IN.gov

Indiana Department of Child Services

KidTraks

Child Welfare Financial System

Request for Proposal (RFP) User Guide

Last Updated: March 2020

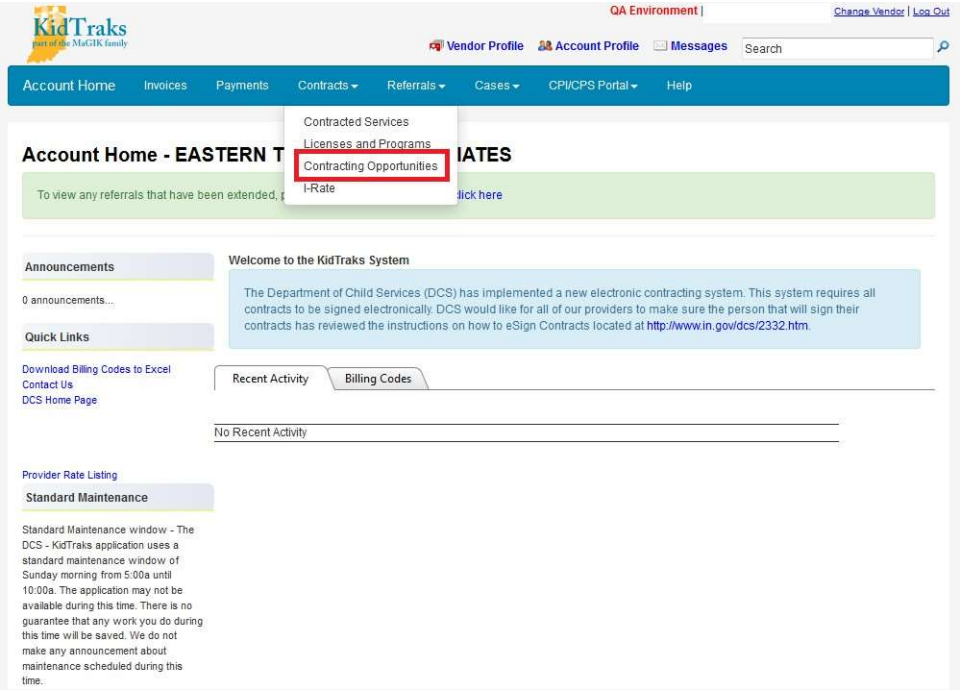
KidTraks – RFP User Guide
Index

1.0 Introduction ..... pg. 2
2.0 View Listing of Contract Opportunities ..... pg. 4
3.0 Attain Authorization to Create a Proposal ..... pg. 6
    3A Authorization for Existing KidTraks Vendors ..... pg. 6
    3B Authorization for Prospective KidTraks Vendors ..... pg. 8
    3C Prospective KidTraks Vendor Registration ..... pg. 9
4.0 Online Proposal Forms and Attachments ..... pg. 13
    4A RFP Information Page ..... pg. 14
    4B Proposal Information Page ..... pg. 15
    4C Basic Information Page ..... pg. 16
    4D Selecting Applicable Services for Proposal ..... pg. 18
    4E Proposed Services Form ..... pg. 19
    4F Component Code Table ..... pg. 20
    4G County/Contact Table ..... pg. 21
    4H Finalizing Proposal Services Form ..... pg. 24
    4I Uploading Attachments ..... pg. 26
    4J Deleting Attachments ..... pg. 28
    4K Proposal Application ..... pg. 29
5.0 Proposal Submission ..... pg. 29
    5A Eligibility to Submit ..... pg. 29
    5B Successful Proposal Submission ..... pg. 31
    5C Review Successful Submission ..... pg. 32
6.0 Deleting Proposals ..... pg. 33
7.0 Appendices ..... pg. 34
    Appendix A: Helpful Tips ..... pg. 34
    Appendix B: Attachment Descriptions ..... pg. 35

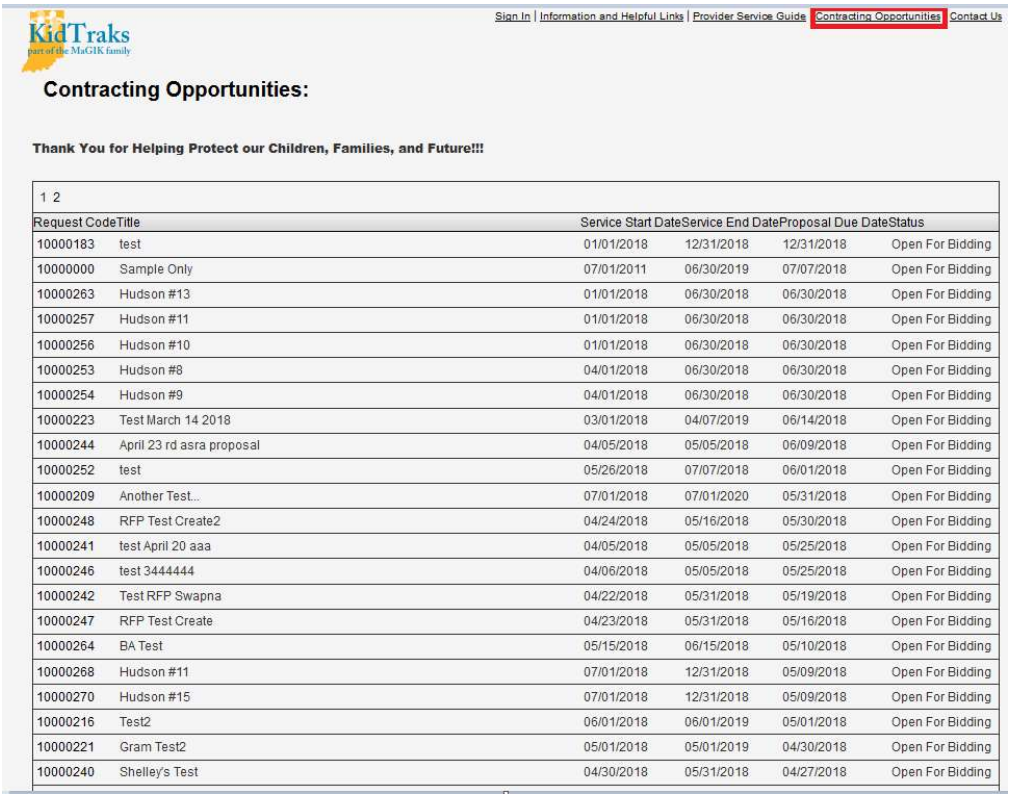
1.0 INTRODUCTION

DCS KidTraks offers online access to Request for Proposals (RFPs) including the ability to submit proposals online.

Current vendors may access a listing of DCS contracts currently open for bid via their Vendor Portal page at the bottom of the screen. There is a link under Support Links titled, *Contracting Opportunities*.



Prospective vendors may access a listing of DCS contracts currently open for bid via the *Request for Proposal (RFP) Inquiry Page* which is linked as *Contracting Opportunities* on the *KidTraks Login Page* or directly via the following link: https://financials.dcs.in.gov/Public/RFP/RequestAvailable.aspx



KidTraks
part of the MaGIK family

Sign In | Information and Helpful Links | Provider Service Guide | Contracting Opportunities | Contact Us

Contracting Opportunities:

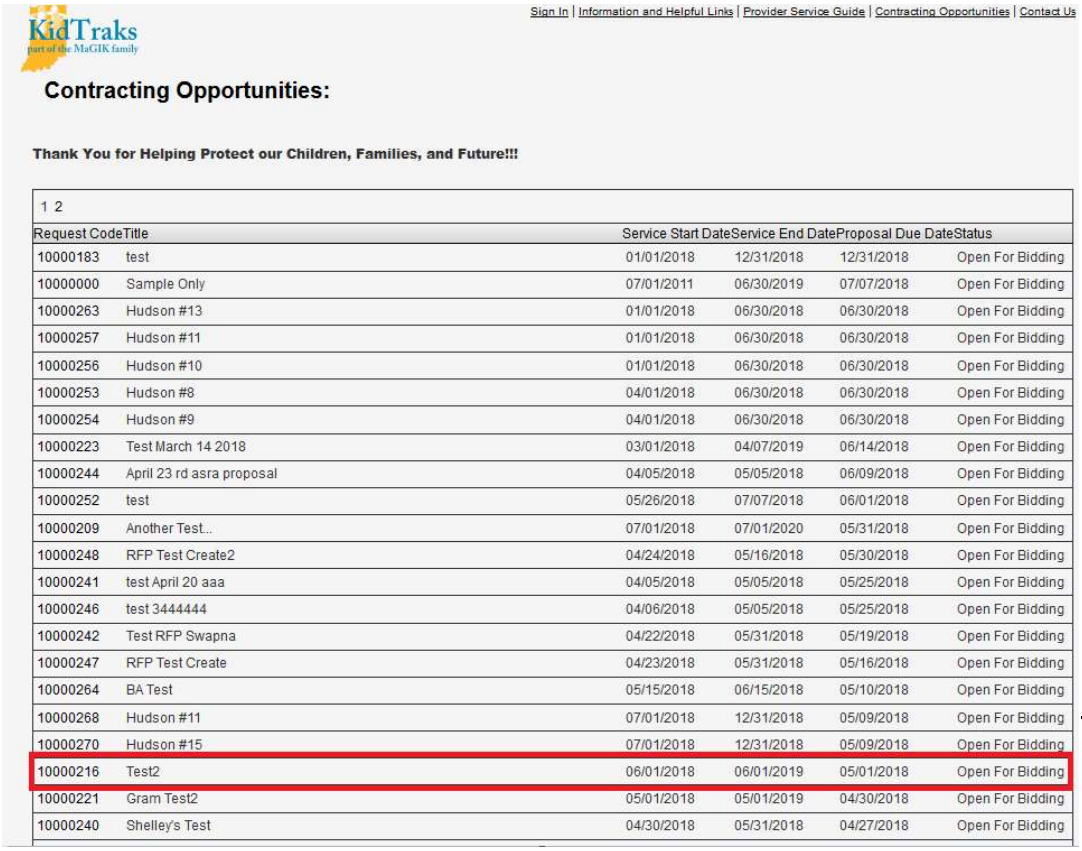
Thank You for Helping Protect our Children, Families, and Future!!!

