

INDIANA DEPARTMENT OF CHILD SERVICES

Request for Proposal to Provide:

Community Partners for Child Safety Services

Response Due Date:

March 1, 2019

DCS Child Welfare Services
Indiana Department of Child Services
302 W. Washington St., Room E306
Indianapolis, Indiana 46204

SECTION ONE

1.0 GENERAL INFORMATION AND REQUESTED PRODUCTS/ SERVICES

1.1 INTRODUCTION

The Department of Child Services (DCS), in accordance with its State Plan requires multiple child welfare services in all 18 regions and 92 counties. The regions and included counties are listed below. It is the intent of DCS to solicit responses to this Request for Proposals (RFP) in accordance with the statement of work, proposal preparation section, and specifications contained in this document. This RFP is being posted to the DCS website www.in.gov/dcs/3156.htm for downloading. Neither this RFP nor any response (proposal) submitted hereto are to be construed as a legal offer.

Region 1: Lake

Region 2: Benton, Jasper, LaPorte, Newton, Porter, Pulaski, Starke.

Region 3: Elkhart, Kosciusko, Marshall, St. Joseph.

Region 4: Allen, DeKalb, LaGrange, Noble, Steuben, Whitley.

Region 5: Warren, Fountain, White, Tippecanoe, Carroll, Clinton

Region 6: Cass, Fulton, Howard, Huntington, Miami, Wabash.

Region 7: Adams, Blackford, Delaware, Grant, Jay, Randolph, Wells.

Region 8: Clay, Parke, Sullivan, Vermillion, Vigo.

Region 9: Montgomery, Putnam, Hendricks, Boone, Morgan.

Region 10: Marion

Region 11: Hamilton, Tipton, Madison, Hancock.

Region 12: Fayette, Franklin, Henry, Rush, Union, Wayne.

Region 13: Brown, Greene, Lawrence, Monroe, Owen.

Region 14: Bartholomew, Jackson, Jennings, Johnson, Shelby.

Region 15: Dearborn, Decatur, Jefferson, Ripley, Ohio, Switzerland.

Region 16: Gibson, Knox, Pike, Posey, Vanderburgh, Warrick.

Region 17: Crawford, Daviess, Dubois, Martin, Orange, Perry, Spencer.

Region 18: Clark, Floyd, Harrison, Scott, Washington.

1.2 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.

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.

1.3 SUMMARY SCOPE OF WORK

Contractors chosen will be expected to provide Community Partners for Child Safety Services in a manner that is consistent with the Principles of Child Welfare Services (Attachment G). These specifications include but are not limited to, length, quality and type of service, qualifications of staff, documentation requirements, as well as program reports and evaluation.

1.4 QUESTION/INQUIRY PROCESS

All questions/inquiries regarding this RFP must be submitted in writing by the deadline of **10 a.m. Eastern Time** on February 1, 2019. Questions/Inquiries must be submitted via email (dcspreventionquestions@dcs.in.gov) using Attachment K (Required Question Form) and must be received by the Department of Child Services by the time and date indicated above.

Following the question/inquiry due date, the Department of Child Services personnel will compile a list of the questions/inquiries submitted by Respondents. The responses will be posted to the Department of Child Services website on February 8, 2019. Only answers posted on the Department of Child Services website www.in.gov/dcs/3156.htm will be considered official and valid by the State. No Respondent shall rely upon, take any action, or make any decision based upon any verbal communication with any State employee.

Inquiries are not to be directed to any staff member of DCS. Such action may disqualify Respondent from further consideration for a contract resulting from this RFP.

If it becomes necessary to revise any part of this RFP, or if additional information is necessary for a clearer interpretation of provisions of this RFP prior to the due date for proposals, an addendum will be posted on the Department of Child Services website. If such addenda issuance is necessary, the Department of Child Services may extend the due date and time of proposals to accommodate such additional information requirements, if required.

1.5 DUE DATE FOR PROPOSALS

To be considered, proposals must be submitted electronically through the Proposal Portal by March 1, 2019.

All electronic copies of the proposal must submitted online by 10 am EST on 3/1/19.

Any proposal not submitted electronically by 10am EST on 3/1/19 will not be considered.

