

Indiana Department of Child Services
Request for Proposal to Provide
Adoption - Family Preparation Services

Response Due Date:

8/16/2019

DCS Indiana Adoption Program
Indiana Department of Child Services
302 W Washington Street, Room E306
Indianapolis, IN 46204

Section One

1.0 General Information and Requested Products/Services

1.1 Introduction

The Department of Child Services (DCS), in accordance with its State Plan requires multiple child welfare services in all 18 regions and 92 counties. The regions and included counties are listed below. It is the intent of DCS to solicit responses to this Request for Proposals (RFP) in accordance with the statement of work, proposal preparation section and specifications contained in this document. This RFP is being posted to the DCS website <https://www.in.gov/dcs/3159.htm> for downloading. Though this may be similar to previous solicitations, respondents should be mindful that our focus for this scope of work is on demonstrated capabilities and quality of services provided to our populations. Neither this RFP nor any response (proposal) submitted hereto are to be construed as a legal offer.

Region 1: Lake

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

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

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

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

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

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

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

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

Region 10: Marion

Region 11: Hamilton, Tipton, Madison, Hancock

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

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

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

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

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

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

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

1.2 Purpose of the RFP

The purpose of this RFP is to select Community-Based Services vendors/providers that can satisfy the DCS need for the provision of Adoption – Family Preparation services to Regions 15 & 18 and the corresponding local offices those regions. Though this may be similar to previous solicitations, respondents should be mindful that our focus for this scope of work is on demonstrated capabilities and quality of services provided to our populations. Services may only apply to the Region and the individual counties and Service Standard identified in this RFP.

Community-Based Services, formerly referred to as IV-B Services, are programs which promote the well-being of children and families and are designed to strengthen and stabilize families (including biological, adoptive, foster, and extended families). Services shall be provided in accordance to the DCS Service Standards (Attachment A).

DCS may consider contracting for specialized or innovative services that do not adhere to the service standards. Respondents who wish to propose such services should refer to them as Specialized Services when completing the application. Please be sure the program and budget are outlined in detail in the service narrative and budget narrative. Billable units must be assigned a rate and defined.

DCS is currently interested in receiving service proposals for:

- Adoption – Family Preparation

Medicaid

DCS strongly encourages applicants to become Medicaid eligible providers. Many children and adults who are served by DCS are covered by Medicaid. DCS intends to refer those Medicaid eligible children and adults to Medicaid eligible providers for Medicaid Clinic Option services where available and appropriate. Respondents should note changes within the service standards: There are various methods of payment for certain components in the Community-Based Service Standards: Medicaid Clinic Option (MCO), Medicaid Rehabilitation Option (MRO) and Department of Child Services (DCS). It is the responsibility of the service provider to know which services are billable to Medicaid. MRO services can only be billed by the Community Mental Health Centers (CMHC). The Medicaid Clinic Option services can be billed to Medicaid by Medicaid approved providers. DCS will make payment for authorized services that cannot be billed to Medicaid. It is the responsibility of the Service provider to know which method of billing is appropriate/allowable. It should also be noted the qualifications of the workers addressed in the service standard are based on the funding source. The provider is responsible for making sure the qualifications are being met.

Below are the Service Standards and the method of payment.

See Attachment A for the full listing of Service Standards

ADOPTION SERVICES	Family Preparation	DCS
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1.3 Summary Scope of Work

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

1.4 Question/Inquiry Process

All questions/inquiries regarding this RFP must be submitted in writing by the deadline of:

July 22, 2019

Questions/Inquiries must be submitted utilizing Attachment N (Required Question Form) via email (DCSAdoption@dcs.in.gov) and must be received by DCS by the time and date indicated above.

Following the question/inquiry due date, DCS personnel will compile a list of the questions/inquiries submitted by Respondents. The responses will be posted to the DCS website according to the RFP timetable established in Section 1.14. Only answers posted on the DCS website www.in.gov/dcs will be considered official and valid by the State. No Respondent shall rely upon, take any action, or make any decision based upon any verbal communication by a State employee.

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

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

1.5 Due Date for Proposals

To be considered, proposals must be submitted electronically through the Proposal Portal by August 16, 2019.

All electronic copies of the proposal must be submitted online by 4:00 PM (EDT)

Any proposal not submitted electronically by 4:00 PM (EDT) on this date will NOT be considered.

1.6 Proposal Clarifications, Proposal Discussions and Contract Discussions

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

1.7 Reference Site Visits

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

1.8 Type and Term of Contract

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

The term of the contract shall be for a period determined by the timing of the request for the proposal and the necessary period of time to activate a contract. All contracts will end 6/30/2021. The State may exercise the option to extend contracts for two years.

