



Welcome

Pre-proposal Meeting
May 27th, 2026

State of Indiana Bidder Profile

- A bidder profile with IDOA is required to access the Indiana Supplier Portal and to submit bid responses.
- Scan the QR Code to access Supplier Portal Information.
- Before an award may be granted, the bidder must be registered with the Secretary of State



Pre-Proposal Breakout Meeting Information

- Topics for event-specific sessions:
 - Key Dates
 - Term of Contract
 - Purpose of RFP
 - Scope of Work
 - Q&A

The specific location(s) and Time(s) of each Breakout meeting will be listed on the last slide.

Pre-Proposal Main Meeting Information

- General Information
- Proposal Preparation
- Evaluation Criteria
- Minority and Women's Business Enterprises (M/WBE)
- Indiana Veteran Owned Small Business Enterprises (IVOSB)
- Submission Requirements
 - Optional Forms/Documents
 - Required Forms/Documents
- Additional Information
- Questions ([Attachment G](#))

General Information

- Potential Respondents are typically given the opportunity to express interest in a solicitation and to have their company and contact information posted to the solicitation website by submitting the Pre-Proposal Network Opportunities Form (Attachment I).
 - The form is optional but must be submitted to rfp@idoa.in.gov by the date and time specified in the documents for each solicitation.
- Potential Respondents are encouraged to submit any questions pertaining to a solicitation via the Question/Inquiry process, using Attachment G.
- Specific deadlines for each event are listed in the published solicitation document(s) (RFx Main Document).

Submission Forms/Documents

- Additional forms may also be required depending on the event.
- **Use the templates** provided for all responses and do not alter any templates.
- Responses must be submitted per the RFP instructions. See RFP Sections 1.8 and 2.1 for additional details. Late submissions, emailed or hand-delivered submissions will not be accepted.

Please see the Key Dates section (RFP Main Document) of each solicitation to confirm due dates for these items.

Required Submission Forms/Documents

- Attachment A – MWBE Participation Plan Form
 - Letters of Commitment
 - Certification Documentation
- Attachment C – Indiana Economic Impact Form
- Attachment D – Cost Proposal Template
- Attachment E – Business Proposal Template
- Attachment F – Technical Proposal Template
- Attachment H – Reference Check Forms
 - Must be completed by the reference and emailed directly to the State
- Attachment J – Attestation Form

Executive Summary

The Executive Summary must be completed and submitted via the online submission process. At a minimum, your Executive Summary must address the following (also outlined in Section 2.2 of the RFP):

- Summarize your ability and desire to supply the required services;
- Make sure the Executive Summary is signed by an authorized representative;
 - **Include your primary contact**
- State your understanding of the respondent notification; and
- Indicate status regarding Secretary of State registration.

You may include additional “cover letter” information within the Executive Summary if desired.

Attestation Form

The Attestation Form (Attachment J) must be completed.

- Mandatory Submission and Requirements
- Confirm Mutual Understanding and Submission
- Claim Clarification (Buy Indiana), if applicable
- Subcontractors per RFP 2.3.10
- Confidential / Redacted File Information

Confidential Information

Confidential Information (RFP Main Document - Section 1.15)

- All materials contained in proposals are subject to the Access to Public Records Act (APRA) and can be accessed by any member of the public after contract award. The responses are deemed to be “public records” unless a specific provision of IC 5-14-3 protects parts of the response from disclosure.
- In order to request certain information be kept confidential, Respondents must claim a statutory exception to the APRA in their **Attestation Form (Attachment J)**, including a description of which specific provision applies to any specific part of their response.
- Confidential information must also be clearly marked and kept separate from the proposal in the electronic copies. IDOA recommends sending a “public” file that has the confidential information redacted (may be in PDF format) and a “final” file that includes all required information (must be in format provided).
- A redacted version must be submitted along with the Confidential copy.
- **DO NOT LABEL YOUR ENTIRE RESPONSE AS CONFIDENTIAL.**

Indiana Economic Impact Form (IEI)

Attachment C

- Respondents must submit this completed attachment, but it will not be used for evaluation purposes.
- Definitions of FTE (Full-Time Equivalent)
- Example: If a Respondent has five (5) full time employees, is bidding on its 5th contract, and all contracts get an equal amount of commitment from the employees, then each employee commits 20% of his/her time to the new contract:
 - 0.2×5 employees – 1 FTE