1 2

Request Code	Title	Service Start Date	Service End Date	Proposal Due Date	Status
10000183	test	01/01/2018	12/31/2018	12/31/2018	Open For Bidding
10000000	Sample Only	07/01/2011	06/30/2019	07/07/2018	Open For Bidding
10000263	Hudson #13	01/01/2018	06/30/2018	06/30/2018	Open For Bidding
10000257	Hudson #11	01/01/2018	06/30/2018	06/30/2018	Open For Bidding
10000256	Hudson #10	01/01/2018	06/30/2018	06/30/2018	Open For Bidding
10000253	Hudson #8	04/01/2018	06/30/2018	06/30/2018	Open For Bidding
10000254	Hudson #9	04/01/2018	06/30/2018	06/30/2018	Open For Bidding
10000223	Test March 14 2018	03/01/2018	04/07/2019	06/14/2018	Open For Bidding
10000244	April 23 rd asra proposal	04/05/2018	05/05/2018	06/09/2018	Open For Bidding
10000252	test	05/26/2018	07/07/2018	06/01/2018	Open For Bidding
10000209	Another Test...	07/01/2018	07/01/2020	05/31/2018	Open For Bidding
10000248	RFP Test Create2	04/24/2018	05/16/2018	05/30/2018	Open For Bidding
10000241	test April 20 aaa	04/05/2018	05/05/2018	05/25/2018	Open For Bidding
10000246	test 3444444	04/06/2018	05/05/2018	05/25/2018	Open For Bidding
10000242	Test RFP Swapna	04/22/2018	05/31/2018	05/19/2018	Open For Bidding
10000247	RFP Test Create	04/23/2018	05/31/2018	05/16/2018	Open For Bidding
10000264	BA Test	05/15/2018	06/15/2018	05/10/2018	Open For Bidding
10000268	Hudson #11	07/01/2018	12/31/2018	05/09/2018	Open For Bidding
10000270	Hudson #15	07/01/2018	12/31/2018	05/09/2018	Open For Bidding
10000216	Test2	06/01/2018	06/01/2019	05/01/2018	Open For Bidding
10000221	Gram Test2	05/01/2018	05/01/2019	04/30/2018	Open For Bidding
10000240	Shelley's Test	04/30/2018	05/31/2018	04/27/2018	Open For Bidding

2.0 VIEW LISTING OF CONTRACT OPPORTUNITIES

To view the individual details for each RFP and to begin the online proposal submission process, click on the *RFP ID* which corresponds with the *Title* of interest. Also included in the *RFP Table* are contract *Start Date, End Date*, and *Proposal Due Date* columns. Note that each RFP has a *Status* indicating whether the RFP is *Open for Bidding* or *Closed*. Proposals may only be submitted for those RFPs that are designated as *Open for Bidding*.



KidTraks
part of the MaGIK family

Sign In | Information and Helpful Links | Provider Service Guide | Contracting Opportunities | Contact Us

Contracting Opportunities:

Thank You for Helping Protect our Children, Families, and Future!!!

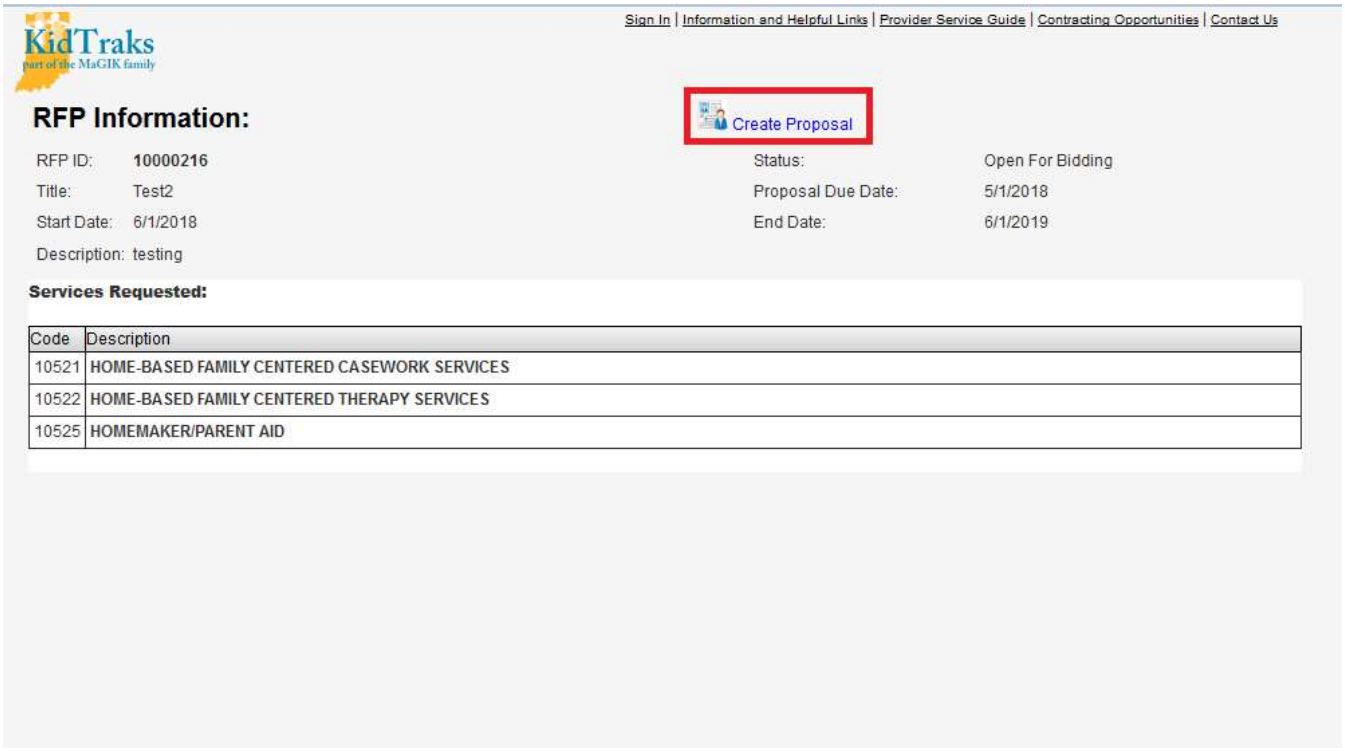
1 2

Request Code	Title	Service Start Date	Service End Date	Proposal Due Date	Status
10000183	test	01/01/2018	12/31/2018	12/31/2018	Open For Bidding
10000000	Sample Only	07/01/2011	06/30/2019	07/07/2018	Open For Bidding
10000263	Hudson #13	01/01/2018	06/30/2018	06/30/2018	Open For Bidding
10000257	Hudson #11	01/01/2018	06/30/2018	06/30/2018	Open For Bidding
10000256	Hudson #10	01/01/2018	06/30/2018	06/30/2018	Open For Bidding
10000253	Hudson #8	04/01/2018	06/30/2018	06/30/2018	Open For Bidding
10000254	Hudson #9	04/01/2018	06/30/2018	06/30/2018	Open For Bidding
10000223	Test March 14 2018	03/01/2018	04/07/2019	06/14/2018	Open For Bidding
10000244	April 23 rd asra proposal	04/05/2018	05/05/2018	06/09/2018	Open For Bidding
10000252	test	05/26/2018	07/07/2018	06/01/2018	Open For Bidding
10000209	Another Test...	07/01/2018	07/01/2020	05/31/2018	Open For Bidding
10000248	RFP Test Create2	04/24/2018	05/16/2018	05/30/2018	Open For Bidding
10000241	test April 20 aaa	04/05/2018	05/05/2018	05/25/2018	Open For Bidding
10000246	test 3444444	04/06/2018	05/05/2018	05/25/2018	Open For Bidding
10000242	Test RFP Swapna	04/22/2018	05/31/2018	05/19/2018	Open For Bidding
10000247	RFP Test Create	04/23/2018	05/31/2018	05/16/2018	Open For Bidding
10000264	BA Test	05/15/2018	06/15/2018	05/10/2018	Open For Bidding
10000268	Hudson #11	07/01/2018	12/31/2018	05/09/2018	Open For Bidding
10000270	Hudson #15	07/01/2018	12/31/2018	05/09/2018	Open For Bidding
10000216	Test2	06/01/2018	06/01/2019	05/01/2018	Open For Bidding
10000221	Gram Test2	05/01/2018	05/01/2019	04/30/2018	Open For Bidding
10000240	Shelley's Test	04/30/2018	05/31/2018	04/27/2018	Open For Bidding

Once the desired RFP has been accessed, the applicant will be transferred to the *RFP Information Page*. Here the applicant will be able to view more details about the chosen RFP including a description and the *Service Standards* associated with the chosen RFP.

Note: There may be one or more *Service Standards* listed for a given RFP. Our example below includes 3 *Service Standards*.

