time
Response to Written Questions/RFP Amendments	June 28, 2024
Submission of Proposals	August 23, 2024, by 3:00 PM Eastern Time
<i>The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.</i>	
Proposal Evaluation	Fall 2024
Proposal Discussions/Clarifications (if necessary)	Fall 2024
Oral Presentations (if necessary)	TBD
Best and Final Offers (if necessary)	TBD
RFP Award Recommendation	Winter/Spring 2025





# Executive Summary - Letter

The Executive Summary must be in the form of a letter and address each component under Section 2.2.

- Summarize your ability to supply the required services.
- Make sure the Executive Summary is signed by an authorized representative.
  - Include principal contact information.
- State your understanding of the respondent notification.
- Indicate status regarding Secretary of State registration.
- Indicate that you have read, understood, and agree to the assurances (Attachment F)
- You may include additional information within the Executive Summary, if desired.



# Business Proposal – Attachment B

The Business Proposal must be answered on the Attachment B template. All topics must be addressed except for those specifically identified as “Optional” in section 2.3.

- Provide business information including contact information.
- Provide company’s structure and financial information.
- Provide subcontractors information.
- Provide experience serving state government or similar clients.
- Provide capacity and risk.
- Provide at least three (3) references.
- Acknowledge the review and understanding of the contract terms / clauses (Attachment A).



# Technical Proposal – Attachment C

The Technical Proposal must be answered on the Attachment C template. Respondents should use the yellow shaded fields to answer the questions. All topics must be addressed in section 2.4.

- The yellow field will expand to accommodate content.
- Make every attempt to preserve the original format of Attachment C.
- Make every attempt not to repeat RFP language within the response.
- Where appropriate, submit supporting documentation (e.g.: diagrams, certifications, graphics, or other exhibits) as an attachment and reference within the relevant answered field.
  - The document(s) must be included as an appendix(ies) to the Technical Proposal that clearly references the appropriate section.



# Cost Proposal – Attachment I

The Cost Proposal must be answered on the Attachment I template.

- Please complete the template by populating the yellow cells in the excel document.

The cost proposal should include information in the following categories for the first four years of the contract:

- CPCS Staffing
- FRC Staffing
- CPCS Consultant Costs
- FRC Consultant Costs
- CPCS Direct Costs
- FRC Direct Costs
- CPCS Indirect Costs
- FRC Indirect Costs



# Proposal Preparation



→ Read the RFP and pay close attention to the due dates.



→ Review each attachment.



→ Use the templates provided for the selected responses.



→ Do not alter any templates.





# Submission Requirements

## Official CPCS Questions and Answer Submission

- Use the Q & A Template (Attachment D)
- Submit by June 14, 2024, by 3:00pm Eastern Standard Time to:
  - Michael Sturm: [michael.sturm@dcs.in.gov](mailto:michael.sturm@dcs.in.gov)

## Official Proposal Submission

- Due, August 23, 2024, by 3:00pm Eastern Standard Time
- Email to the DCS Prevention Questions Mailbox:  
[dcspreventionquestions@dcs.in.gov](mailto:dcspreventionquestions@dcs.in.gov)
- Title of Email in the subject line:  
**“DCS RFP 2024 CPCS”**

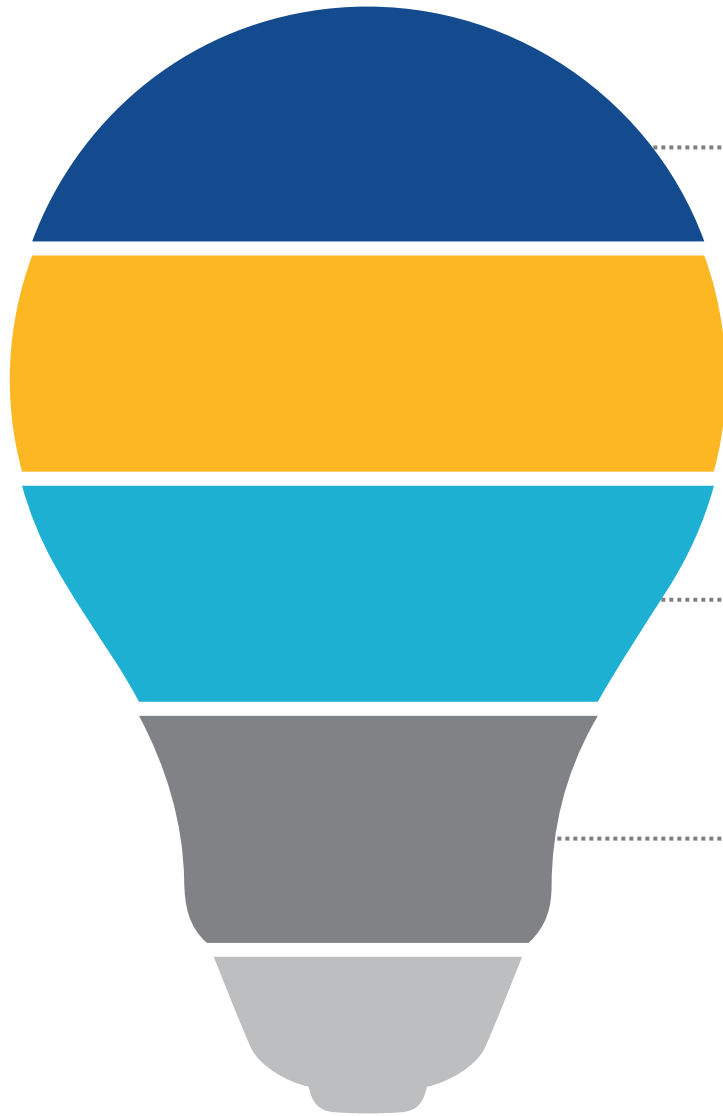


# Evaluation Criteria

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Business Proposal	5 available points
3. Technical Proposal	70 available points
4. Cost (Cost Proposal)	25 available points
<b>Total</b>	<b>100</b>



# Closing & Questions



1

→ Reminder: any question asked and answered are not considered binding.

2

→ All questions / inquiries should be submitted through the process outlined in Section 1.7 of the RFP document.

3

→ A copy of this power point presentation will be posted on the Current Requests For Proposals web page.

4

→ Reminder: Please sign the sign-in in the chat



# QUESTIONS





# Hannah Robinson

Prevention Services Manager

Contact Email: [hannah.robinson@dcs.in.gov](mailto:hannah.robinson@dcs.in.gov)