Cost Proposal

Attachment D

- Please complete the template provided for the Cost Proposal by populating ONLY the yellow shaded cells. The Total Cost will populate automatically. The Cost Proposal must be returned in the original **Excel** format. (No PDFs.)
- Cost Proposals are scored based on the Total Cost for the initial term. Using an estimated 30 point score for the Cost, the lowest cost proposal receives a total of 30 points. The normalization formula is as follows:
 - *Respondent's Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 30*

Cost Proposal

- The Respondent should provide a brief narrative (not longer than two pages) in support of each Cost Proposal item and return this document in a PDF format, labeled as “Cost Proposal Narrative.”
- The Respondent should list and describe as part of its Cost Proposal any special cost assumptions, conditions, and/or constraints relative to, or which impact, the prices presented on the Cost Schedules. The Respondent should return this document in a PDF format, labeled as “Cost Assumptions, Conditions and Constraints”.

Business Proposal

Attachment E

- **Company Financial Information (Section 2.3.4)**
 - Respondents must provide documents to demonstrate financial stability including, for example, the most recent Dunn & Bradstreet Business Report (preferred) or audited financial statements for the two (2) most recently completed fiscal years. If neither of these can be provided, Respondents must explain why and include an income statement and balance sheet for each of the two (2) most recently completed fiscal years.
 - If the documents are from a parent or holding company, Respondents must explain the business relationship between the entities and demonstrate the financial stability of the entity which is directly responding to this RFP.

Business Proposal

- **Contract Terms (Section 2.3.6)**
 - Respondents should review sample State contract and note exceptions to State non-mandatory clauses in Business Proposal and Executive Summary.
 - The State may refuse to consider any redlines requested in negotiation of a contract that were not specifically identified and included in a vendor's response.
- Mandatory clauses are non-negotiable.

Business Proposal

References (Section 2.3.7)

- Often, Respondents must have at least three (3) references who:
 - Can speak to the Respondent's experience in providing products and/or services that are the same, or similar, to those products and/or services requested in this solicitation
 - Can speak to the Respondent's performance on contracts of **similar scope for government clients**
- Respondents must ask each reference to complete Attachment H (Reference Check Form) and email it directly to IDOA (idoareferences@idoa.in.gov) by the date specified in the solicitation.

Technical Proposal

Attachment F

- Every point made in each section must be addressed in the order given. The same outline numbers must be used in 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.

Optional Submission Forms/Documents

Submission of these documents is optional and does not impact your ability to submit a proposal.

- Attachment I - Pre-Proposal Networking Opportunity Form
- Attachment G - Questions and Answers Form

Please see the Key Dates section (RFx Main Document) of each solicitation to confirm due dates for these items.

Evaluation Criteria

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	50 points
3. Cost (Cost Proposal)	30 points
4. Buy Indiana	5 points
5. Minority Business Enterprise Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.5)
6. Women Business Enterprise Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.6)
7. Indiana Veteran Owned Small Business Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.7)
Total	100 (103 if bonus awarded)

Minority and Women's Business Enterprises

- **Mission/Vision**

- Promote, monitor, and enforce the standards for certification of minority and women's business enterprises.
- Provide equal opportunity to minority and women enterprises in the state's procurement and contracting process.

- **Nondiscrimination and Antidiscrimination Laws**

- Pursuant to Indiana Civil Rights Law, specifically IC §22-9-1-10, every state contract shall contain a provision requiring the contractor and subcontractors to not discriminate against any employee or applicant with respect to Protected Characteristics

Minority and Women's Business Enterprises

- **Contact Information**

- Phone: 317-232-3061
- Email: mwbecompliance@idoa.in.gov
- Web: www.in.gov/idoa/mwbe

- **Complete Attachment A, MBE/WBE Form**

- Include sub-contractor letter of commitment

- **Goals for Proposal**

- 8% Minority Business Enterprise of Total Bid Amount
- 11% Women's Business Enterprise of Total Bid Amount

Minority and Women's Business Enterprises

Prime contractors must ensure that the proposed subcontractors meet the following criteria:

- Are listed in the IDOA Directory of Certified Firms, on or before the proposal due date, national diversity plans are generally not accepted. The directory can be found here: <http://www.in.gov/idoa/mwbe/2743.htm>.
- Serve a Valuable Scope Contribution (VSC) on the engagement, as confirmed by the State.
- Provide the goods or services specific to the contract and within the industry area for which it is certified.
- National Diversity Plans are generally not acceptable.

