



STATE OF INDIANA

Request for Proposal 25 – Older Youth Services

INDIANA DEPARTMENT OF CHILD SERVICES

**Solicitation For:
Older Youth Services**

Response Due Date: May 6, 2024

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SECTION ONE

GENERAL INFORMATION AND REQUESTED PRODUCTS/SERVICES

1.1 INTRODUCTION

In accordance with Indiana statute, IC 5-22, the Indiana Department of Child Services (DCS) is required to administer the statewide John H. Chafee Foster Care Program for Successful Transition to Adulthood (the Chafee program) on behalf of DCS in all 18 regions and 92 counties. DCS intends 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. The RFP is posted to the DCS website (<https://www.in.gov/dcs/current-requests-for-proposals/>) for downloading. Neither this RFP nor any response (proposal) submitted hereto is to be construed as a legal offer.

DCS offers the Chafee program to assist youth/ young adults in various areas to support a successful transition to adulthood. Activities and programs include but are not limited to help with education, employment, financial management, housing, emotional support, and assured connections to caring adults. The Chafee program is known as Older Youth Services (OYS). The OYS program includes Independent Living Services, Transition to Adulthood Services, Extended Foster Care Services (Collaborative Care), and Voluntary Services. The focal points of OYS are to increase youth voice, offer the opportunity to practice interdependence and gain the skills to build the youth's social capital. The goals are to prepare youth to emerge into adulthood and move identified youth into a permanent housing setting that the youth can continue to live in once DCS closes the case.

This RFP seeks vendors experienced in serving at-risk youth and young adult populations using best practice models and authentic youth engagement to provide older youth services on behalf of the State. The RFP is interested in creative programming designed for youth / older youth that focuses on experimental learning in education, housing, employment, skill-building, and brokering services.

1.2 DEFINITIONS AND ABBREVIATIONS

The following are explanations of terms and abbreviations that appear throughout this RFP. Other special terms may be used in the RFP but are more localized and defined where they appear rather than in the following list.

Award Recommendation	Indiana Department of Child Services summary to the agency is supported, typically in letter format, of the solicitation and suggestion on vendor selection to begin contract negotiations.
Case Management	Refers to the acts of service coordination, service monitoring, and overseeing other ongoing activities related to a case, which may include but is not limited to communication with the older youth and service provider, crisis intervention, and compiling and submitting required reports (i.e., DCS case management includes writing regular reports to the court; provider case management includes writing monthly reports to the referring agency).

Chafee Program	John H. Chafee Foster Care Program for Successful Transition to Adulthood (The Chafee Program) allocates funding to states to implement independent living services, which support youth and young adults in foster care or formerly in foster care in their transition to adulthood.
Collaborative Care	Indiana Extended Foster Care Program allows young adults to voluntarily reenter foster care if they meet the eligibility requirements.
Contract Award	The acceptance of the Indiana Department of Child Services Award Recommendation by the agency is supported in conjunction with the public posting of the Award Recommendation.
CUF	Commercially Useful Function – A business function that supports the scope of this solicitation
DCS	Department of Child Services
IAC	Indiana Administrative Code
IC	Indiana Code
Implementation	The successful implementation of delivery of Older Youth Services as specified in the contract resulting from this RFP
Installation	The delivery and physical setup of products or services requested in this RFP
Older Youth Services	Refers to providing specific activities outlined in the older youth services service standards. These activities should be youth-specific and designed to allow youth and young adults the opportunities to develop their interdependence further.
Other Governmental Body	An agency, a board, a branch, a bureau, a commission, a council, a department, an institution, an office, or another establishment of any of the following: 1) The judicial branch 2) The legislative branch 3) A political subdivision (includes towns, cities, local governments, etc.) 4) A state educational institution
Placement Supervision	Refers to monitoring the older youth's safety and stability in their placement.
Products	Tangible goods or manufactured items as specified in this RFP

Proposal	An offer as defined in IC 5-22-2-17
Respondent	An offeror as defined in IC 5-22-2-18. The State will not consider a proposal responsive if two or more offerors submit a joint or combined proposal. One entity or individual must be clearly identified as the Respondent, who will ultimately be responsible for the contract's performance.
Services	Work to be performed as specified in this RFP
State	The State of Indiana
State Agency	As defined in IC 4-13-1, "state agency" means an authority, board, branch, commission, committee, Department, division, or other instrumentality of the executive, including the administrative Department of state government.
Title IV-E Funding	Funding for eligible youth and young adults in the outcome of home foster care can only be used to cover placement costs. (IE, food, clothing, shelter, daily supervision, school supplies, a child's personal incidentals, liability insurance concerning a child, reasonable travel to the child's home for visitation, and reasonable travel for the child to remain in the school in which the child is enrolled at the time of placement).
Total Bid Amount	The Respondent's amount in Attachment E represents their total, all-inclusive price.
Transition to Successful Adulthood Services	The Department of Child Services' transition to a successful adulthood services program prepares youth with a case plan of another planned permanent living arrangement to age out of foster care successfully.
Vendor	Any successful respondent selected as a result of the procurement process to deliver the products or services requested by this RFP.
Voluntary Services	The Department of Child Services voluntary services program is for young adults who have aged out of foster care at age 18 or older with a closed case type who voluntarily participate in older youth services.