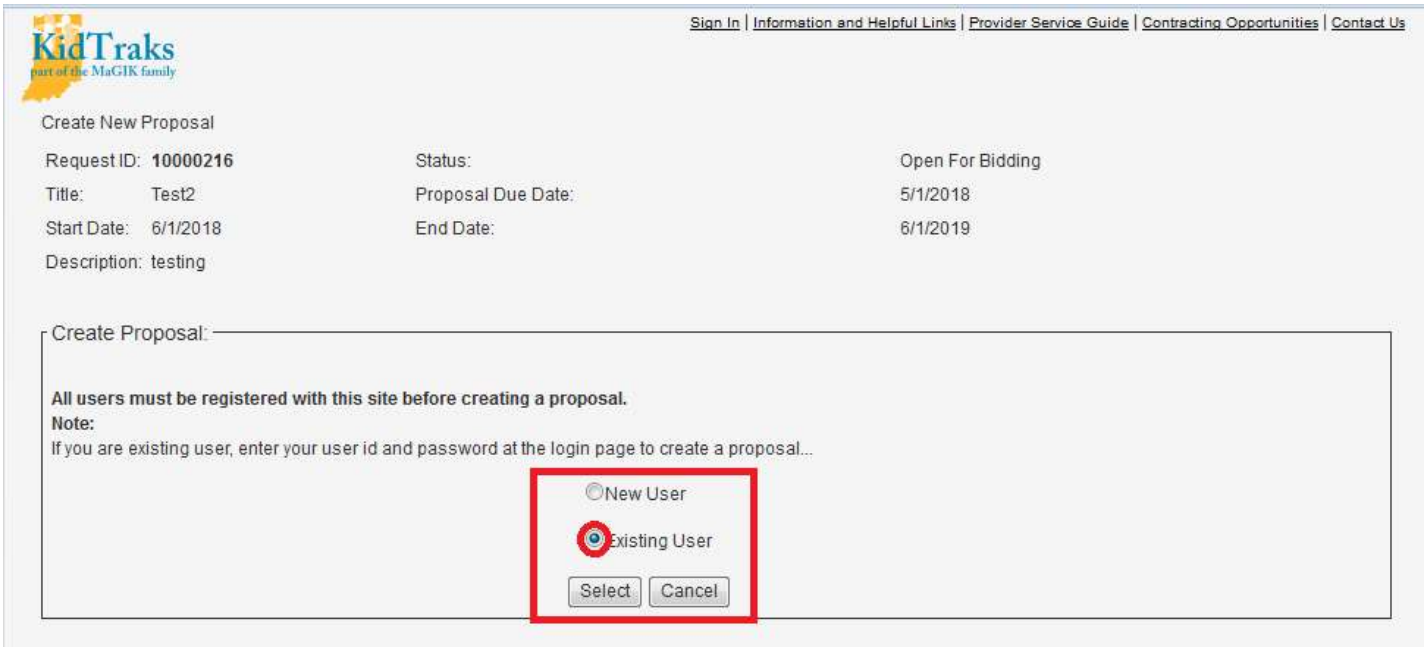
To begin the online proposal submission process, click on the *Create Proposal* link which will transfer the applicant to the *Create New Proposal Page*.



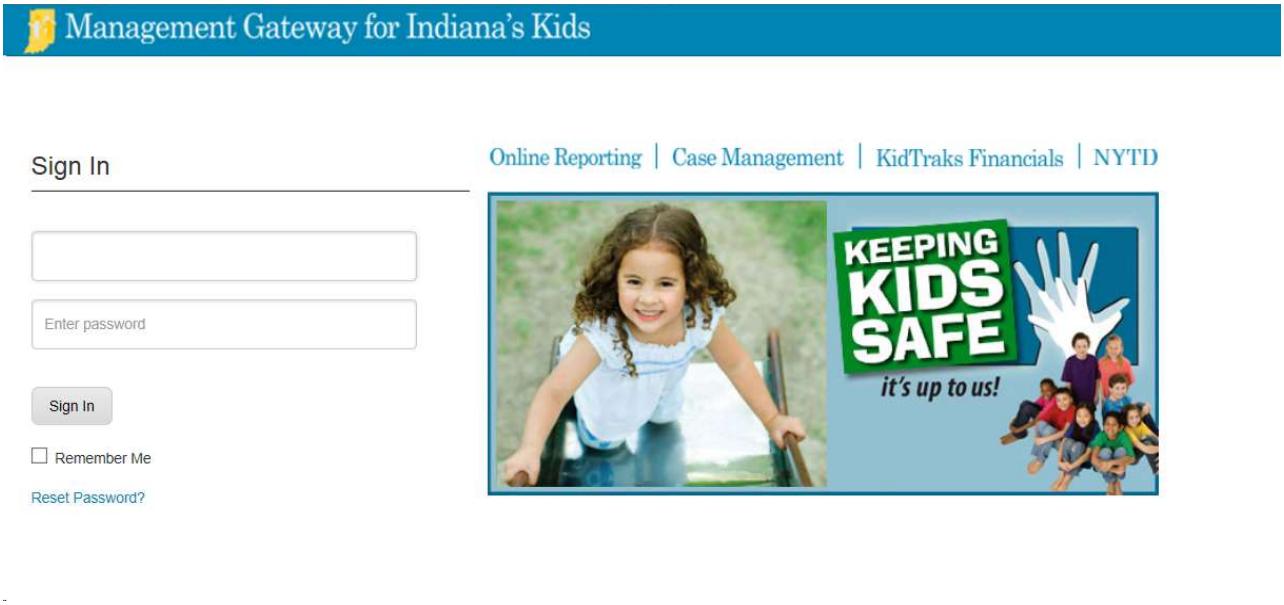
3.0 ATTAIN AUTHORIZATION TO CREATE A PROPOSAL

3A AUTHORIZATION FOR EXISTING KIDTRAKS VENDORS

From the *Create New Proposal Page*, applicants are required to identify whether they are an existing online KidTraks vendor, or if they need to register as a new user. In the below example, we illustrate the selection of an existing online KidTraks vendor.

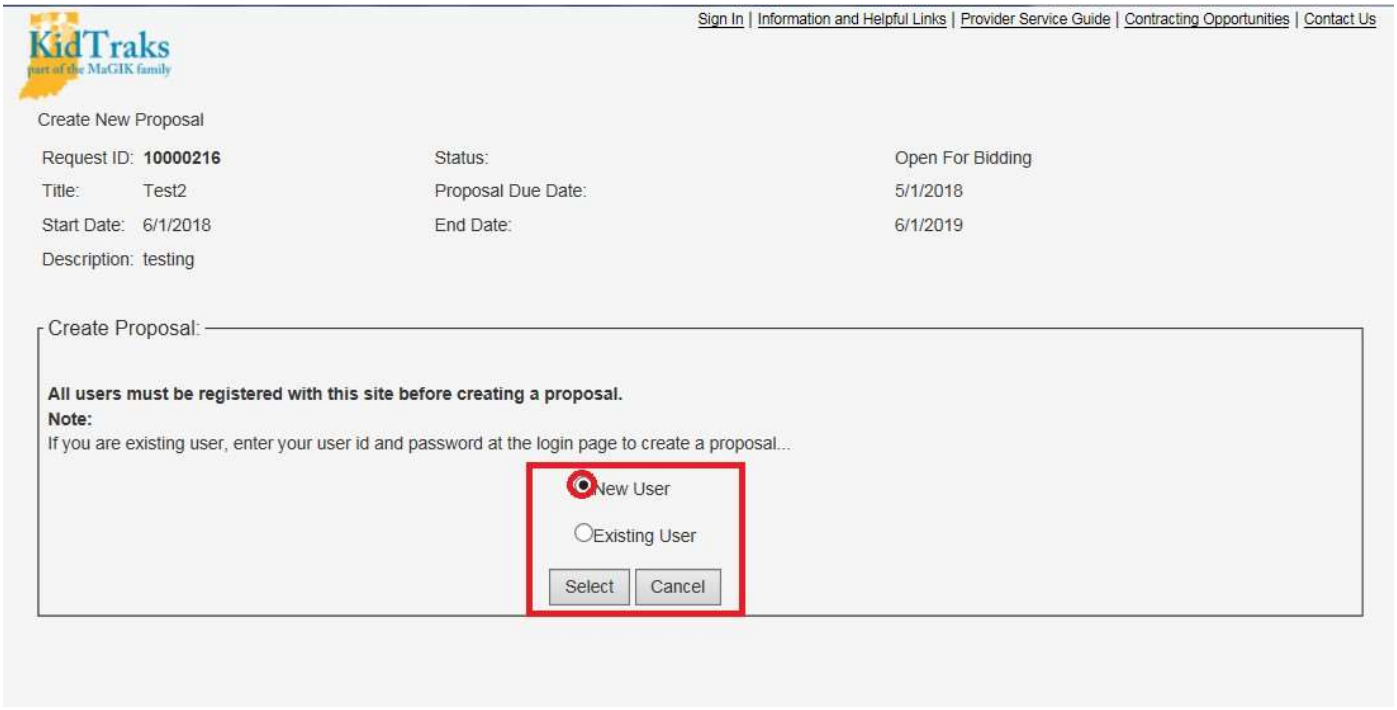


When an applicant identifies themselves as an *Existing User* and clicks on the *Select* button, they are transferred to the *KidTraks Login Page* as demonstrated below. Here the applicant enters their KidTraks *User ID* and *Password*, then clicks on the *Login* button. The applicant then must return to the *RFP Inquiry Page* and select the desired *RFP ID* corresponding to the desired proposal for submission. Existing users may now advance to page 12 to continue the online proposal creation process.