Minority and Women's Business Enterprises

Prime contractors should note the following:

- Subcontractors' MBE/WBE Certification Letter, provided by IDOA, must accompany the proposal to show current status of certification.
- Each firm may only serve as one classification – MBE or WBE (see section 1.22)
- Pursuant to 25 IAC 5-6-2(b)(d), a Prime Contractor who is an MBE or WBE must meet subcontractor goals by using other listed certified firms. Certified Prime Contractors cannot count their own workforce or companies to meet this requirement.

Minority and Women's Business Enterprises

Professional Services Scoring Methodology.

Points will be awarded on the following schedule:

- MBE:

%	1%	2%	3%	4%	5%	6%	7%	8%
Pts.	.45	.9	1.35	1.8	3.125	3.75	4.375	5.0

- WBE:

%	1%	2%	3%	4%	5%	6%	7%	8%	9%	10%	11%
Pts.	0.45	0.9	1.35	1.8	2.25	2.7	3.15	3.6	4.05	4.5	5.0

- Fractional percentages will be rounded up or down to the nearest whole percentage.
- If the respondent's commitment percentage is rounded down to 0% for MBE or WBE participation the respondent will receive 0 points.
- Submissions of 0% participation will result in a deduction of 1 point in each category.
- The highest submission which exceeds the goal will receive 6 points (5 points plus 1 bonus point). In case of a tie both firms will receive 6 points.
 - For MBE participation, "exceeds" is defined as a commitment percentage that is equal to or greater than 9% before rounding.
 - For WBE participation, "exceeds" is defined as a commitment percentage that is equal to or greater than 12% before rounding.

Indiana Veteran Owned Small Business

- **Contact Information**

- Phone: 317-232-3061
- E-mail: Indianaveteranspreference@idoa.in.gov
- Web: www.in.gov/idoa/2862.htm

- **Complete Attachment A1, IVOSB Form**

- Include sub-contractor letters of commitment

- **Goals for Proposal**

- 3% Veteran Owned Small Business of Total Bid Amount

Indiana Veteran Owned Small Business

Prime contractors should note the following:

- Pursuant to 25 IAC 9-4-1(c), a Prime Contractor who is an IVOSB can use their own workforce to count toward the goal.
- IVOSB must have a Bidder ID (see section 2.3.7 - Department of Administration, Procurement Division).
- Prime contractor and/or subcontractors' Certification Letter(s), provided by IDOA or Federal Center for Veterans Business Enterprise (VA OSDBU), must accompany the proposal to show the current status of certification.
- Each firm may only serve as one classification – MBE, WBE, or IVOSB (see section 1.22).

Indiana Veteran Owned Small Business

Prime contractors must ensure that the proposed subcontractors meet the following criteria:

- Must be listed on the IDOA Directory of Certified Firms, on or before the proposal due date.
- Serve a Valuable Scope Contribution (VSC) on the engagement, **as confirmed by the State.**
 - Valuable Scope Contribution – A business function that supports the scope of this solicitation.
- Provide the goods or services specific to the contract and within the industry area for which it is certified.

Indiana Veteran Owned Small Business

- **Process.** IVOSB scoring is conducted based on 5 points plus a possible 1 bonus point scale.
 - IVOSB: Possible 5 points + 1 bonus point
- **Professional Services Scoring Methodology.** The points will be awarded on the following schedule:

