



STATE OF INDIANA

Michael R. Pence, Governor

Department of Administration
Procurement Division

402 W Washington Street, Room W468
Indianapolis, Indiana 46204
317.232.3053

Award Recommendation Letter

Date: September 21, 2016

To: Debby Walker, Deputy Commissioner,
Indiana Department of Administration

From: Mark Hempel, Director of Account Management,
Indiana Department of Administration

Subject: Recommendation of Selection for RFS 17-014,
Child Care Development Fund (CCDF) Agreement Centers

Based on its evaluation of responses to RFS 17-014, it is the evaluation team's recommendation that Woodland Child Development Center, Inc., Right Steps Child Development Centers, Early Childhood Alliance, Lutheran Social Services of Indiana, United Day Care Center of Delaware County, Inc., Huffer Memorial Children's Center, Inc., Early Learning Centers, Inc., Early Learning Indiana, and The Villages of Indiana be selected to begin contract negotiations to provide CCDF Agreement Centers for the Indiana Family & Social Services Administration.

The terms of this recommendation are included in this letter.

Estimated Amount of Contract (across nine (9) respondents and nineteen (19) Agreement Centers):
\$24,625,744

Table 1: Award Summary

CCDF Agreement Center	Region	Estimated Amount of Contract (2 Year Total)
Woodland Child Development Center	1a	\$980,928
Right Steps Development Centers – Creasy	1c	\$1,063,296
Right Steps Development Centers – Dennis Burton	1c	\$1,240,512
Right Steps Development Centers – Downtown	1c	\$1,270,048
Right Steps Development Centers – East	1c	\$118,144
Right Steps Development Centers – Wabash Landing	1c	\$1,151,904
Early Childhood Alliance – Beacon St.	2a	\$596,232
Early Childhood Alliance – E. Wayne St.	2a	\$738,192
Lutheran Social Services of Indiana	2a	\$709,800
Huffer Memorial Children's Center	2b	\$746,200

CCDF Agreement Center	Region	Estimated Amount of Contract (2 Year Total)
United Day Care Center of Delaware County	2b	\$1,044,680
Early Learning Centers, Inc.	3	\$1,716,000
Early Learning Indiana – Day Early Learning Center at Park 100	3	\$2,917,200
Early Learning Indiana – Day Early Learning Center for Infants and Toddlers	3	\$1,029,600
Early Learning Indiana – Day Early Learning Federal Center	3	\$1,578,720
Early Learning Indiana – Day Early Learning Lilly Family Center	3	\$2,059,200
Early Learning Indiana – Day Early Learning I.U. Health Center	3	\$2,848,560
Early Learning Indiana – Day Early Learning I.U. Health West Center	3	\$2,130,128
The Villages of Indiana - Children’s Village of Indianapolis	3	\$686,400
Total for 2 Year Contract Length		\$24,625,744

The evaluation team received Proposals for twenty-seven (27) Agreement Centers from fifteen (15) Respondents:

1. Elka Child Education Center (Region 1a)
2. Woodland Child Development Center, Inc. (Region 1a)
3. Right Steps Development Centers – Creasy (Region 1c)
4. Right Steps Development Centers – Dennis Burton (Region 1c)
5. Right Steps Development Centers – Downtown (Region 1c)
6. Right Steps Development Centers – East (Region 1c)
7. Right Steps Development Centers – Wabash Landing (Region 1c)
8. Early Childhood Alliance – Beacon Street (Region 2a)
9. Early Childhood Alliance – E. Wayne Street (Region 2a)
10. Elkhart Child Development Center (Region 2a)
11. Elkhart Community Schools – Teenage Parent Program (Region 2a)
12. Lutheran Social Services of Indiana (Region 2a)
13. Huffer Memorial Children’s Center (Region 2b)
14. United Day Care Center of Delaware County (Region 2b)
15. Dena’s Day Care Center (Region 3)
16. Early Learning Centers, Inc. (Region 3)
17. Early Learning Indiana – Day Early Learning Center at Park 100 (Region 3)
18. Early Learning Indiana – Day Early Learning Center for Infants and Toddlers (Region 3)
19. Early Learning Indiana – Day Early Learning Federal Center (Region 3)
20. Early Learning Indiana – Day Early Learning Lilly Family Center (Region 3)
21. Early Learning Indiana – Day Early Learning I.U. Health Center (Region 3)
22. Early Learning Indiana – Day Early Learning I.U. Health West Center (Region 3)
23. The Villages of Indiana – Children’s Village of Indianapolis (Region 3)
24. Bloomington Day Care Corporation – Penny Lane East (Region 4a)
25. Bloomington Day Care Corporation – Penny Lane West (Region 4a)
26. Monroe County United Ministries (Region 4a)
27. The Villages of Indiana – Children’s Village of Bloomington (Region 4a)

The proposals were evaluated by FSSA according to the following criteria established in the RFS:

- Adherence to Mandatory Requirements (Pass/Fail)

- Management Assessment/Quality (100 Points)

The proposals were evaluated according to the process outlined in the RFS. Scoring was completed as follows:

A. Adherence to Requirements (Pass/Fail)

Each proposal was reviewed for adherence to mandatory requirements. Based on the mandatory requirement to serve infants and toddlers, four (4) proposals were removed from consideration:

- Elka Child Development Center (Region 1a)
- Elkhart Child Development Center (Region 2a)
- Dena's Day Care Center (Region 3)
- Monroe County United Ministries (Region 4a)

All other Respondents were deemed responsive.

B. Management Assessment/Quality (100 points)

Each of the passing proposals were then evaluated based on the following evaluation areas in the Business Proposal and Technical Proposal.