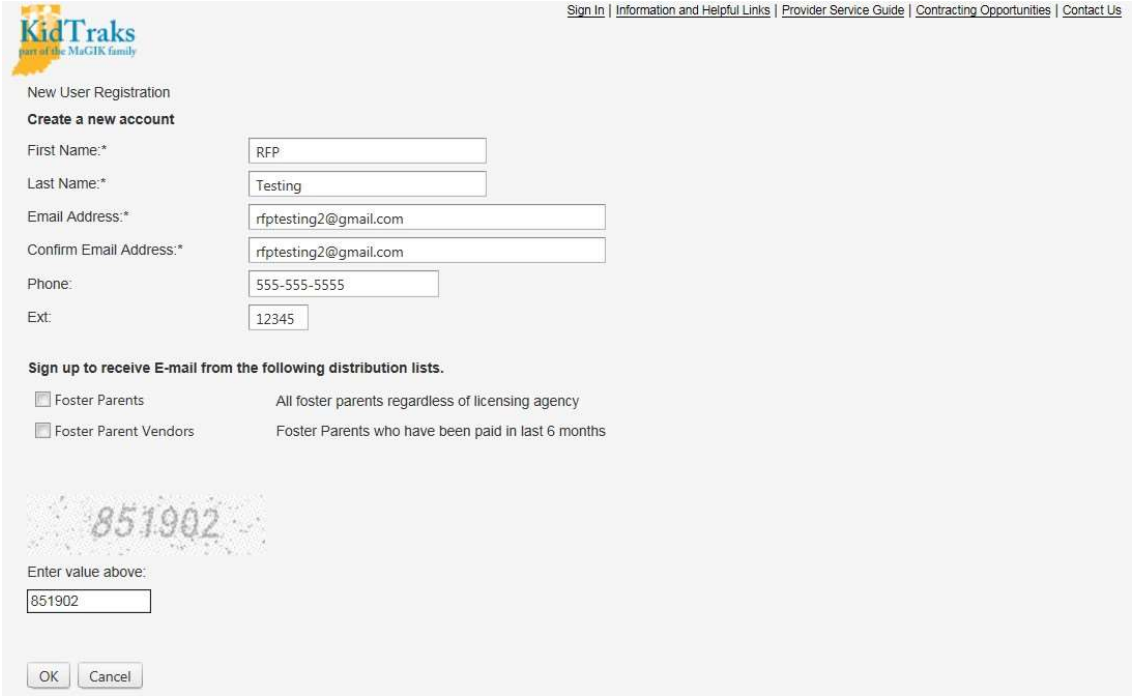
3B AUTHORIZATION FOR PROSPECTIVE KIDTRAKS VENDORS

Vendors not registered as online KidTraks users must complete the registration process. This begins by identifying yourself as a *New User* from the *Create New Proposal Page* and then clicking on the *Select* button as demonstrated below.

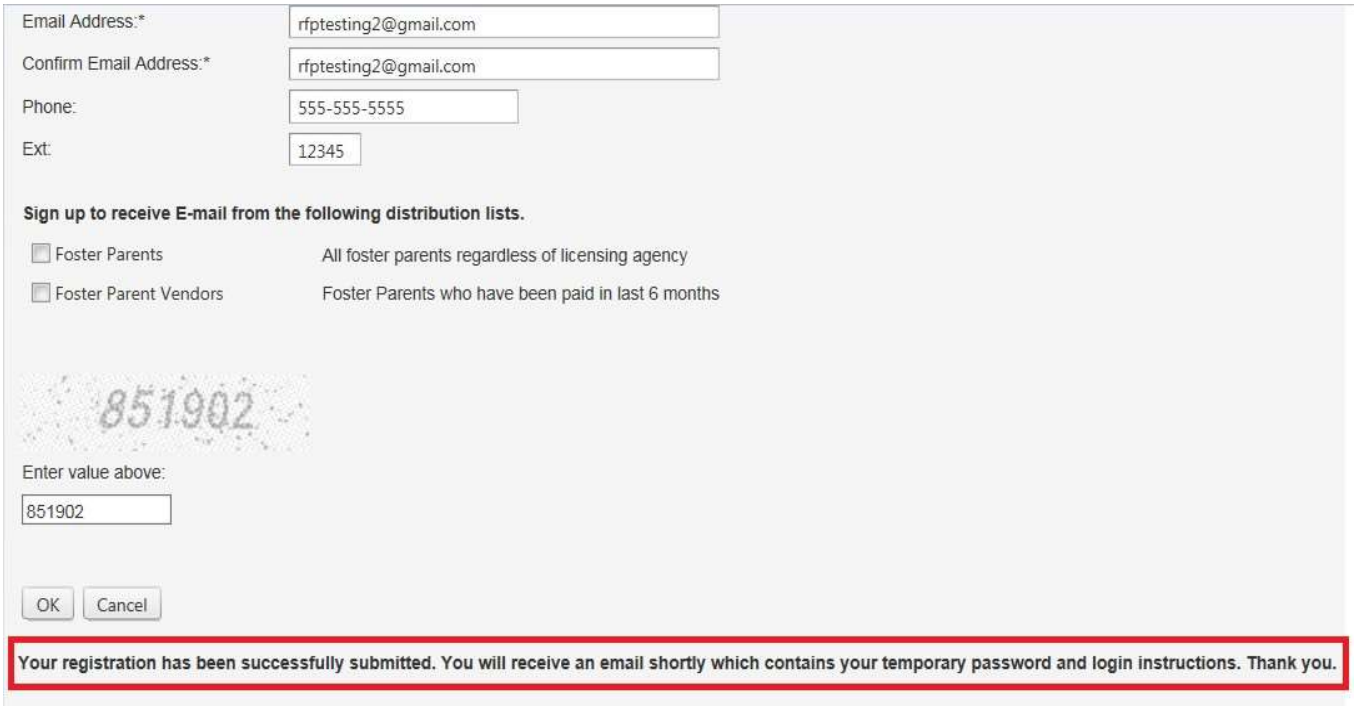


3C PROSPECTIVE KIDTRAKS VENDOR REGISTRATION

The applicant is then transferred to the *Registration Page*. Here the user completes the online form and clicks on the *OK* button as illustrated below.

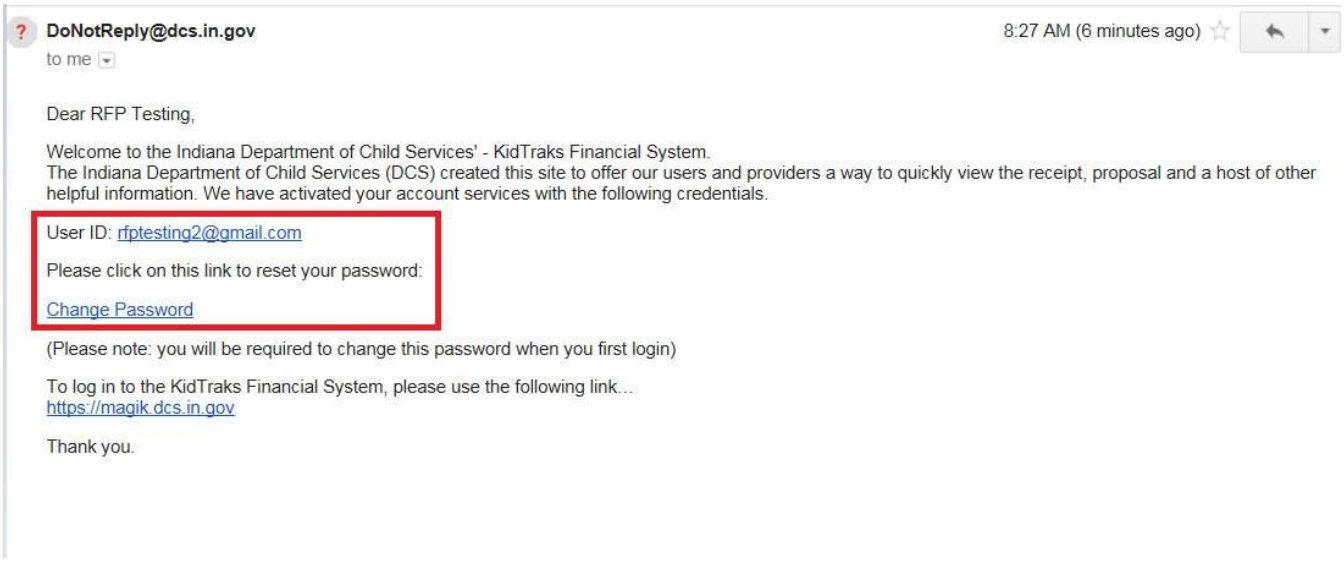


A successful registration is indicated at the bottom of the *Registration Page* when the form is completed and the *OK* button is selected.