1.6 PROPOSAL CLARIFICATIONS AND DISCUSSIONS, AND CONTRACT DISCUSSIONS

The State reserves the right to request clarifications on proposals submitted to the State. The State also reserves the right to conduct proposal discussions, either oral or written, with Respondents. These discussions could include request for additional information, request for cost or technical proposal revision, etc. Additionally, in conducting discussions, the State may use information derived from proposals submitted by competing respondents only if the identity of the respondent providing the information is not disclosed to others. The State will provide equivalent information to all respondents which have been chosen for discussions. Discussions, along with negotiations with responsible respondents, may be conducted for any appropriate purpose.

The Department of Child Services or its appointed representatives will initiate and facilitate all discussions. Any information gathered through oral discussions must be confirmed in writing.

1.7 REFERENCE SITE VISITS

Following an award, The State may require site visit(s) to a Respondent's working support center to aid in the evaluation of the Respondent's provision of service.

1.8 TYPE AND TERM OF CONTRACT

The State intends to sign a contract with multiple Respondent(s) to fulfill the requirements in this RFP. (Sample contract in Attachment I and Exhibit 1 of the Contract is in Attachment J)

The term of the contract shall be for a period of 24 months, beginning **July 1, 2019, and ending June 30, 2021**. The state may exercise the option to extend contracts for two years.

1.9 CONFIDENTIAL INFORMATION

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 et seq., and, after the contract award, the entire RFP file may be viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the APRA must place all confidential documents in a sealed envelope clearly marked "Confidential" and must indicate on the outside of that envelope that confidential materials are included. The Respondent must also specify the statutory exception of APRA that applies. The State reserves the right to make determinations of confidentiality. If the Respondent does not identify the statutory exception, DCS will not consider the submission confidential. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to APRA, it may seek the opinion of the General Counsel for the Department of Child Services. Prices are not confidential information.

1.10 SECRETARY OF STATE REGISTRATION

If awarded a contract, the Respondent will be required to register with your legal name, and be in good standing, with the Secretary of State. This legal name must be used on all documents included in the proposal process. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies. Information concerning registration with the Secretary of State may be obtained by contacting:

Department of Child Services
Community Partners for Child Safety
Term July 1, 2019 to June 30, 2021

Secretary of State of Indiana
Corporation Division
402 West Washington Street, E018
Indianapolis, IN 46204
(317) 232-6576
www.in.gov/sos

Note: When you complete the application, your agency's legal name must match your registered name with the Secretary of State. If it does not and your agency is selected for a contract, the contract will be delayed until this is resolved.

Before contracts are moved through the signature process they must pass review by the Department of Workforce Development (DWD) and Department of Revenue (DOR). If an agency that is accepted for a contract by DCS has unpaid unemployment insurance or unpaid taxes to the State, the contract will be held until these issues are resolved. Any issues must be resolved with DWD/DOR. It is extremely important that all agencies are aware of this review to prevent delays in the timely execution of the contract.

1.11 IDOA Bidder Registration

In order to submit a proposal, the Respondent must be registered with the Indiana Department of Administration as a bidder. This can be accomplished on-line at <http://www.in.gov/idoa/2464.htm>

The Bidder registration database is set up for vendors to register if you are interested in selling a product or service to the State of Indiana and is necessary to be awarded a contract. Respondents may register on-line at no cost to become a Bidder with the State of Indiana. To complete the on-line Bidder registration, go to <http://www.in.gov/idoa/2464.htm>. The Bidder registration offers email notification of upcoming solicitation opportunities, corresponding to the Bidder's area(s) of interest, selected during the registration process. Respondents do need to be registered to bid on and receive email notifications. Completion of the Bidder registration will result in your name being added to the Bidder's Database, for email notification. The Bidder registration requires some general business information, an indication of the types of goods and services you can offer the State of Indiana, and locations(s) within the state that you can supply or service. There is no fee to be placed in Procurement Division's Bidder Database. To receive an award, you must be registered as a bidder. Problems or questions concerning the registration process or the registration form can be e-mailed to Amey Redding, Vendor Registration Coordinator, aredding@idoa.in.gov, or you may reach her by phone at (317) 234-3542.

1.12 COMPLIANCE CERTIFICATION

Responses to this RFP serve as a representation that the respondent has no current or outstanding criminal, civil, or enforcement actions initiated by the State, and it agrees that it will immediately notify the State of any such actions. The Respondent also certifies that neither it nor its principals are presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State. The Respondent agrees that the State may confirm, at any time, that no such liabilities exist. If such liabilities are discovered, the State may bar the Respondent from contracting with the State, cancel existing contracts, withhold payments to

setoff such obligations, and withhold further payments or purchases until the entity is current in its payments on its liability to the State and has submitted proof of such payment to the State. If, in an audit or review by the State, it is discovered that there is a non-compliance issue with either the service standard or the contract, the State may elect to impose a financial penalty.