1.3 PURPOSE OF THE RFP

The purpose of this RFP is to select vendors that can satisfy the Department's need for the Chafee program older youth services: Independent Living Services, Transition to Successful Adulthood Services, Extended Foster Care (known as Collaborative Care Placement Supervision and services), and Voluntary Services to all 18 regions and their corresponding 92 local offices in the State. DCS intends to contract with a small group of vendors to provide quality life skills and transitional

services that improve outcomes for youth and young adults while leveraging additional funding and brokering community resources.

Services for youth and young adults must be individualized, focusing on authentic youth engagement to facilitate a successful learning plan from foster care to adulthood.

The OYS service areas are divided into the following:

Service Areas	DCS Regions
Service Area 1	DCS Regions 1 & 2
Service Area 2	DCS Regions 3 & 4
Service Area 3	DCS Regions 5 & 6
Service Area 4	DCS Regions 8 & 9
Service Area 5	DCS Regions 10 & 11
Service Area 6	DCS Regions 7 & 12
Service Area 7	DCS Regions 13 & 14
Service Area 8	DCS Regions 16 & 17
Service Area 9	DCS Regions 15 & 18

DCS may contract with at least one vendor for the service areas listed above. Respondents may apply for more than one service area and must have the capacity to provide the full-service area of OYS to all youth in a single coverage area.

1.4 SUMMARY SCOPE OF WORK

DCS is required under The John H. Chafee Foster Care Program for Successful Transition to Adulthood (The Chafee Program) to ensure current and former foster youth in out-of-home care or who have aged out of foster care achieve self-sufficiency. Vendors are expected to provide service activities to support successful transition into adulthood and youth expected to age out of foster care. Vendors will offer instruction activities such as curriculum-based learning, experiential learning, coaching, and mentoring in education, employment, financial and asset management, physical and mental health, housing, activities of daily living, and youth engagement.

Service activities and instruction are a part of the DCS older youth services array: Older Youth Services (Independent Living), Extended Foster Care (Collaborative Care), Transition to Adulthood Services, and Voluntary Services. Service delivery should be consistent with the Older Youth Services Service Standards (**Attachment A**) and the Older Youth Services Protocol (**Attachment B**). The service standards include but are not limited to the length, quality, and type of service, qualification of staff, documentation requirements, and the National Youth in Transition Database (NYTD) service logs OYS program data reporting system. The Older Youth Services Protocol includes but is not limited to details of the Department's OYS service delivery and child welfare best practices in understanding, engaging, planning, and supporting youth and young adults with foster care experience.

A. Transition to Successful Adulthood Services

Under Transition to Adulthood Services, the vendor will share the responsibility for placement and supervision while taking full financial and service responsibility for supervised independent living apartments and shared apartment placements. Youth participating in the transition to adulthood services program will be 17.5 years of age with a case plan of Another Permanency Planned Living Arrangement (APPLA) and is expected to age out of foster care. The vendor will be responsible for providing intensive older youth services with a wraparound and teaming approach to assist youth / young adults as they transition out of foster care. Services will include preparing the youth to live interdependently with stability by serving as a broker of services to connect youth to community service providers as defined in the older youth services service standards and older youth services protocol. Youth will remain in a traditional foster care placement until they turn age 18 or older and demonstrate their readiness to step down into a supervised independent living placement.

B. Indiana's Extended Foster Care Program – Collaborative Care

Under Extended Foster Care / Collaborative Care, the vendor will be responsible for placement and supervision, including taking full financial responsibility for the apartment and shared apartment placement setting and providing OYS. Youth participating in collaborative care will voluntarily agree to be placed under the care and supervision of DCS. Supervision for older youth will be a continuation of older youth service with 24-hour access. Youths do not become eligible to enter into a Collaborative Care Agreement until the age of 18. Young adults, in collaboration, can access traditional foster care and supervised independent living placements.

C. DCS & Provider Responsibilities

Services are provided to youth where they're placed. DCS, placement providers, and the OYS provider are responsible for ensuring that youth receive older youth services and support while under the care and supervision of the DCS. The OYS provider is also responsible for ensuring that youth who meet the eligibility criteria and age out of foster care receive services to assist them with their needs. Chart 1 provides a high-level glance of the placement, DCS, and the provider's responsibilities.

Based on the placement type, Chart 1 briefly explains how the placement type, the OYS service component, and the OYS budget type are connected.