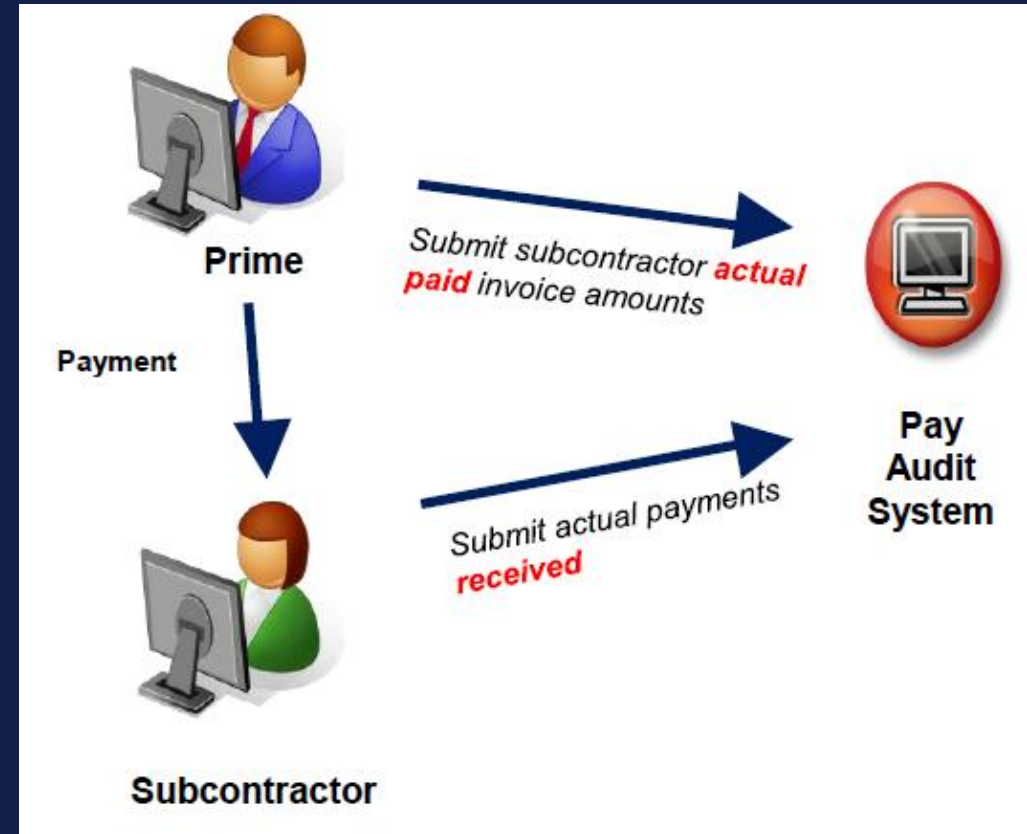
%	0%	0.6%	1.2%	1.8%	2.4%	3%
Pts.	-1	1	2	3	4	5

- Fractional points will be awarded based upon a graduated scale between whole points. (e.g., a 0.3% commitment will receive .5 points and a 1.5% commitment will receive 2.5 points)
- Submissions of 0% participation will result in a deduction of 1 point in each category
- The highest submission which exceeds the goal will receive 6 points (5 points plus 1 bonus point). In case of a tie both firms will receive 6 points.

Subcontractor Compliance

Pay Audit System

- Tool utilized to monitor the state's diversity spend for subcontractors
- Selected primes and subcontractors are required to report payments submitted or received through this web-based tool
- Based on contract terms payments should be reported monthly or quarterly
- **Questions?** Contact the Division of Supplier Diversity
 - mwbecompliance@idoa.in.gov
 - www.in.gov/idoa/mwbe/payaudit.htm



Submission Requirements

- You must be a registered bidder to submit a proposal.
 - Please refer to section 1.8 of the RFP document for instructions regarding the online submission process using the Supplier Portal.
- It is your responsibility to ensure that all required documents and forms are submitted prior to the due dates. **Failure to complete or submit required documents and forms may result in disqualification or loss of points.**

Additional Resources for Bidders

- Link to the bidder registry with IDOA and Secretary of State
 - <http://www.in.gov/idoa/2464.htm>
- Secretary of State of Indiana
 - Can be reached at (317) 232-6576 for registration assistance.
 - www.in.gov/sos
- IDOA Vendor and Supplier Resource Center
 - <http://www.in.gov/idoa/3106.htm>
- Minority and Women Owned Business Enterprises
 - For more information and full listing of IDOA Minority and Women Owned Businesses
 - <http://www.in.gov/idoa/2352.htm>

REQUEST FOR PROPOSAL 26-87334

HEALTHY FAMILIES INDIANA (HFI) SERVICES

Mike Huth

Purpose of the RFP

In accordance with applicable Indiana Code provisions, Rules and Policies, the Indiana Department of Administration (IDOA), acting on behalf of the Indiana Department of Child Services (DCS), requires Healthy Families Indiana (HFI) services. It is the intent of IDOA to solicit responses to this solicitation in accordance with the statement of work, proposal preparation section, and specifications contained in this document.