1.13 AMERICANS WITH DISABILITIES ACT

The Respondent specifically agrees to comply with the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq. and 47 U.S.C. 225).

1.14 SUMMARY OF MILESTONES

Key RFP Dates: Activity	Date
Issue of RFP	1/23/2019
Deadline to Submit Questions by email	2/1/2019 by 10 am EST
Answers to Vendor questions posted on DCS website	2/8/2019
Submission of Proposals	3/1/2019 by 10 am EST
The following timeline is only an illustration of the RFP process. The dates associated with each step are not to be considered binding. Due to the unpredictable nature of the evaluation period, these dates are commonly subject to change.	
Central Office/Regional Review	March-April
Notification of Awards	5/1/2019
Contract Start Date	7/1/2019
Contract End Date	6/30/2021

SECTION TWO

Community Partners for Child Safety Services Program Proposal

2.0 PROPOSAL PREPARATION INSTRUCTIONS

2.1 GENERAL

To facilitate the timely evaluation of proposals, a standard format for proposal submission has been developed and is described in this section. The proposal/application will be submitted electronically (See KidTraks User Guide, Attachment B for instructions on electronic submission).

Each Program Proposal must include:

1. Application: The application information needed to complete the application process is located online at <http://www.in.gov/dcs/3159.htm> . DCS KidTraks offers online access to Request for Proposals (RFPs) including the ability to submit proposals online. The electronic application is located at <https://financials.dcs.in.gov/Public/RFP/RequestAvailable.aspx> for new vendors. Current vendors may access a listing of DCS contracts currently open for bid via their Vendor Portal page with a link under Support Links titled, Contracting Opportunities. The application also includes the certification that the respondent agrees to the assurances (Attachment H), sample contract (Attachment I), Child Welfare Principles (Attachment G), and Service Standard (Attachment A). The application should be signed by a person authorized to commit the Respondent to its representations and who can certify that the information offered in the proposal meets the general conditions. The document should be uploaded to the electronic proposal in KidTraks.
2. Service Narrative: The Service Narrative template must be used (Attachment C). One Service Narrative should be completed for each Region being proposed. This portion of the proposal allows the applicant to provide specific information regarding the proposed service for the specific region.
3. Provider Narrative: The Provider Narrative template must be used (Attachment D). One provider narrative should be completed regardless of how many regions their agency is proposing Community Partners for Child Safety services. This portion of the proposal allows the applicant to provide specific information regarding the history and structure of the agency.
4. Budget: The Budget template must be used (Attachment F). One budget must be completed for each Region proposed. Applicant will complete two separate budget years for each region. DCS will utilize the proposed budget to compare to the proposed allocations in Attachment E.

The Budget Proposal must be submitted in the original format. The applicant should list and describe as part of its budget any special cost assumptions, conditions, and/or constraints relative to, or which impact, the costs. It is in the best interest of the applicant to make explicit the assumptions, conditions, and/or constraints that underlie the values presented on the two year budgets.

Note: Applicants can only select those billable units indicated in the service standards. Applicants should document other prevention funds under Estimated Subcontracted Services. The two year budgets must be completed for each Region proposed.

Federal Selected Disallowed Expenses <https://www.govinfo.gov/content/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200.pdf> refers to all expenses that cannot be included in the budget. Regional allocations for Year 1 and Year 2 of the budget may be found in Attachment E.

The application and all of the submitted attachments should be submitted and uploaded as indicated in the KidTraks User Guide, Attachment B. Proposals cannot be submitted electronically without the required attachment(s). All proposals must be submitted electronically no later than the date listed on the RFP. Prior to submitting the proposal, it is vital that the proposal be reviewed to ensure that all required information is included.

2.2 APPLICATION

The application is prepared online. It includes agency information and geographic area to be covered. It also includes the certification that the respondent agrees to the assurances (Attachment H), sample contract (Attachment I), Child Welfare Principles (Attachment G) and service standards (Attachment A). The application should be signed by a person authorized to commit the Respondent to its representations and who can certify that the information offered in the proposal meets all general conditions. This document is to be uploaded.

Note: Only one proposal should be submitted per agency application. However, agencies can apply to serve more than one region. If so, then each region applied for must have a service narrative and budget submitted.