CHART 1

CHINS/Probation Placement		Agency Responsibilities			
		DCS FCM	Older Youth Service Provider	Budget	Other Contractor
Traditional Foster Care	Foster Home	DCS case management	Older Youth Services (starting at age 16 years)	Budget 1	Other services as referred.
	<ul style="list-style-type: none"> County Relative Unlicensed Court-Approved Placement 	Placement Supervision			
		Service			

		referral and oversight			
	Foster Home <ul style="list-style-type: none"> Licensed Child Placing Agency (LCPA) 	DCS case management Service referral and oversight	Older Youth Services (starting at six months before placement transition)	Budget 1	Other services as referred. LCPA provides: <ul style="list-style-type: none"> Older Youth Services (starting at age 16) Placement Supervision Case management at LCPA foster home
	Group Home	DCS case management Service referral and oversight	Older Youth Services (starting at six months before placement transition)	Budget 1	Other services as referred. Group Home provides: <ul style="list-style-type: none"> Older Youth Services (starting at age 16) Placement Supervision Internal case management
	Residential/Child Caring Institution (CCI)	DCS case management Service referral and oversight	Older Youth Services (starting at six months before placement transition)	Budget 1	Other services as referred. CCI provides: <ul style="list-style-type: none"> Older Youth Services (starting at age 16) Placement Supervision Internal case management
Transition to Successful Adulthood Services CHINS/Probation Placement & CC Placements for Youth age Seventeen and a half or older		Agency Responsibilities			
		DCS FCM	Older Youth Services Provider	Budget	Other Contractor
Traditional Foster Care Services	Foster Home <ul style="list-style-type: none"> County Relative Unlicensed Court-Approved Placement 	DCS case management Placement Supervision	Older Youth Services	Budget 3	Other services as referred.

		Service referral and oversight			
	Foster Home Licensed Child Placing Agency (LCPA)	DCS case management Service referral and oversight	Older Youth Services	Budget 3	Other services as referred. LCPA provides: <ul style="list-style-type: none"> • Placement & Supervision • Case management at LCPA foster home
	Group Home	DCS case management Service referral and oversight	Older Youth Services	Budget 3	Other services as referred. Group Home provides: <ul style="list-style-type: none"> • Placement Supervision • Internal case management
	Residential/Child Caring Institution (CCI)	DCS case management Service referral and oversight	Older Youth Services	Budget 3	Other services as referred. CCI provides: <ul style="list-style-type: none"> • Older Youth Services (starting at age 16) • Placement Supervision • Internal case management
Supervised Independent Living Placements	Host Home	DCS case management Placement Supervision Service referral and oversight	Older Youth Services (Only as referred)	Budget 3	Other services as referred.
	College Dorm	DCS case management Placement Supervision Service referral and oversight	Older Youth Services (Only as referred)	Budget 3	Other services as referred.

	Shared Apartment/Housing – Transitional Housing	DCS case management Service referral and oversight	Older Youth Services Placement supervision and fiscal responsibility	Budget 3	Other services as referred.
	Own Apartment/Housing – Transitional Housing	DCS case management Service referral and oversight	Older Youth Services Placement supervision and fiscal responsibility	Budget 3	Other services as referred.
Collaborative Care CC Program Placement (youth aged eighteen or older with a CC agreement)		Agency Responsibilities			
		DCS OYCM	Older Youth Service Provider	Budget	Other Contractor
Traditional Foster Care	Foster Home <ul style="list-style-type: none"> County Relative Unlicensed Court-Approved Placement 	DCS case management Placement Supervision Service referral and oversight	Older Youth Services	Budget 2	Other services as referred.
	Foster Home <ul style="list-style-type: none"> Licensed Child Placing Agency (LCPA) 	DCS case management Service referral and oversight	Older Youth Services	Budget 2	Other services as referred. LCPA provides: <ul style="list-style-type: none"> Placement Supervision Case management at LCPA foster home
	Group Home	DCS case management Service referral and oversight	Older Youth Services	Budget 2	Other services as referred. Group Home provides: <ul style="list-style-type: none"> Placement Supervision Internal case management
	Residential/Child Caring Institution (CCI)	DCS case management Service	Older Youth Services	Budget 2	Other services as referred. CCI provides:

		referral and oversight			<ul style="list-style-type: none"> Older Youth Services (starting at age 16) Placement Supervision Internal case management
Supervised Independent Living	Host Home	DCS case management Placement Supervision Service referral and oversight	Older Youth Services (Only as referred)	Budget 2	Other services as referred.
	College Dorm	DCS case management Placement Supervision Service referral and oversight	Older Youth Services (Only as referred)	Budget 2	Other services as referred.
	Shared Apartment/Housing	DCS case management Service referral and oversight	Older Youth Services Placement supervision and fiscal responsibility	Budget 2	Other services as referred.
	Own Apartment/Housing	DCS case management Service referral and oversight	Older Youth Services Placement supervision and fiscal responsibility	Budget 2	Other services as referred.
Voluntary Services		Agency Responsibilities			
		DCS IL Specialist or OYCM	Older Youth Service Provider	Budget	Other Contractor

No Placement and Supervision	VSA referral Service monitoring Approval of Chafee funding for Room and Board and Emancipation Goods and Services	Older Youth Services Connect youth to community services as needed	Budget 4	N/A
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Chart 2 briefly explains the OYS fiscal budget, the OYS service component, and a short description of the service delivery based on the placement.

Chart 2

Budget 1	Independent Living	<ul style="list-style-type: none"> Older Youth Services provided to those youth in traditional foster care placements
Budget 2	Collaborative Care Placement & Supervision	<ul style="list-style-type: none"> Placement costs and supervision for young adults who have voluntarily re-entered foster care for whom DCS has placement and care. Supervision for older youth includes a continuation of services to support the youth in living interdependently as defined in the service standards.
Budget 3	Transition to Successful Adulthood Services	<ul style="list-style-type: none"> Intensive OYS services; for youth who are placed in a traditional foster care setting or supervised independent living setting for which the provider has placement cost. Services includes preparing youth to live interdependently by enhancing OYS services that will establish long-term stability as the youth is expected to age out of foster care.
Budget 4	Voluntary Services	<ul style="list-style-type: none"> Older Youth Services (including case management and limited financial assistance to support rent, utilities, and items to support independent living.