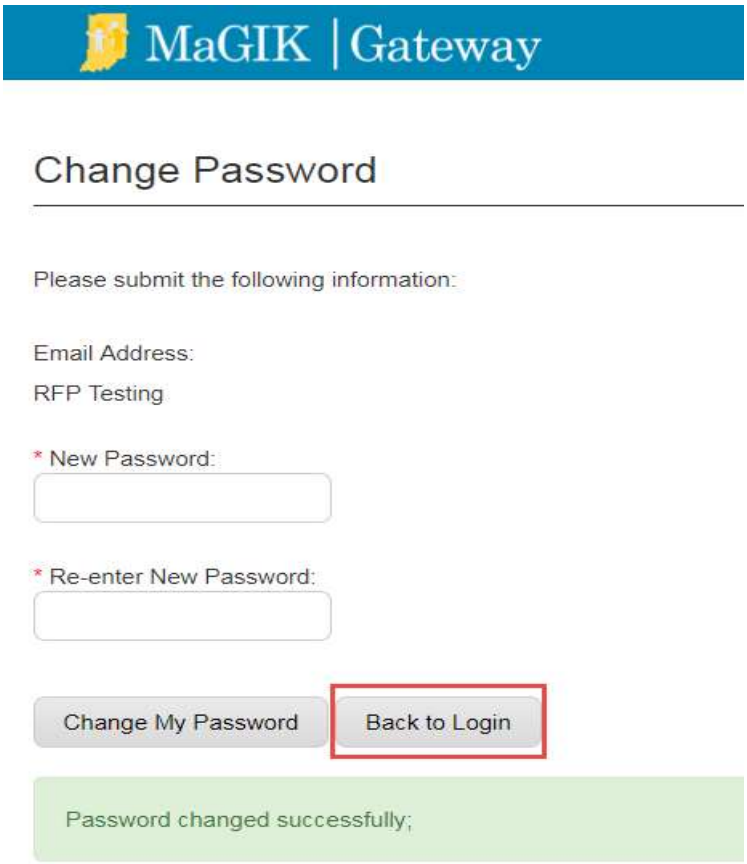
As indicated in the successfully submitted message on the *Registration Form* above, a confirmation notice is sent to the email address provided. Contained in the email is a link to *Change your Password*. By clicking on the link you will be taken to a page to create a new password.

Note: Please check your spam folder for confirmation emails. Confirmation emails are sent out immediately upon registration submission.



Once you enter in your new password, click on *Change My Password*.

Once your password has been successfully changed click on *Back to Login.* You will then be directed to the KidTraks login page to log in.



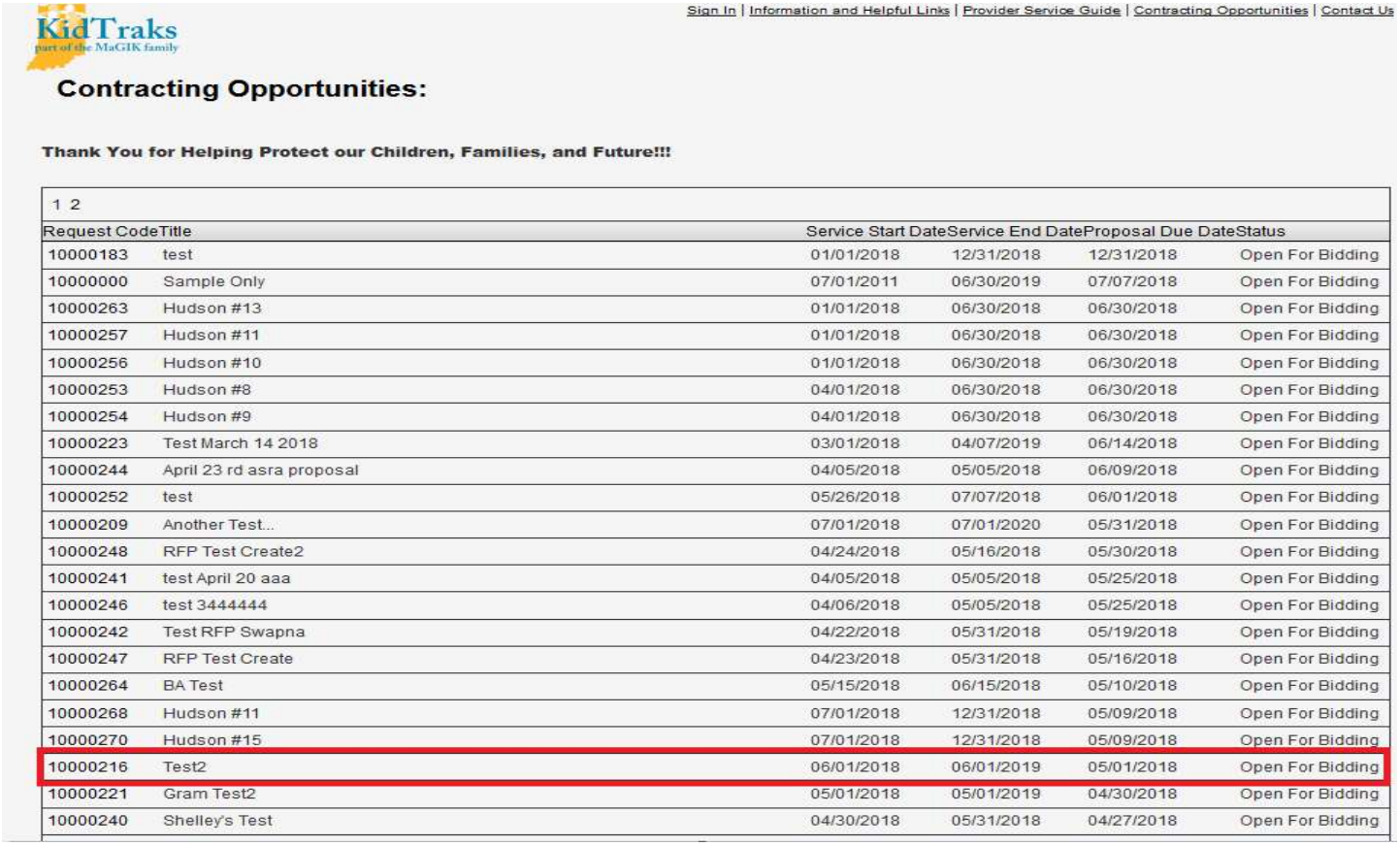
From the *KidTraks Login Page*, enter your *User ID* (your email address) and paste your *Password*. Click on the *Login* button.

Once you are successfully logged into KidTraks, you will be directed to the screen below. Click on *KidTraks.*

Next, click on *Contracting Opportunities.*

4.0 ONLINE PROPOSAL FORMS AND ATTACHMENTS

From the *RFP Inquiry Page*, select the *RFP ID* corresponding with the RFP desired for proposal submission.



KidTraks
part of the MaGIK family

Sign In | Information and Helpful Links | Provider Service Guide | Contracting Opportunities | Contact Us

Contracting Opportunities:

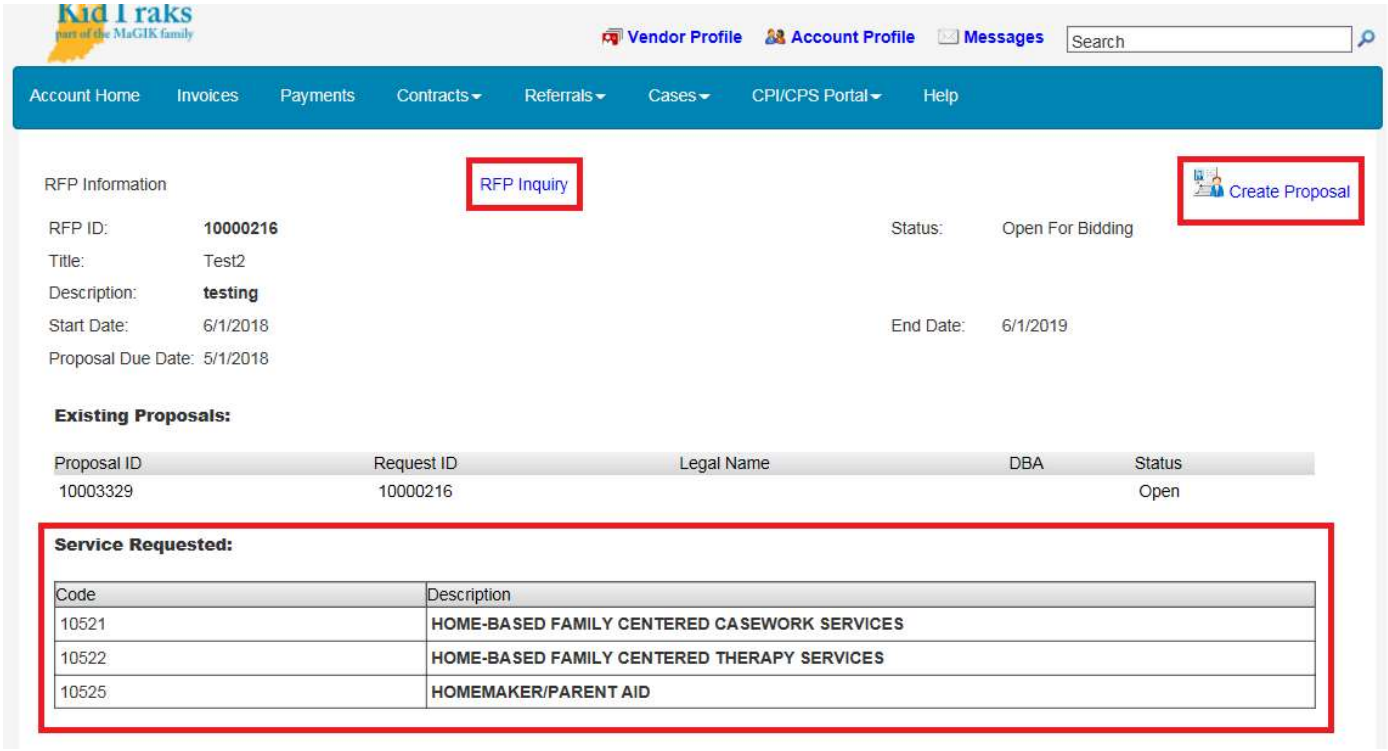
Thank You for Helping Protect our Children, Families, and Future!!!

