

INDIANA DEPARTMENT OF CHILD SERVICES

Request for Proposal to Provide:

Community Partners For Child Safety Services

Response Due Date:

October 15, 2014

Services and Outcomes
Indiana Department of Child Services
302 W. Washington St., Room E306
Indianapolis, Indiana 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 www.in.gov/dcs/3156.htm for downloading. 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: Adams, Allen, DeKalb, Huntington, LaGrange, Noble, Steuben, Wells, Whitley.

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

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

Region 7: Blackford, Delaware, Grant, Jay, Randolph.

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 Partners For Child Safety Services vendors/providers that can satisfy the DCS need for the provision of a comprehensive array of prevention services to all 18 regions in the State. Service providers may choose to apply to serve individual regions or the entire state.

The purpose of this program is to provide a child abuse prevention service that can be delivered in every region in the state. This service will build community resources in order to have a collaborative prevention network throughout the region. The service will be for those families that are identified through self-referral or other community agency referral. The service will

provide home based services to connect families to resources to strengthen the family and prevent child abuse and neglect.

1.3 SUMMARY SCOPE OF WORK

Contractors chosen will be expected to provide Community Partners for Child Safety Services in a manner that is consistent with the Principles of Child Welfare Services (Attachment E) These specifications include but are not limited to, length, quality and type of service, 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 **10 a.m. Eastern Time on 9-15-14**. Questions/Inquiries must be submitted utilizing Attachment M (Required Question Form) via email (dcspreventionquestions@dcs.in.gov) and must be received by The Department of Child Services by the time and date indicated above.

Following the question/inquiry due date, the Department of Child Services personnel will compile a list of the questions/inquiries submitted by Respondents. The responses will be posted to the Department of Child Services website according to the RFP timetable established in Section 1.14. Only answers posted on the Department of Child Services website www.in.gov/dcs/3153.htm 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 with any 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 Department of Child Services website. If such addenda issuance is necessary, the Department of Child Services may extend the due date and time of proposals to accommodate such additional information requirements, if required.

1.5 DUE DATE FOR PROPOSALS

To be considered, proposals must be submitted electronically through the Proposal Portal by October 15, 2014.

All electronic copies of the proposal must be submitted online by 4pm EDT on 10/15/2014.

Any proposal not submitted electronically by 4pm EDT on 10/15/2014 will not be considered.

1.6 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 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 chosen for discussions. Discussions, along with negotiations with responsible respondents may be conducted for any appropriate purpose.

The Department of Child Services 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 service.

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. (Exhibit 1 of the Contract is in Attachment G)

The term of the contract shall be for a period of 24 months, beginning **July 1, 2015, and ending June 30, 2017**. 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 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 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 the opinion of the General Counsel for the Department of Child Services. Prices are not confidential information.

1.10 SECRETARY OF STATE REGISTRATION

If awarded a contract, the Respondent will be required to register with your legal name, 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:

Department of Child Services
Community Partners for Child Safety
Term July 1, 2015 to June 30, 2017

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 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 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 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. 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.

1.12 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 Dates: Activity	Date
Issue of RFP	9/2/14
Bidders' Conference	9/8/14 9am – 12noon and 1pm –4pm
Deadline to Submit Written Questions	9/15/14 by 10 am EST
Answers to Vendor questions posted on DCS website	9/30/14
Submission of Proposals	10/15/14 by 4pm EDT
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.	
Regional Review	October-January
Notification of Awards	2/15/15
Contract Start Date	7/1/2015
Contract End Date	6/30/17

Bidders' Conference

A Bidders' Conference is being held on September 8, 2014 at the Indiana Government Center South Auditorium from 9am-12pm and a second identical session from 1-4pm.

While this meeting is not required, it is strongly recommended. Due to space limitations, your agency should only attend one session. To control the size of the groups, we are recommending those from central Indiana attend the morning session and those from northern and southern Indiana attend the afternoon session, however this is not required. A description of the services and eligible applicants will be included in each RFP at the link above.

SECTION TWO

Community Partners For Child Safety Services Program Proposal

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 will be submitted electronically (See Attachment B instructions on electronic submission).

Each Program Proposal must include:

1. Application: The application information needed to complete the application process is located online at this website: <http://www.in.gov/dcs/3159.htm>. The electronic application is located at <https://financials.dcs.in.gov/Public/RFP/RequestAvailable.aspx>. It includes agency information, geographic area to be covered.
2. Service Narrative: The Service Narrative template must be used (Attachment C). One Service Narrative should be completed for each Region being proposed. This portion of the proposal allows the applicant to provide specific information regarding the proposed service.
3. Budget: The Budget template must be used. One budget must be completed for each Region proposed. (Attachment D)

Note: Respondents can only select those billable units indicated in the service standards. Respondents should document other prevention funds (30%) under A.3 (Consultant and Contract Services for Community Partners for Child Safety and Other Prevention Services). A budget must be completed for each Region proposed.