1.5 RFP OUTLINE

The outline of this RFP document is described below:

Section	Description
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Section 1 – General Information and Requested Products or Services	This section provides an overview of the RFP, general timelines for the process, and a summary of the products/services being solicited by the State/Agency via this RFP.
Section 2 – Proposal Preparation Instruction	This section provides instructions on the format and content of the RFP, including a Letter of Transmittal, Business Proposal, Technical Proposal, and Cost Proposal.
Section 3 – Proposal Evaluation Criteria	This section provides the evaluation criteria for evaluating respondents' proposals.
Section 4 – Attachments	This section describes the attachments.

1.6 PRE-PROPOSAL CONFERENCE

DCS will host an in-person pre-proposal conference on **03/19/2024 @ 10:00 am**. Respondents will have to attend in person at the Indiana Government Center South, **Conference Room 19**. Announcement of any changes to the pre-proposal conference location, date, or time will be posted on the DCS website: <https://www.in.gov/dcs/current-requests-for-proposals/>

1.7 QUESTION/INQUIRY PROCESS

All questions/inquiries regarding this RFP must be documented on the OYS Question and Answer Template (OYS Q & A), **Attachment G**, by the deadline of **4:00 pm Eastern Standard Time on 3/29/24**. Questions/Inquiries must be submitted via email by submitting the OYS Q & A template, **Attachment G**, to Michael.Strum@dcs.in.gov and must be received by the time and date indicated above.

Following the question/inquiry due date, Procurement Division personnel will compile a list of the questions/inquiries submitted by all Respondents. The responses will be posted to the DCS website according to the RFP timetable established in Section 1.21. The question/inquiry and answer link will become active after responses to all questions have been compiled. Only answers posted on the DCS website will be considered official and valid by the State. No Respondent shall rely upon, take any action, or make any decision based upon verbal communication with any State employee.

Inquiries are not to be directed to any staff member of the Department of Child Services. 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 before the due date for proposals, an addendum will be posted on the DCS website. If such addenda issuance is necessary, the Procurement Division may extend the due date and time of proposals to accommodate such additional information requirements, if required.

1.8 DUE DATE FOR PROPOSALS

To be considered, **all proposals must be emailed to the DCS Older Youth Services mailbox: olderyouthquestions@dcs.gov by 4:00 pm Eastern Standard Time on May 6, 2024.** The email must be titled **“DCS Chafee Program: Older Youth Services RFP”** in the subject line. All proposal documents must be attached via zip file. More than one (1) zip file may be attached to ensure all required documents are submitted. **The proposal may not be accepted after 4:00 pm Eastern Standard Time.**

1.9 MODIFICATION OR WITHDRAWAL OF OFFERS

Modifications to responses to this RFP may only be made in a manner and format consistent with the submittal of the original response, acceptable to DCS, and clearly identified as a modification.

The Respondent's authorized representative may withdraw the proposal in person prior to the due date. Proper documentation and identification will be required before the Procurement Division will release the withdrawn proposal. The authorized representative will be required to sign a receipt for the withdrawn proposal.

Modification to, or withdrawal of, a proposal received by the Procurement Division after the exact hour and date specified for receipt of proposals will not be considered.

1.10 PRICING

Pricing on this RFP must be firm and remain open for a period of but not less than 180 days from the proposal's due date. Any attempt to manipulate the format of the Document, attach caveats to pricing, or submit pricing that deviates from the current format will put your proposal at risk.

Please refer to the Cost Proposal sub-section under Section 2.5 for a detailed discussion of the proposal pricing format and requirements.

1.11 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 requests for additional Information, requests 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 who have been chosen for discussions. Discussions, along with negotiations with responsible respondents, may be conducted for any appropriate purpose.

The Procurement Division will schedule all discussions. Any information gathered through oral discussions must be confirmed in writing.

A sample contract is provided in **Attachment G**. Any requested changes to the sample contract must be submitted with your response (See Section 2.3.5 for details). The State reserves the right to reject any of these requested changes. It is the State's expectation that any material elements of the contract will be substantially finalized prior to the contract award.

1.12 BEST AND FINAL OFFER

The State may request the best and final offers from those Respondents determined by the State to be reasonably viable for contract award. However, the State reserves the right to award a contract based on initial proposals received. Therefore, each proposal should contain the Respondent's best terms from a price and technical standpoint.

Following the evaluation of the best and final offers, the State may select for final contract negotiations/execution the offers that are most advantageous to the State, considering cost and the evaluation criteria in this RFP.

1.13 REFERENCE SITE VISITS

The State may request a site visit to a Respondent's working support center to aid in the evaluation of the Respondent's proposal. Site visits, if required, will be discussed in the technical proposal.

1.14 TYPE AND TERM OF CONTRACT

The State intends to sign a contract with one or more Respondent (s) to fulfill the requirements in this RFP.