1 2

Request Code	Title	Service Start Date	Service End Date	Proposal Due Date	Status
10000183	test	01/01/2018	12/31/2018	12/31/2018	Open For Bidding
10000000	Sample Only	07/01/2011	06/30/2019	07/07/2018	Open For Bidding
10000263	Hudson #13	01/01/2018	06/30/2018	06/30/2018	Open For Bidding
10000257	Hudson #11	01/01/2018	06/30/2018	06/30/2018	Open For Bidding
10000256	Hudson #10	01/01/2018	06/30/2018	06/30/2018	Open For Bidding
10000253	Hudson #8	04/01/2018	06/30/2018	06/30/2018	Open For Bidding
10000254	Hudson #9	04/01/2018	06/30/2018	06/30/2018	Open For Bidding
10000223	Test March 14 2018	03/01/2018	04/07/2019	06/14/2018	Open For Bidding
10000244	April 23 rd asra proposal	04/05/2018	05/05/2018	06/09/2018	Open For Bidding
10000252	test	05/26/2018	07/07/2018	06/01/2018	Open For Bidding
10000209	Another Test...	07/01/2018	07/01/2020	05/31/2018	Open For Bidding
10000248	RFP Test Create2	04/24/2018	05/16/2018	05/30/2018	Open For Bidding
10000241	test April 20 aaa	04/05/2018	05/05/2018	05/25/2018	Open For Bidding
10000246	test 3444444	04/06/2018	05/05/2018	05/25/2018	Open For Bidding
10000242	Test RFP Swapna	04/22/2018	05/31/2018	05/19/2018	Open For Bidding
10000247	RFP Test Create	04/23/2018	05/31/2018	05/16/2018	Open For Bidding
10000264	BA Test	05/15/2018	06/15/2018	05/10/2018	Open For Bidding
10000268	Hudson #11	07/01/2018	12/31/2018	05/09/2018	Open For Bidding
10000270	Hudson #15	07/01/2018	12/31/2018	05/09/2018	Open For Bidding
10000216	Test2	06/01/2018	06/01/2019	05/01/2018	Open For Bidding
10000221	Gram Test2	05/01/2018	05/01/2019	04/30/2018	Open For Bidding
10000240	Shelley's Test	04/30/2018	05/31/2018	04/27/2018	Open For Bidding

4A RFP INFORMATION PAGE

Once you have selected the RFP desired for proposal submission, you will be directed to the RFP Information Page below, which provides some additional information. There are two links provided: the *RFP Inquiry* and *Create Proposal* links. Also, the *Service Standard(s)* for the selected RFP are itemized. Please verify that the selected RFP is the one intended for proposal submission. If not, the RFP Inquiry link will return you to the previous *RFP Inquiry Page*. In the provided example of *Test2*, we will begin to create the online proposal by clicking on the *Create Proposal* link.



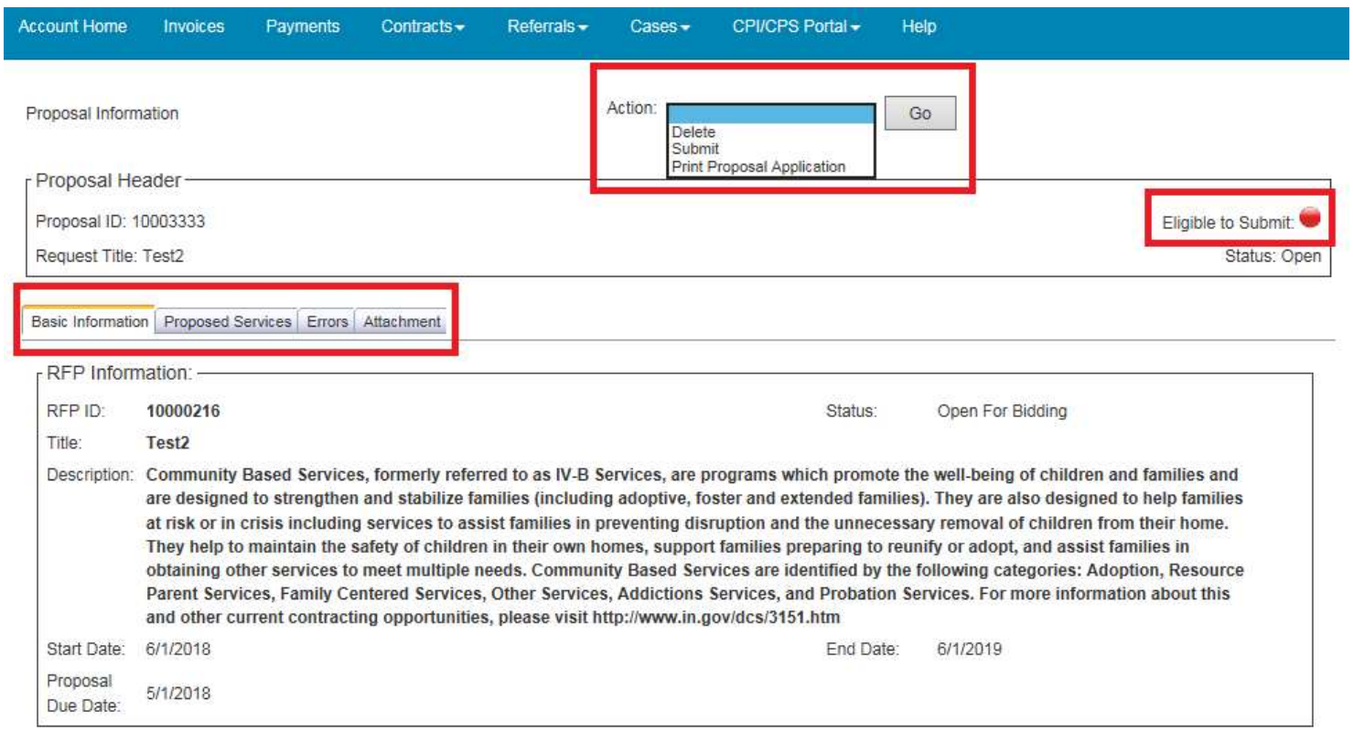
4B PROPOSAL INFORMATION PAGE

The first page presented to the applicant after clicking upon the *Create Proposal* link is the *Proposal Information Page*. Note how the *Proposal Information Page* is divided into four sections which are accessed via the tabs *Basic Information*, *Proposed Services*, *Errors*, and *Attachment*. Clicking on the individual tabs will allow you to navigate between the proposal sections.

In addition, from the *Proposal Information Page,* the user is provided with options to *Delete*, *Submit*, or *Print Proposal Application* by clicking on the down arrow of the dropdown menu entitled *Action*. This dropdown menu with its respective options are available on the *Proposal Information Page* no matter which tab is selected.

Note: If the applicant selects *Delete*, the entire proposal will be deleted. Only correctly completed proposals will qualify for submission. The option to *Print Proposal* is available at any time in the process – whether the proposal has been submitted or if it is still open.

Also note there is an *Eligible to Submit* icon in the *Proposal Header* which provides the applicant with a gauge as to whether or not the proposal is ready for submittal. When you click on the red icon, you will be transferred to the *Errors* tab where a listing of errors is provided. If the icon registers as green, the proposal is ready for submission.

