



INDIANA  
DEPARTMENT OF  
CHILD  
SERVICES

*"Children will live in safe, healthy and supportive families and communities."*



**REQUEST FOR PROPOSAL 24**  
**Education and Training Voucher Program &**  
**College Dorm Placement Per Diem**

**Pre-Proposal Conference**  
**April 25<sup>th</sup>, 2023**  
**10:00am**

*Anisa L. Evans, MSW*  
*Older Youth Initiatives / Services Division*



# Agenda

- General Information
- Purpose of RFP
- Scoop 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 sign the sign-in sheet for attendees.
- This pre-proposal presentation will be posted on DCS website Current Request for Proposal webpage.
- *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 F ) and submitted to Michael.Strum@dcs.in.gov by April 28th 3:00pm.*





# Purpose of the RFP

- The purpose of this RFP is to select no more than one (1) vendor that can satisfy the State's need for the provision of the Education and Training Voucher program and administration of College Dorm Placement Per Diem across the state of Indiana.
- It is the intent of DCS to contract with a vendor that is competent in the area of child welfare and post-secondary education; who can administer direct payments to universities, colleges, or accredited education / training programs on behalf of eligible ETV students. It is also the intent of DCS to contract with a vendor that can administer per diem payments directly to youth who are placed in a college dorm under the care and supervision of DCS.

# Scope of Work

- Disbursement of funds
  - Bursar / Financial Aid Office
- Engage youth through the ETV process and during the academic year
  - Initial Enrollment
  - Persistence and Retention
  - Completion of a Degree or Certification
- Disbursement of the Dorm Placement Per Diem

# Term of Contract

- The term of the contract shall be for a period of four (4) years from the date of contract execution. There may be two (2), one-year contract renewals for a total of six (6) years at the State's option.

# Key Dates

Activity	Date
Issue of RFP	April 3, 2023
Pre-Proposal Conference	April 25, 2023
Deadline to Submit Written Questions	April 28, 2023
Response to Written Questions/RFP Amendments	May 5, 2023
Submission of Proposals	May 19, 2023 @ 4:00pm EST.
<b><i>The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.</i></b>	
Proposal Evaluation	TBD
Proposal Discussions/Clarifications (if necessary)	TBD
Oral Presentations (if necessary)	TBD
Best and Final Offers (if necessary)	TBD
RFP Award Recommendation	July 31, 2023





# 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 supply the required services.
  - Make sure the Executive Summary is signature by an authorized representative.
    - Include primary 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.
  - You may include additional information within the Executive Summary, if desired.



# Business Proposal (Attachment B)

- The Business Proposal must be completed on Attachment B and address the following topics except 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 references
  - Contract Terms / Clauses (Attachment E)



# Technical Proposal (Attachment C)

- The Technical Proposal must be completed on Attachment C. Respondents should use the yellow shaded fields to answer the questions in Attachment C.
  - The yellow fields will expand to accommodate content.
  - Make every attempt preserve the original format of Attachment C.
- Make every attempt not to repeat RFP language within the response.
- Where appropriate, supporting documentation (e.g., diagrams, certificates, graphics, or other exhibits) may be submitted as an attachment and referenced within the relevant answer field.
  - The referenced document(s) must be included as an appendix(ces) to the Technical Proposal with referenced sections clearly marked.



# Cost Proposal (Attachment D)

- The Cost Proposal must be completed on Attachment D.
  - Please complete the template provided for the Cost Proposal by populating the yellow cells in the excel document.
- The ETV and College Dorm Per Diem contract will be a cost reimbursement contract, generally not to exceed the contract amount.
  - ETV: \$1,500,000.00
  - College Dorm Per Diem: \$25.27 Per Day



# 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 Question and Answer Submission
  - Use the Q&A Template (Attachment F)
  - Submit April 28<sup>th</sup>, 2023, by 3:00pm Eastern Time
  - [Michael.Strum@dcs.in.gov](mailto:Michael.Strum@dcs.in.gov)
- Proposal Submission
  - Due May 19, 2023, by 4:00pm Eastern Standard Time
  - Email to the DCS Older Youth Services Mailbox:  
[olderyouthquestions@dcs.in.gov](mailto:olderyouthquestions@dcs.in.gov)
  - Titled of Email: **“DCS ETV and College Dorm Per Diem RFP Submission”**





# Evaluation Criteria

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Business and Technical Proposal	75 available points
3. Cost (Cost Proposal)	25 available points
Total	100



# Questions & Closing

- All questions / inquiries should be submitted through the process outlined in Section 1.7 of the RFP document.
- A copy of this power point presentation will be posted on the Current Requests For Proposals webpage.
- Reminder: Please sign the sign-in sheet.





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# Thank You!

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