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 renewals for a total of four (6) years at the State's option.

1.15 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 indicate so in the Transmittal Letter. Confidential Information must also be marked in a separate folder on any included CD-ROM. The Respondent must also specify which 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, the Procurement Division 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 Public Access Counselor. Prices are not confidential Information.

1.16 TAXES

Proposals should not include any tax from which the State is exempt.

1.17 PROCUREMENT DIVISION REGISTRATION

To receive an award, you must be registered as a bidder with the Department of Administration, Procurement Division. Therefore, to ensure there is no delay in the award, all Respondents are

strongly encouraged to register prior to submission of their response. Respondents should go to www.in.gov/idoa/2464.htm .

1.18 SECRETARY OF STATE REGISTRATION

If awarded the contract, the Respondent will be required to register and be in good standing with the Secretary of State. 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:

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

1.19 COMPLIANCE CERTIFICATION

Responses to this RFP serve as a representation that it 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, and 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.

1.20 AMERICANS WITH DISABILITIES ACT

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

1.21 SUMMARY OF MILESTONES

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. At the conclusion of the evaluation process, all Respondents will be informed of the evaluation team's findings.

Key RFP Dates

Activity	Date
Issue of RFP	March 1, 2024

Pre-Proposal Conference	March 19, 2024 Conference Room 19 10:00 am Eastern Time Indiana Government Center South
Deadline to Submit Written Questions	March 29, 2024 by 3:00 pm Eastern Time
Response to Written Questions/RFP Amendments	April 5, 2024
Submission of Proposals	May 6, 2024 by 4:00 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	TBD
Proposal Discussions/Clarifications (if necessary)	TBD
Oral Presentations (if necessary)	TBD
Best and Final Offers (if necessary)	TBD
RFP Award Recommendation	July 31, 2024

1.22 CONFLICT OF INTEREST

Any person, firm, or entity that assisted with and/or participated in the preparation of this RFP document is prohibited from submitting a proposal to this specific RFP. For the purposes of this RFP, "person" means a state officer, employee, special state appointee, or any individual or entity working with or advising the State or involved in the preparation of this RFP proposal. This prohibition would also apply to an entity who hires, within a one-year period prior to the publication of this RFP, a person who assisted with and/or participated in the preparation of this RFP.

SECTION TWO 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. All Respondents are required to format their proposals in a manner consistent with the guidelines described below:

- Each item must be addressed in the Respondent's proposal.
- **Executive Summary Letter:** The transmittal letter must be a letter and address each component under Section 2.2.
- **Business Proposal:** The business proposal template, **Attachment D**, must be organized under the specific section title listed in the RFP.
- **Technical Proposal:** The technical proposal template, **Attachment C**, must be organized under the specific section titles listed in the RFP.
- **Cost Proposal: (if applicable)** The cost proposal template, **Attachment E**, must be used in response to the cost proposal.
- Each item, i.e., Executive Summary Letter, Business Proposal Template, Technical Proposal Template, Budget Template, etc., must be a separate standalone document within the attached RFP zip file response.
- Whenever possible, please submit all attachments in their original format.
- Confidential Information must also be clearly marked on any document within the attached RFP zip file response.

2.2 EXECUTIVE SUMMARY LETTER

The Executive Summary must address the following topics except those specifically identified as "optional."

2.2.1 Summary of Ability and Desire to Supply the Required Products or Services

The Executive Summary must briefly summarize the Respondent's ability to supply the requested products and/or services that meet the requirements defined in Section 2.4 of this solicitation.

2.2.2 Signature of Authorized Representative

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, including the Information requested in Section 2.3.4, must sign the Executive Summary. In the Executive Summary, please indicate the principal contact for the proposal along with an address, telephone number, and email address if that contact is different than the individual authorized for signature.

2.2.3 Respondent Notification

Unless otherwise indicated in the Executive Summary, Respondents will be notified via email.

It is the Respondent's obligation to notify the Procurement Division of any changes in any address that may have occurred since the origination of this solicitation. The Procurement Division will not be held responsible for incorrect vendor/contractor/respondent addresses.

2.2.4 Secretary of State

The Respondent shall indicate their status with respect to the Office of the Indiana Secretary of State.

2.2.5 Assurances

The Respondent shall indicate that they have read, understood, and agree to the assurances contained within **Attachment K**.

2.2.6 Other Information

This item is optional. Any other information the Respondent may wish to briefly summarize will be acceptable.

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2.3 BUSINESS PROPOSAL

The Business Proposal must address the following topics except those specifically identified as “optional.” **The Business Proposal Template is Attachment C**

2.3.1 Respondent Business Information

Each Respondent must enter your company's general Information, including contact information.

2.3.2 General

This optional section of the business proposal may be used to introduce or summarize any information the Respondent deems relevant or important to the State's successful acquisition of the products and/or services requested in this RFP.

Each Respondent must list and provide documentation of all applicable accreditations, certifications, and affiliations. All items for this section response should be in one PDF and loaded to the Supporting Documentation section of this RFP.