Business Proposal (20 Points)

- Proposer Information demonstrating ability to service the State
- References

Technical Proposal: Respondent-Specific (35 Points)

- Introduction
- Background
- Required Core Services and Responsibilities
- Additional Provider Responsibilities and Requirements
- Requirements for Coordination with CCDF Intake Agents
- Corrective Actions

Technical Proposal: Agreement Center Specific (45 Points)

- Additional Provider Criteria
- Agreement Center Requirements
- Agreement Center Location
- Agreement Center Staffing
- Agreement Center Facilities
- Agreement Center Services

The evaluation team's scoring is based on a review of the Respondents' proposed approach to each section of the business/technical proposal as well as specific questions and clarifications that respondents were asked to respond to in the RFS. The results of the management assessment/quality evaluation are shown below:

Table 2: Initial Management Assessment/Quality Scores and Short Listing

RESPONDENT AGREEMENT CENTER	Region	Business Proposal (20 Max)	Technical Proposal: Respondent (35 Max)	Technical Proposal: Agreement Center (45 Max)	MAQ SCORE (100 Max)	First Round Result
Woodland Child Development Center	1a	10.83	21.00	32.00	63.83	Short-Listed
Right Steps - Creasy	1c	17.08	28.08	24.67	69.83	Short-Listed
Right Steps - Downtown	1c	17.08	28.08	24.67	69.83	Short-Listed
Right Steps - East	1c	17.08	28.08	24.67	69.83	Short-Listed
Right Steps - Dennis Burton	1c	17.08	28.08	23.42	68.58	Short-Listed
Right Steps - Wabash Landing	1c	17.08	28.08	20.42	65.58	Short-Listed
Lutheran Social Services	2a	18.33	30.08	27.79	76.21	Short-Listed
ECA - Beacon Street Center	2a	18.33	28.75	27.17	74.25	Short-Listed
ECA -E. Wayne Street Center	2a	18.33	28.75	25.92	73.00	Short-Listed
ECS - Teenage Parent Program	2a	16.67	25.42	21.29	63.38	Short-Listed
United Day Care	2b	17.50	28.25	35.88	81.63	Short-Listed
Huffer Memorial Children's Center	2b	17.50	24.42	33.88	75.79	Short-Listed
ELI - Day Early Learning Centers for Infants and Toddlers	3	15.83	27.25	34.92	78.00	Short-Listed
Villages - Children's Village Indianapolis	3	12.92	26.92	37.46	77.29	Short-Listed
Early Learning Centers	3	17.08	28.33	31.11	76.53	Short-Listed
ELI - Day Early Learning Center at Park 100	3	15.83	27.25	28.75	71.83	Short-Listed
ELI - Day Early Learning Lilly Family Center	3	15.83	27.25	24.83	67.92	Short-Listed
ELI - Day Early Learning Federal Center	3	15.83	27.25	24.50	67.58	Short-Listed
ELI – Day Early Learning I.U. Health West	3	15.83	27.25	23.42	66.50	Short-Listed
ELI – Day Early Learning I.U. Health	3	15.83	27.25	23.25	66.33	Short-Listed
Villages - Children's Village Bloomington	4a	12.92	26.92	25.21	65.04	Short-Listed
Bloomington - Penny Lane West	4a	5.00	21.00	21.29	47.29	Removed
Bloomington - Penny Lane East	4a	5.00	21.00	21.13	47.13	Removed

Based on the MAQ scores from the initial evaluations, the following Agreement Centers were removed from consideration:

- Bloomington – Penny Lane East
- Bloomington – Penny Lane West

C. Final Evaluation

After short-listing, the remaining Agreement Centers were ordered by MAQ score by region and allotted CCDF slots to ensure choice, geographic coverage, and capacity:

Table 3: Final Evaluation Scores and CCDF Slots (Short-Listed Respondents Only)

RESPONDENT AGREEMENT CENTER	Region	MAQ SCORE (100 Max)	CCDF Slots
Woodland Child Development Center	1a	63.83	36
Right Steps – Creasy	1c	69.83	36
Right Steps – Downtown	1c	69.83	43
Right Steps – East	1c	69.83	4
Right Step – Dennis Burton	1c	68.58	42
Right Steps – Wabash Landing	1c	65.58	39
Lutheran Social Services of Indiana	2a	76.21	25
ECA - Beacon Street Center	2a	74.25	21
ECA - E. Wayne Center	2a	73.00	26
ECS - Teenage Parent Program	2a	63.38	0
United Day Care Center of Delaware County	2b	81.63	35
Huffer Memorial Children’s Center	2b	75.79	25
ELI - Day Early Learning Centers for Infants and Toddlers	3	78.00	30
Villages - Children's Village Indianapolis	3	77.29	20
Early Learning Centers, Inc.	3	76.53	50
ELI - Day Early Learning Center at Park 100	3	71.83	85
ELI - Day Early Learning Lilly Family Center	3	67.92	60
ELI - Day Early Learning Federal Center	3	67.58	46
ELI – Day Early Learning I.U. Health West	3	66.50	77
ELI – Day Early Learning I.U. Health	3	66.33	83
Villages - Children's Village Bloomington	4a	65.04	0
Total Slots Awarded			783

Based on the State’s criteria, all short-listed Agreement Centers except Elkhart Community Schools’ Teenage Parent Program and The Villages’ Children’s Village Bloomington received CCDF slots.

Award Summary

During the course of evaluation, the State scrutinized all proposals to determine the viability of the proposed business solutions’ ability to meet the goals of the program and the needs of the State. The team evaluated proposals based on the stipulated criteria outlined in the RFS document.

These agreements shall be for a period of two (2) years from the date of contract execution. There may be three (3) one-year renewals for a total of five (5) years at the State’s option.