SECTION THREE

PROPOSAL EVALUATION

3.1 PROPOSAL EVALUATION PROCEDURE

The State will select a group of personnel to act as a proposal evaluation team. Subgroups of this team, consisting of one or more team members, will be responsible for evaluating proposals with regard to compliance with RFP requirements. All evaluation personnel will use the evaluation criteria stated in Section 3.2.

The Proposal Evaluation will be scored based on a 100 point scale and divided into three sections: Central Office Review of Provider Documentation, Field Review of Service Standard Documentation, and DCS Review of IDOA requirements. All evaluation personnel will use the criteria stated in section 3.2.

Central Office Review: DCS Central Office Review is scored as a pass/fail. This section is worth 35 points.

Field Review: Once the proposal has passed the Central Office Review, a group of field personnel will be selected to act as a proposal evaluation team. Subgroups of this team, consisting of one or more team members, will be responsible for the evaluation of proposals with regard to compliance with the RFP requirements. This section is worth 40 points.

DCS Review of IDOA requirements: Concurrently to Field Review, the IDOA section will be scored separately. This section is worth 25 points. Please review Attachment IDOA 1 – IDOA requirements for more information on all required IDOA forms.

The Department of Child Services designee will, in the exercise of sole discretion, determine which proposals offer the best means of servicing the interests of the State. Recommendation by the Regional Service Councils will be considered when determining which proposals will be accepted for contracts.

The procedure for evaluating the proposals against the evaluation criteria will be as follows:

1. Each proposal will be evaluated for adherence to requirements and assurances on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration.
2. Each proposal will be evaluated on the basis of the categories included in Section 3.2. A point score has been established for each category.
3. If technical proposals are close to equal, greater weight may be given to estimated annual budget.
4. Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to the State, taking into account all of the evaluation factors, may be selected by the Department of Child Services for further action, such as contract negotiations. If, however, the Department of Child Services decides that no proposal is sufficiently advantageous to the State, the State may take whatever further action is deemed necessary to fulfill its needs. If, for any reason, a proposal is selected and it is not possible to consummate a contract with the Respondent, the Department of Child Services may begin contract preparation with the next qualified Respondent or determine that no such alternate proposal exists. The State may also choose multiple respondents to provide services in a region.

3.2 EVALUATION CRITERIA

Proposals will be evaluated based upon the proven ability of the Respondent to satisfy the requirements of the RFP in a cost-effective manner while meeting the expectations outlined for service provision outlined in the service standards. If any one or more of the listed criteria on which the responses to this RFP will be evaluated are found to be inconsistent or incompatible with applicable federal laws, regulations or policies, the specific criterion or criteria will be disregarded and the responses will be evaluated and scored without taking into account such criterion or criteria.

DCS reserves the right to contract with multiple respondents for the same service within the same region and Local Office. Selections are based on service and location needs and these may vary across the state. Respondents must score a minimum of 25 points in the Central Office review to proceed to the Field Review. Points earned in the Central Office review will be combined with the points earned from the Field and IDOA requirement reviews for a final score out of a total of 100 points. Each proposal then will be ranked based on score for final determination of proposals to be awarded.

SECTION FOUR

OTHER INFORMATION

4.1 REPORTS

All client data and service data must be entered into the DCS approved database system provided by DCS. At a minimum, contractors will be expected to gather the following information: date of referral, date of consent, date of assessment and assessment data, date(s) of face to face contact(s), use of evidence based practice(s), family goal(s), date goal was set, termination date, and reason.

SECTION FIVE

ATTACHMENTS

See <http://www.in.gov/dcs/3156.htm> for attachments

A	Service Standard	
B	KidTraks User Guide	Instructions on how to complete the electronic application
C	Service Narrative	One per region proposed
D	Provider Narrative	One per proposal
E	Regional Allocations	For your information
F	Budget	Completed using standardized budget template.
G	Principles of Child Welfare Services	For your information. A signed Application certifies agreement to adhere to the Principles of Child Welfare Services.
H	Assurances	For your information. A signed Application certifies the Assurances.
I	Sample contract	Community Partners Sample Contract
J	Exhibit 1	Certification of Completion of Required Criminal and Background Checks
K	Required Question Form	
	IDOA 1	IDOA Requirements
	IDOA 2	Indiana Economic Impact
	IDOA 3	Minority and Women Business Enterprises
	IDOA 4	Veteran Owned Small Business
	Disaster Plan template	To be submitted if awarded a contract