2.3.3 Respondent's Company Structure and Financial Information

The legal form of the Respondent's business organization, the State in which formed (accompanied by a certificate of authority), the types of business ventures in which the organization is involved, and a chart of the organization are to be included in this section. If the organization includes more than one product division, the division responsible for the development and marketing of the requested products and/or services in the United States must be described in more detail than other components of the organization.

This section must include the Respondent's financial statement, including an income statement and balance sheet, for each of the two most recently completed fiscal years. The financial statements must demonstrate the Respondent's financial stability. If the financial statements being provided by the Respondent are those of a parent or holding company, additional financial Information should be provided for the entity/organization directly responding to this RFP.

2.3.4 Subcontractors

The Respondent is responsible for the performance of any obligations that may result from this RFP and shall not be relieved by the non-performance of any subcontractor. Any Respondent's proposal must identify all subcontractors and describe the contractual relationship between the Respondent and each subcontractor. Either a copy of the executed subcontract or a letter of agreement over the official signature of the firms involved must accompany each proposal.

Any subcontracts entered into by the Respondent must be in compliance with all State statutes and will be subject to the provisions thereof. For each portion of the proposed products or services to be provided by a subcontractor, the technical proposal must include the identification of the functions to be provided by the subcontractor and the subcontractor's related qualifications and experience.

The combined qualifications and experience of the Respondent and any or all subcontractors will be considered in the State's evaluation. The Respondent must furnish Information to the State as to the amount of the subcontract, the qualifications of the subcontractor for guaranteeing performance, and any other data that may be required by the State. All subcontracts held by the Respondent must be made available upon request for inspection and examination by appropriate State officials, and such relationships must meet with the approval of the State.

The Respondent must list any subcontractor's name, address, and the State in which formed that are proposed to be used in providing the required products or services. The subcontractor's responsibilities under the proposal, anticipated dollar amount for subcontract, the subcontractor's form of organization, and an indication from the subcontractor of a willingness to carry out these responsibilities are to be included for each subcontractor. This assurance in no way relieves the Respondent of any responsibility in responding to this RFP or in completing the commitments documented in the proposal. The Respondent must indicate which, if any, subcontractors qualify as a Minority or Women Owned Business under IC 4-13-16.5-1. See Section 2.34 in **Attachment C** for Minority and Women Business information.

2.3.5 Experience Serving State Governments or Similar Clients

Each Respondent is asked to please provide a brief description of your company's experience in serving state governments and/or quasi-governmental accounts.

Each Respondent is asked to please describe your company's experience in serving clients of a similar size to the State that also had a similar scope. Please provide specific clients and detailed examples.

2.3.6 Business Capacity and Risk

The Respondent will discuss their company's technology and process for securing any State information that is maintained by your company.

The Respondent will provide a copy of their current formal disaster recovery plan if available. If no plan is available, provide any alternative solution your company has to offer.

Respondent will confirm if the company has any current pending litigation regarding contract disputes.

2.3.7 Registration to Do Business

Secretary of State

If awarded the contract, the Respondent will be required to be registered and be in good standing with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations, and limited liability companies. The Respondent must indicate the status of Registration, if applicable, in this section of the proposal.

Department of Administration, Procurement Division

Additionally, respondents must be registered with the IDOA. This can be accomplished on-line at <http://www.in.gov/idoa/2464.htm>.

The IDOA Procurement Division maintains two databases of vendor information. 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. 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 the 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 emailed to Amey Redding, Vendor Registration Coordinator, at aredding@idoa.in.gov, or you may reach her by phone at (317) 234-3542.

2.3.8 Authorizing Document

Respondent personnel signing the Transmittal Letter of the proposal must be legally authorized by the organization to commit to the organization contractually. This section shall contain proof of such authority. A copy of corporate bylaws or a corporate resolution adopted by the board of directors indicating this authority will fulfill this requirement.

2.3.9 References

The Respondent must include a list of at least three (3) clients for whom the Respondent has provided products and/or services that are the same or similar to those products and/or services requested in this RFP. Information provided should include the name, address, and telephone number of the client facility and the name, title, and phone/fax numbers of a person who may be contacted for further Information in **Attachment C**.

2.3.10 Contract Terms/Clauses

A sample contract that the State expects to execute with the successful Respondent (s) is provided in **Attachment F**. This contract contains both mandatory and non-mandatory clauses. Mandatory clauses are listed below and are non-negotiable. Other clauses are highly desirable. It is the State's expectation that the final contract will be substantially similar to the sample contract provided in **Attachment F**.

In your Transmittal Letter, please indicate acceptance of these mandatory contract terms (see section 2.2.2). In this section, please review the rest of the contract and indicate your acceptance of the non-mandatory contract clauses. If a non-mandatory clause is not acceptable as worded, suggest specific alternative wording to address issues raised by the specific clause. If you require additional contract terms, please include them in this section. To reiterate, it is the State's strong desire not to deviate from the contract provided in the attachment, and as such, the State reserves the right to reject any and all of these requested changes.

The mandatory contract terms are as follows:

- Duties of Contractor, Rate of Pay, and Term of Contract
- Authority to Bind Contractor
- Compliance with Laws
- Drug-Free Workplace Provision and Certification
- Employment Eligibility
- Funding Cancellation

- Governing Laws
- Indemnification
- Information Technology
- Non-Discrimination Clause
- Ownership of Documents and Materials
- Payments
- Penalties/Interest/Attorney's Fees
- Termination for Convenience
- Non-Collusion and Acceptance

Any or all portions of this RFP and any or all portions of the Respondent's response may be incorporated as part of the final contract.