Scope of Work

HFI providers assist the Department of Child Services (DCS) in investing in healthy communities statewide by facilitating home visitation initiatives aimed at promoting the health and safety of families and children. This is done by carrying out the service components described below:

- Provide screening and assessment services to ensure families access critical supports
- Engage in-need families in home visiting services
- Promote healthy childhood growth and development through parent engagement
- Enhance family functioning by reducing risk and building protective factors for optimal childhood outcomes

HFI services are delivered at the county-level; thus, contractors will be responsible for providing services accordingly. Most counties are served by a single HFI provider. However, counties with high service needs may require multiple providers to ensure coverage. In addition, HFI providers may be contracted to provide services in more than one county.

Scope of Work

The Contractor shall bill DCS on a monthly basis based on the number of assessments completed as well as the number of home visiting families served. In order to receive payment, the Contractor shall complete the following requirements outlined in the HFI Billing Policy:

1. Ensure DCS billing claim is submitted in the HFI database by 5:00 pm Eastern time on the 10th of the month following services. When the 10th of the month falls on a non-work day (weekend or DCS recognized holiday), billing is submitted on the following work day. In order to receive the DCS monthly unit rate for home visitation, the site must complete at a minimum:
 - a. Level Unenrolled (UE) has 1 home visit of any length or attempted home visit within 30 days of admission and can only bill one time as UE.
 - b. Level 1 Prenatal (1P) and Level 2 Prenatal (2P) have a minimum of 1 home visit per month
 - c. Level 1 has a minimum of 2 home visits per month
 - d. Level 2 has 2 home visits per month
 - e. Level 3 has 1 home visit per month
 - f. Level Temporary Re-assignment (TR) is billable based on 1 home visit per month. If family is not seen, then family service is not billable.
 - g. Level Temporarily out of area (TO) is not billable as no contact is made with the family but ensures space is kept on FSW/FSS caseload.
 - h. Families on Level CO will only bill for 3 months within a 12-month fiscal period of October to September and must be enrolled with a minimum of one home visit to be placed on Level CO. Families on level CO must have appropriate secondaries entered to be billable.
 - i. Creative Outreach shall be billed in accordance with the requirements outlined in the HFI billing policy.
2. Ensure visits used to meet billing requirements may not occur within the same calendar week.
3. Encourage best practice home visit length of 60 minutes. Home visits must be a minimum of 45 minutes to be included on the billing report. Sites should provide home visits at the amount required by the HFA/HFI levels of service and duration of visits and not just to meet minimum billing requirements.
4. Ensure HFI claims are compiled electronically by the HFI database in cooperation with the DCS Prevention and Fiscal staff. Sites must also sign the invoices prior to submitting to DCS for payment. Invoices should be emailed to DCSPreventionquestions@dcs.in.gov NOT to contract specialists.
5. Ensure all HFI claims are submitted accurately. Engage in regular QA of claims to ensure accuracy of billing.
6. Re-verify income eligibility annually for enrolled families using the HFI Income declaration form. If the income cannot be re-verified within 90 days, or if the family is determined to be over income (250% of the FPL) sites may not use TANF funding for the family. Sites may use an alternative funding source, such as State/HFI. (See income and PCR policy).
 - a. To bill as TANF parent-child relationship must be verified and documented after the child of focus is born. (See income and PCR policy).

Term

- The term of contract shall be for a period of five (5) years from the date of contract execution. There may be one (1) one-year optional year for a total of six (6) years at the State's option.

Key Dates

Key Dates	
Activity	Date
Issue of solicitation	May 13, 2026
Pre-Proposal Conference	May 27, 2026 at 9:30 AM Eastern Time See Section 1.6
Deadline to Submit Written Questions	June 3, 2026 by 3:00 PM Eastern Time
Response to Written Questions/Amendments	June 10, 2026
Submission Due Date/Time	June 24, 2026 by 3:00 PM Eastern Time
Submission of Reference Check Forms to State	June 24, 2026 by 3:00 PM Eastern Time
<i>The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.</i>	
Proposal Evaluation	July 1, 2026
Proposal Discussions/Clarifications (if necessary)	July 2, 2026
Oral Presentations (if necessary)	July 7, 2026
Best and Final Offers (if necessary)	July 8, 2026
Award Recommendation	July 28, 2026

Evaluation Criteria

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	90 points
5. Minority Business Enterprise Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.5)
6. Women Business Enterprise Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.6)
Total	100 (102 if bonus awarded)

Questions?