Federal Selected Disallowed Expenses (Attachment I) list all expenses that cannot be included in the budget. Regional allocations for Year 1 and Year 2 of the budget may be found (Attachment J)

Respondents will be required to print the Program Proposal from the Proposal Portal website and sign the application in blue ink. This application and all of the submitted attachments should be submitted and uploaded as indicated in the table below.

Note: Respondents will submit only one proposal per Region to be served.

The RFP submissions must include the following:

	Submitted Electronically by 10/15/14
Upload Application	<input type="checkbox"/>
Upload Attachment C– Service Narrative	<input type="checkbox"/>
Upload Attachment D– Budget	<input type="checkbox"/>
Change proposal status to submitted	<input type="checkbox"/>

Prior to submitting the proposal, it is vital that the proposal be reviewed to ensure that all required information is included.

Proposals cannot be submitted electronically without the required attachment(s). All proposals must be submitted in entirety electronically no later than the date listed on the RFP and a signed copy uploaded no later than the date listed on the RFP.

2.2 APPLICATION

The application is prepared online. It includes agency information, geographic area to be covered and proposed services. It also includes the certification that the respondent agrees to the assurances (Attachment F), sample contract (Attachment K), Child Welfare Principles (Attachment E) 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 all general conditions. This document is to be uploaded.

2.3 SERVICE NARRATIVE

The Service Narrative (Attachment C) must utilize the provided templates. Each program proposal will include one Service Narrative for each Region being proposed. The Service Narrative will outline the specific services to be delivered.

Proposals must identify and meet service components in the Service Standards (See Attachment A for Service Standards). Proposals must identify outcomes consistent with those identified in the Service Standards. Proposals must demonstrate the organizational and procedural structure that are necessary to deliver the services proposed.

2.5 BUDGET

A one year Budget (Attachment D) for each region is required **for all proposals**. Note: Respondents can only select those billable units indicated in the service standards. Respondents should document other prevention funds (30%) under A.3 (Consultant and Contract Services for Community Partners for Child Safety and Other Prevention Services). A budget must be completed for each Region proposed. Federal Selected Disallowed Expenses (Attachment I) list all expenses that cannot be included in the budget. Regional allocations for Year 1 and Year 2 of the budget may be found (Attachment J)

SECTION THREE

PROPOSAL EVALUATION

3.1 PROPOSAL EVALUATION PROCEDURE

The State will select 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 with regard to compliance with RFP requirements. All evaluation personnel will use the evaluation criteria stated in Section 3.2.

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. Recommendation by the Regional Service Councils will be considered when determining which proposals will be accepted for contracts.

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

1. Each proposal will be evaluated for adherence to requirements and Assurances on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration.
2. Each proposal will be evaluated on the basis of the categories included in Section 3.2. A point score has been established for each category.
3. Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to the State, taking into account all of the evaluation factors, may be selected by the Department of Child Services for further action, such as contract negotiations. If, however, the Department of Child Services 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, the Department of Child Services may begin contract preparation with the next qualified Respondent or determine that no such alternate proposal exists. The State may also choose multiple respondents to provide services.

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. Each of the evaluation criteria categories is described in the Proposal Scoring Tool with a brief explanation of the basis for evaluation in that category. (Attachment H) The points associated with each category are indicated following the category name (total maximum points = 25). 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 into account such criterion or criteria.

SECTION FOUR

OTHER INFORMATION

4.1 REPORTS

All client data and service data must be entered into the DCS approved database system provided by DCS. At a minimum, contractors will be expected to gather the following information: date of referral, date of consent, date of assessment and assessment data, date(s) of face to face contact(s), family goal(s), date goal was set, termination date and reason.

SECTION FIVE

ATTACHMENTS

See <http://www.in.gov/dcs/3156.htm> for attachment

A	Service Standard	
B	Application	Instruction on how to complete the electronic Application
C	Service Narrative	One per proposal
D	Budget	Completed using standardized budget template.
E	Principles of Child Welfare Services	For your information. A signed Application certifies agreement to adhere to the Principles of Child Welfare Services.
F	Assurances	For your information. A signed Application certifies the Assurances.
G	Exhibit 1	Certification of Completion of Required Criminal and Background Checks
H	Proposal Scoring Tool	Tool that DCS staff will use to score the proposals
I	Federal Selected Disallowed Expenses	For your information. Expenses that are not allowed.
J	Regional Allocations	For your information.
K	Sample Contract	Community Partners Sample Contract
L	Required Question Form	RFP questions must be submitted with this form to the dcspreventionquestions@dcs.in.gov