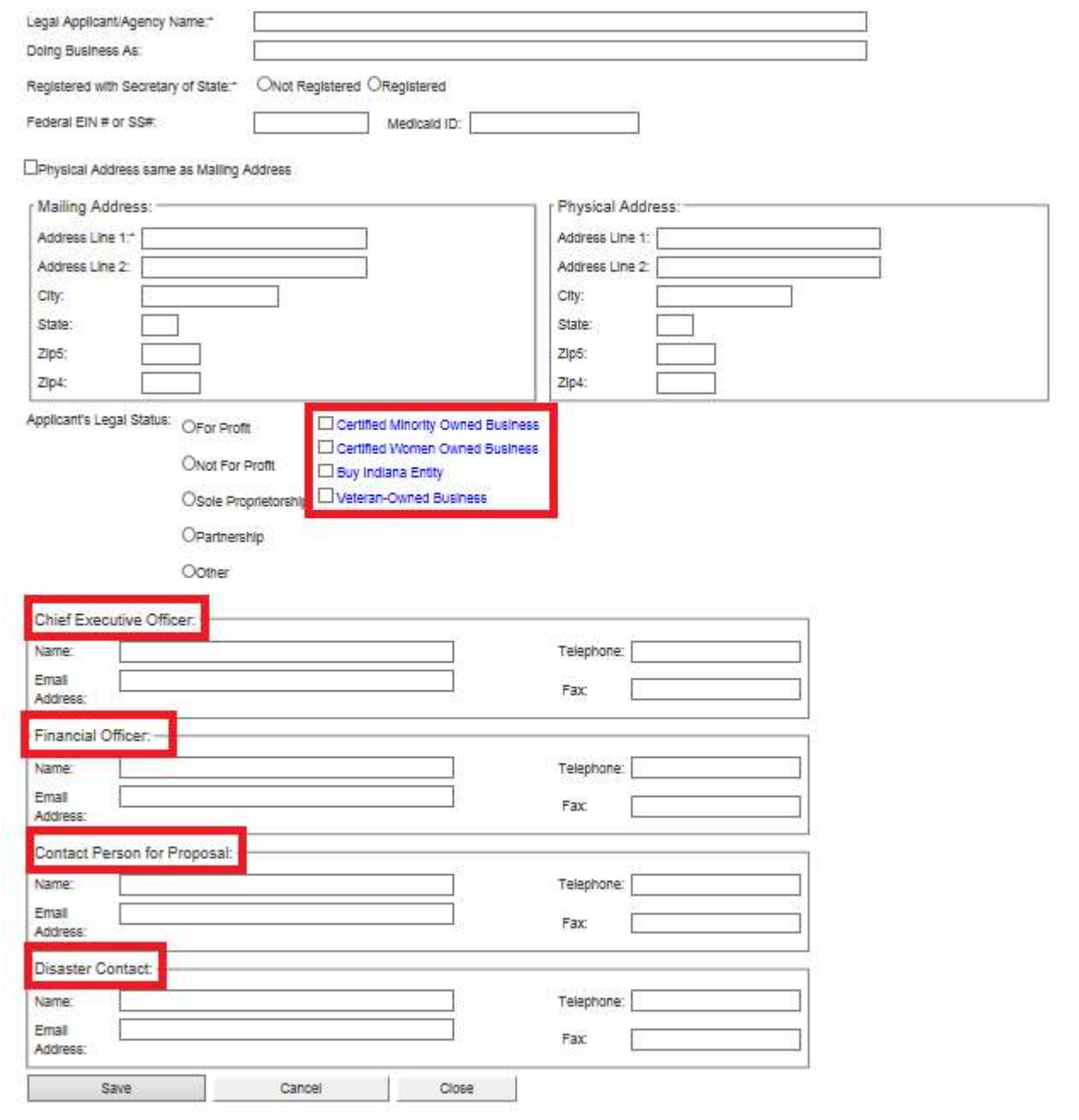


4C BASIC INFORMATION PAGE

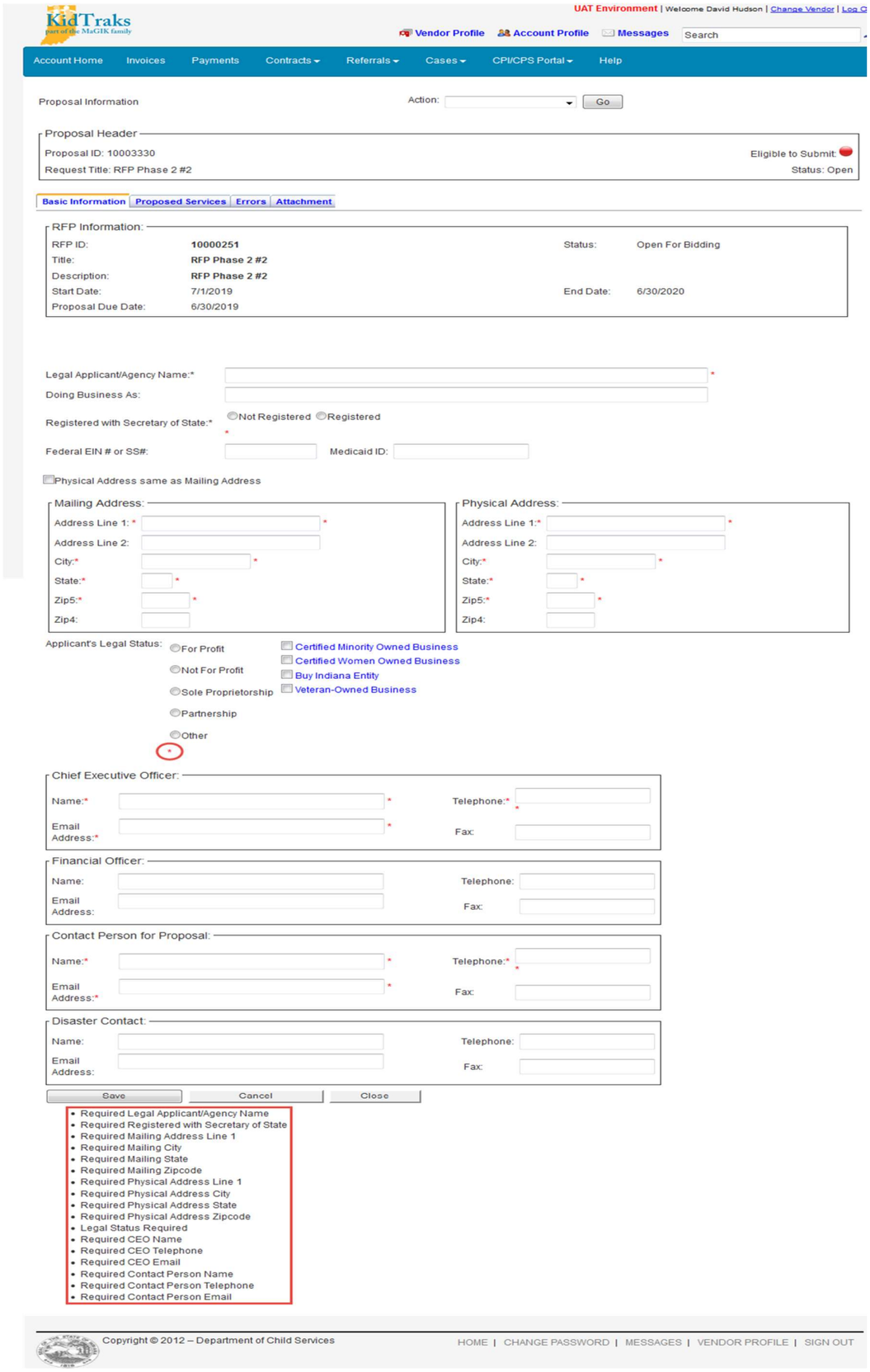
The first form presented for completion is the *Basic Information* form. There are four links provided on the *Basic Information* form: *Certified Minority Owned Business*, *Certified Women Owned Business*, *Buy Indiana Entity, and Veteran-Owned Business*. These links all open to *Indiana Department of Administration (IDOA) Pages* which provide more information on how to qualify for these programs. For more information please see the IDOA Requirements document (Attachment IDOA 1) and the corresponding IDOA required attachments (Attachment IDOA 2-4). If already certified in any of these programs, please select the applicable program category(s).

Complete the *Basic Information* form by filling out <u>all</u> sections. The Chief Executive Officer, Financial Officer, Contact Person for Proposal, and Disaster Contact are critical sections to complete as the contact information entered are transferred into KidTraks. Once the form is completed, click on the *Save* button at the bottom of the page. Clicking on the *Cancel* button will remove your entries from the completed fields. Clicking on the *Close* button will log you out of KidTraks and return you to the *KidTraks Login Page*.

Note: If you navigate away from the *Proposal Information Page* prior to clicking on the *Save* button, all entries will be lost. *<u>Never</u>* use the browser *Back* button to return to previously viewed pages!

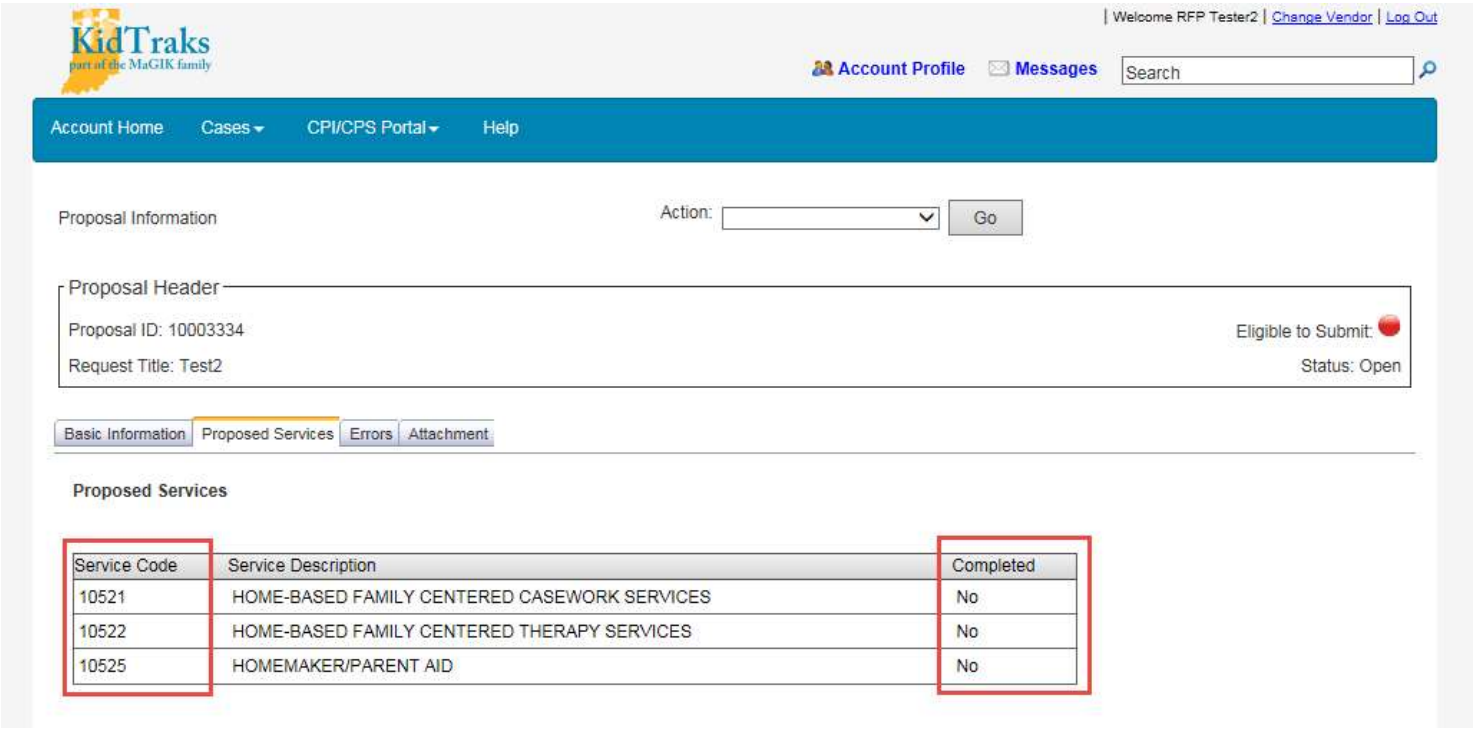


After clicking on the *Save* button, and if the *Basic Information* form is not completed correctly, error notifications will be visible via a red asterisk by the section in question, as well as bulleted explanations at the bottom of the page. See below for an illustration of an incomplete *Basic Information* form.