2.3.11 Interpretation, Translation, Sign Language Services

Respondents must acknowledge the need for interpretation, translation, and sign language services for this RFP.

2.4 TECHNICAL PROPOSAL

The Technical Proposal must be divided into the sections as described below. Every point made in this section must be addressed in the order given. The same outline must be used in the response. RFP language should not be repeated within the response. Where appropriate, supporting documentation may be referenced by a page and paragraph number. However, when this is done, the body of the technical proposal must contain a meaningful summary of the referenced material. The referenced Document must be included as an appendix to the technical proposal with referenced sections clearly marked. If there are multiple references or multiple documents, these must be listed and organized for ease of use by the State. **The Technical Proposal Template is Attachment D.**

2.4.1 Program Name / Referral Process / Intake / Onboarding

Describe the program name for each older youth initiative OYS – Budget. Describe the referral process, including collaboration with the referral source, procedures/methods, and timeframe of referral initiation, and how the referrals will be documented. Describe your agency's onboarding process and provide an agenda. The Respondent must provide an implementation timeline that shows the referral, intake, and onboarding timeframe.

2.4.2 Service Demographics & Implementation

Describe the target population and geographical service area. Describe anticipated differences in programming in the varying service areas (i.e., rural versus urban settings).

2.4.3 Practice Model / Service Delivery

- A. Describe the evidence-based or best practice model your agency will use to provide older youth services. How will the practice model be documented in case notes describing the services delivered to youth?
- B. Describe how services will be delivered to youth and young adults utilizing the following:
 - 1. Independent Living Assessment
 - 2. Additional Assessments
 - 3. Independent Living Curriculum
 - 4. Experiential Learning
- C. Describe how your agency will deliver services in each OYS outcomes area and related NYTD service element.
 - 1. Employment
 - Career Preparation
 - Employment Programs or Vocational Training
 - 2. Education
 - Academic Support.
 - Post-Secondary Support.
 - 3. Housing
 - Housing Education
 - Housing Management Training
 - 4. Financial and Asset Management
 - Budget and Financial Management
 - i. Credit Reporting
 - 5. Physical and Mental Health
 - Health Education
 - Risk Prevention
 - 6. Activities of Daily Living
 - Family Support
 - Health Marriage Education
 - Mentoring
- D. Describe your agency's capacity to provide financial support to youth in supervised independent living placements and other financial assistance. How will funding be disbursed through the following processes?
 - 1. Direct Cash Assistance Program
 - 2. Youth Reimbursement Program
 - 3. Payment of Rent and Utilities
 - 4. Room and Board
 - 5. Emancipation of Goods and Services
- E. Describe service delivery for focus needs populations.
 - 1. Pregnant and Parenting Youth

2. LGBTQ+IA
3. Youth with Disabilities, including Mental Health Needs

2.4.4 Transition to Successful Adulthood Services

Describe how your agency will provide the transition to successful adulthood services.

- A. Wraparound Service Coordination
- B. Intensive Case Management
- C. Successful Adulthood Team Meetings
- D. Safety and Crisis Planning.
- E. Unique programming specific to youth transitioning out of foster care.

2.4.5 Extended Foster Care / Collaborative Care Placement & Supervision

Describe how your agency will assist young adults in extended foster care / collaborative care.

- A. Describe how your agency plans to provide placement support and supervision.
 - i. Describe your agency's capacity and plan to meet the 24/7 contact requirement.
- B. Describe how your agency will assist former foster youth in reentering foster care.

2.4.6 Voluntary Services

Describe how your agency will assist young adults participating in voluntary services.

- A. Community Resources
- B. Education, Employment, Financial, and Housing Stability
- C. Support Long-Term Independent Living

2.4.7 Brokerage of Services / Landlord Collaboration

Describe how your agency implements the brokerage of services. Use Attachment H to identify agencies, their service or programs, and how your agency will collaborate and partner to enhance service delivery. Describe how your agency will provide youth with Information and knowledge of their community resources.

Describe your agency's ability to engage landlords within the community. Does your agency currently connect with landlords? Describe the agency's plan to partner with local landlords on negotiating rent and the possibility of continuing one lease for multiple youths if the first youth cannot fulfill the lease terms.

2.4.8 Case Management & Authentic Youth Engagement

Describe how your agency will provide direct case management to youth in an individualized and group setting.

Describe how your agency implements an authentic youth engagement framework within its service delivery system (i.e., youth voice, youth-adult partnership, teachable moments, social capital). How will your agency ensure service delivery remains youth-focused on all activities and critical junctures?

2.4.9 Program Evaluation

Describe how your agency will evaluate service outcomes and service gaps to make improvements consistent with the CQI process model. Describe service performance and what outcomes data will be collected and tracked. How will data and youth voice be used to evaluate programming and make improvements?

2.4.10 Quality Assurance

Describe your agency's ability to maintain quality assurance with data collection case documentation, assessment timeliness, learning plan, and data and documentation submission.