1.9 Confidential Information

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

1.10 Secretary of State Registration

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

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

NOTE: When you complete the proposal application, your agency's legal name must match your registered name with the Secretary of State. If it does not and your agency is selected for a contract, the contract will be delayed until this is resolved. Before contracts are moved through the signature process they must pass review by the Department of Workforce Development (DWD) and Department of Revenue (DOR). If an agency that is accepted for a contract by DCS has unpaid unemployment insurance or unpaid taxes to the State, the contract will be held until these issues are resolved. Any issues must be resolved with DWD/DOR. It is extremely important that all agencies are aware of this review to prevent delays in the timely execution of the contract.

1.11 IDOA Bidder Registration

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

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

1.12 Compliance Certification

Responses to this RFP serve as a representation that the respondent has no current or outstanding criminal, civil, or enforcement actions initiated by the State, and it agrees that it will immediately notify the State of any such actions. The Respondent also certifies that neither it nor its principals are presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State. The Respondent agrees that the State may confirm, at any time, that no such liabilities exist. If such liabilities are discovered, the State may bar the Respondent from contracting with the State, cancel existing contracts, withhold payments to set off such obligations, and withhold further payments or purchases until the entity is current in its payments on its liability to the State and has submitted proof of such payment to the State. If, in an audit or review by the State, it is discovered that there is a non-compliance issue with either the service standard or the contract, the State may elect to impose a financial penalty.

1.13 Americans with Disabilities Act

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

1.14 Summary of Milestones

Key RFP Activities	Date
Issue of RFP	7/8/2019
Bidder Conference (If required)	N/A
Deadline to submit questions via email	7/22/2019
Answers to proposal questions posted	7/29/2019
Electronic Submission of proposals	8/16/2019
Central Office/Regional Review	TBD
Notification of preliminary award	TBD
Contract start date	10/1/2019
Contract end date	6/30/2021

2.0 Proposal Preparation Instructions

2.1 General

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

Each Proposal must include the attachments explained in the KidTraks RFP User Guide (Appendix B). This User Guide can be found in the attachment section on this website link:

<https://www.in.gov/dcs/3159.htm>.

2.2 Application

The application is prepared online. It includes agency information, geographic area to be covered and proposed services with corresponding unit rates. It also includes the certification that the respondent agrees to the assurances (Attachment K), sample contract (Attachment G), Child Welfare Principles (Attachment H), and Service Standards (Attachment A). The application should be signed by a person authorized to commit the Respondent to its representations and who can certify that the information offered in the proposal meets the general conditions. The document should be uploaded to the electronic proposal in KidTraks.

2.3 Rates

DCS has a standardized rates for each billable unit. No rate will be approved above the standard rate. Note: Respondents can only select those billable units indicated in the service standards. Medicaid billable units and rates should not be included in the application.

3. Proposal Evaluation

3.1 Proposal Evaluation Procedure

The Proposal Evaluation will be scored by dividing into three sections: Provider Documentation, Service Documentation, and DCS Review of IDOA requirements. All evaluation personnel will use the criteria stated in section 2.

Provider Review: This section is scored as a pass/fail and will require a minimum score to move to the next phase.

Service Review: Once the proposal has passed the Provider Review, a group of field personnel will be selected to act as a proposal evaluation team. Subgroups of this team, consisting of one or more team members, will be responsible for the evaluation of proposals with regard to compliance with the RFP requirements.

DCS Review of IDOA requirements: Concurrently to Service Review, the IDOA section will be scored separately.

The Department of Child Services designee will, in the exercise of sole discretion, determine which proposals offer the best means of servicing the interests of the State

3.2 Evaluation Criteria

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

The Department of Child Services designee will, in the exercise of sole discretion, determine which proposal(s) offer the best means of servicing the interests of the State. The exercise of this discretion will be final. DCS reserves the right to contract with multiple respondents for the same service within the same region and Local Office. Selections are based on service and location needs and these may vary across the state.

Respondents must score a minimum of 25 points in the Provider review to proceed to the Service Review. Points earned in the Provider review will be combined with the points earned from the Service and IDOA requirement reviews for a final score out of a total of 100 points. Each proposal then will be ranked based on score for final determination of proposals to be awarded.

4.0 Reports

Providers will be required to prepare, maintain and submit any statistical reports, program reports, other reports or other information as requested by DCS related to services provided.

4.1 Monthly Reports

Templates for monthly reports based on the type of service have been developed and are attached. Monthly reports are due by the 10th of the month following service.