2.4.11 Staffing Qualifications & Training

Describe your agency's ability to meet the staffing qualifications. Include Job Descriptions for positions associated with this RFP.

Describe your agency's ability to provide training and meet the DCS training requirements for services and ongoing training. Describe how your agency will ensure staff maintain the fidelity of authentic youth engagement framework and evidence or best practice model.

2.5 COST PROPOSAL

The Cost Proposal Template is Attachment E

The Respondent will complete **Attachment E**, providing costs for Older Youth Services.

The Cost Proposal must be submitted in the original format. Any attempt to manipulate the format of the Cost Proposal document, attach caveats to pricing, or submit pricing that deviates from the current format will put your proposal at risk.

The Older Youth Services contract will be a cost-reimbursement contract, generally not to exceed the contract amount. The contract amount for the vendor will be estimated based on the total number of youths serviced under each OYS service component and service area for allowable cost. Respondents should use the DCS Older Youth Services Census document (**Attachment I**) to project estimated costs.

2.5.1 OYS Budgets

Respondents are required to provide a budget worksheet for each OYS service component.

- A. Budget 1: Independent Living Services
- B. Budget 2: Collaborative Care
- C. Budget 3: Transition to Successful Adulthood Services
- D. Budget 4: Voluntary Services

Respondents proposing more than one service area will need to complete a budget template for each OYS budget within each proposed service area.

Older Youth Services contracts a cost-reimbursement contract, generally not to exceed the contract amount. The contract amount for each provider and service component will be based on the service component budget submitted by the provider and approved/accepted by DCS.

Respondents are required and must agree to provide a 20% match to meet the overall cost of providing contracted services. In addition, no more than 10% of the program cost can be applied to administrative costs.

SECTION THREE PROPOSAL EVALUATION

3.1 PROPOSAL EVALUATION PROCEDURE

The State has selected 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 about compliance with RFP requirements. All evaluation personnel will use the evaluation criteria stated in Section 3.2. The Commissioner of DCS or their designee will, in the exercise of their sole discretion, determine which proposals offer the best means of servicing the interests of the State. The exercise of this discretion will be final.

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

- 3.1.1 Each proposal will be evaluated for adherence to requirements on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration.
- 3.1.2 Each proposal will be evaluated based on the categories included in Section 3.2. A point score has been established for each category.
- 3.1.3 If technical proposals are close to equal, greater weight may be given to price.
- 3.1.4 Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to the State, considering all the evaluation factors, may be selected by DCS for further action, such as contract negotiations. If, however, DCS 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, DCS may begin contract preparation with the next qualified Respondent or determine that no such alternate proposal exists.

3.2 EVALUATION CRITERIA

Proposals will be evaluated based on the proven ability of the Respondent to satisfy the requirements of the RFP in a cost-effective manner. Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category. The points associated with each category are indicated following the category name (total maximum points = 100). Negative points may be assigned to the cost score. Additionally, there is an opportunity for a bonus of five points if certain criteria are met. For further Information, please reference Section 3.2.3 below. 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 considering such criterion or criteria.

Summary of 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
Total	100

All proposals will be evaluated using the following approach.

Step 1

In this step, proposals will be evaluated only against Criteria 1 to ensure that they adhere to Mandatory Requirements. Any proposals not meeting the Mandatory Requirements will be disqualified.

Step 2

The proposals that meet the Mandatory Requirements will then be scored based on Criteria 2 and 3 ONLY. This scoring will have a maximum possible score of 75 points. All proposals will be ranked based on their combined scores for Criteria 2 and 3 ONLY. This ranking will be used to create a "short list." Any proposal not making the "short list" will not be considered for any further evaluation.

Step 2 may include one or more rounds of proposal discussions, oral presentations, clarifications, demonstrations, etc., focused on cost and other proposal elements. Step 2 may include a second "short list".

Step 3

The short-listed proposals will then be evaluated based on all the evaluation criteria outlined in the table above.

If the State conducts additional rounds of discussions and a BAFO round that leads to changes in either the technical or cost proposal for the short-listed Respondents, their scores will be recomputed.

The section below describes the different evaluation criteria.

3.2.1 Adherence to Requirements – Pass/Fail

Respondents passing this category move to Phase 2, and the proposal is evaluated for Business and Technical Proposal.

3.2.2 Business and Technical Proposal – **75** available points

3.2.3 Price – **25** available points

Cost scores will then be normalized to one another based on the lowest cost proposal evaluated. The lowest-cost proposal receives a total of 25 points. The normalization formula is as follows:

- Respondent's Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 25

SECTION FOUR ATTACHMENTS

Attachment	Description
Attachment A	Older Youth Services Service Standards
Attachment B	Older Youth Services Protocol
Attachment C	Business Proposal
Attachment D	Technical Proposal
Attachment E	Cost Proposal
Attachment F	OYS Sample Contract
Attachment G	OYS Question & Answer Template
Attachment H	Brokering of Services Partnerships
Attachment I	Indiana Older Youth Services Census
Attachment J	National Youth in Transition Service Elements Cheat Sheet
Attachment K	Assurance
Attachment L	Exhibit 1 Certification Background Check
Attachment M	Federal Selected Disallowed
Attachment N	Principles of Child Welfare