4D SELECTING APPLICABLE SERVICES FOR PROPOSAL

The next section of the online proposal submission to be completed is found under the *Proposed Services* tab. Click on the corresponding tab located on the *Proposal Information Page* as indicated below. The *Proposed Services Section* lists those *Services Standards* available for the selected RFP. Note the column indicating the completion status of each referenced service. To begin filling out the *Proposed Services* form(s), click on the corresponding *Service Code*.

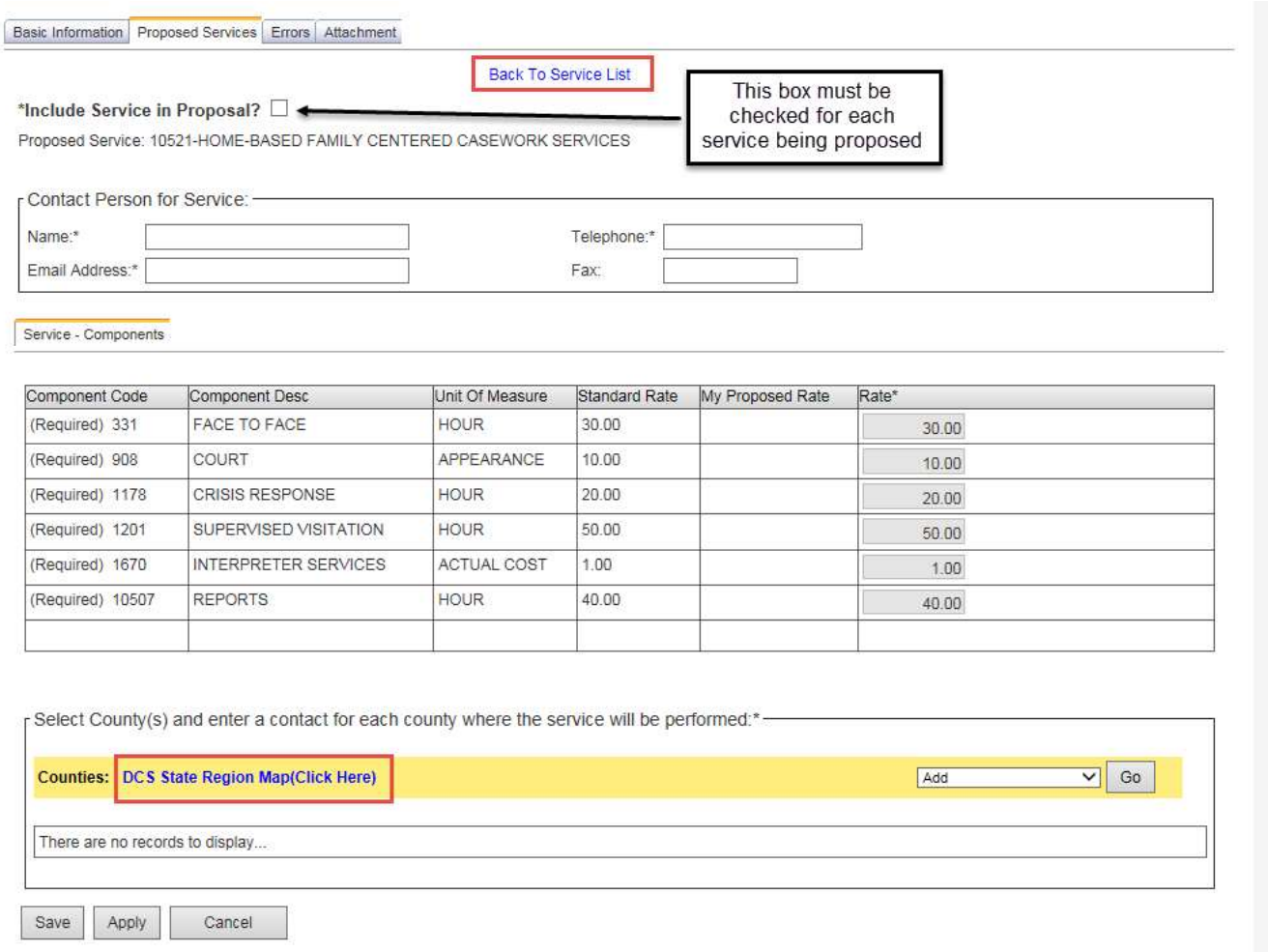


4E PROPOSED SERVICES FORM

Begin the form completion by filling in the *Contact Person for Service* section of the form. Note that on the *Proposed Services* form, there are two links provided: *Back to Service List* and *DCS State Region Map (Click Here)*. The *DCS State Region Map (Click Here)* link is addressed in Section 4G County/Contact Table. Clicking on the *Back to Service List* link will return you to the table itemizing all of the proposed *Service Standards* relevant to the selected RFP.

If you want to include this Service Standard in your proposal submission, you must check *Include Service in Proposal*, shown below.

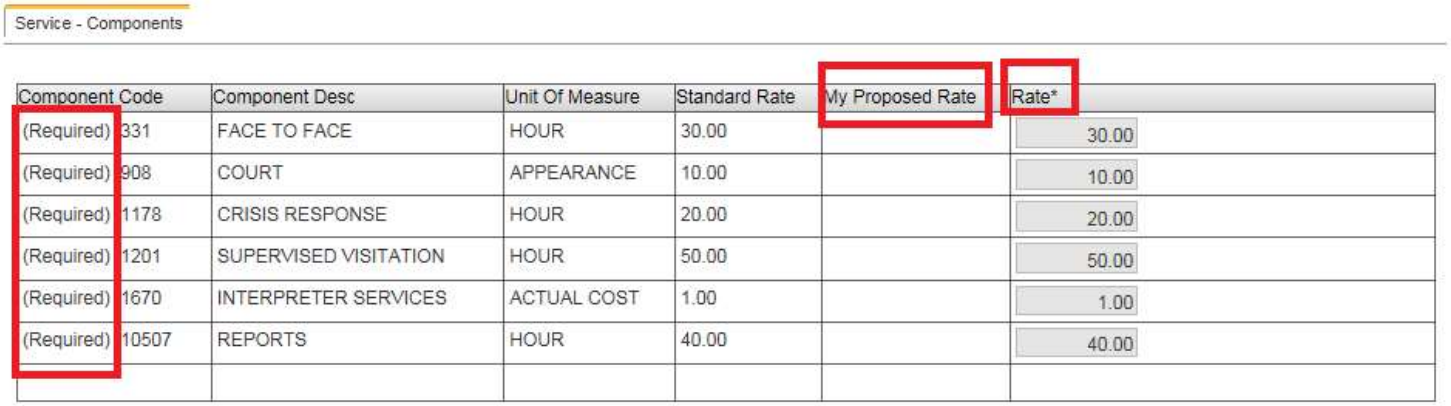
Note: If you navigate away from the *Proposal Information Page* prior to clicking on the *Save* button, all entries will be lost. *Never* use the browser *Back* button to return to previously viewed pages!



4F COMPONENT CODE TABLE

Found next on the *Proposed Services* form is the *Component Code Table* (Billable Units). Here you will find the listing of all components relevant to the selected *Service Standard* within the RFP. This table also provides the applicant with the relevant *Component Codes* (Billable Units), Component Description, their Units of Measure, and their respective standardized rates.

Some Service Standards require that all the components be selected. These components will have a standard rate that cannot be negotiated. These are shown under the *Rate* column. These components with a fixed standard rate will have a field that cannot be edited, as shown below under My Proposed Rate column. In the example below for Home Based Family Centered Casework none of the rates can be edited within this column. By applying for this service your agency agrees to provide the service at the fixed standard rate.



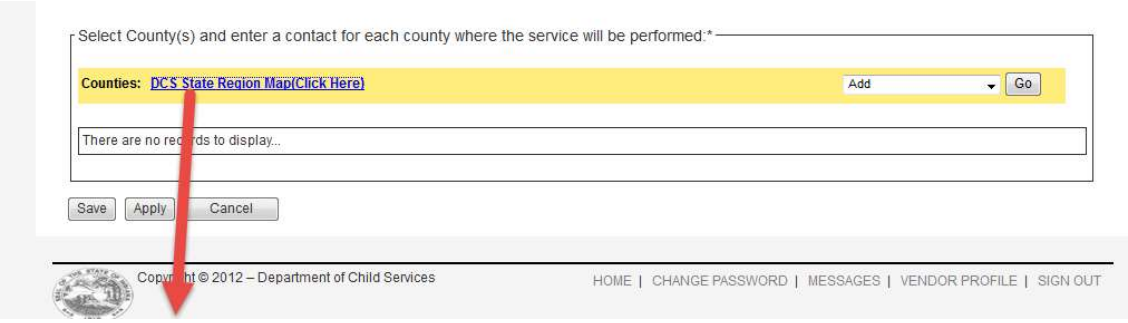
Service - Components

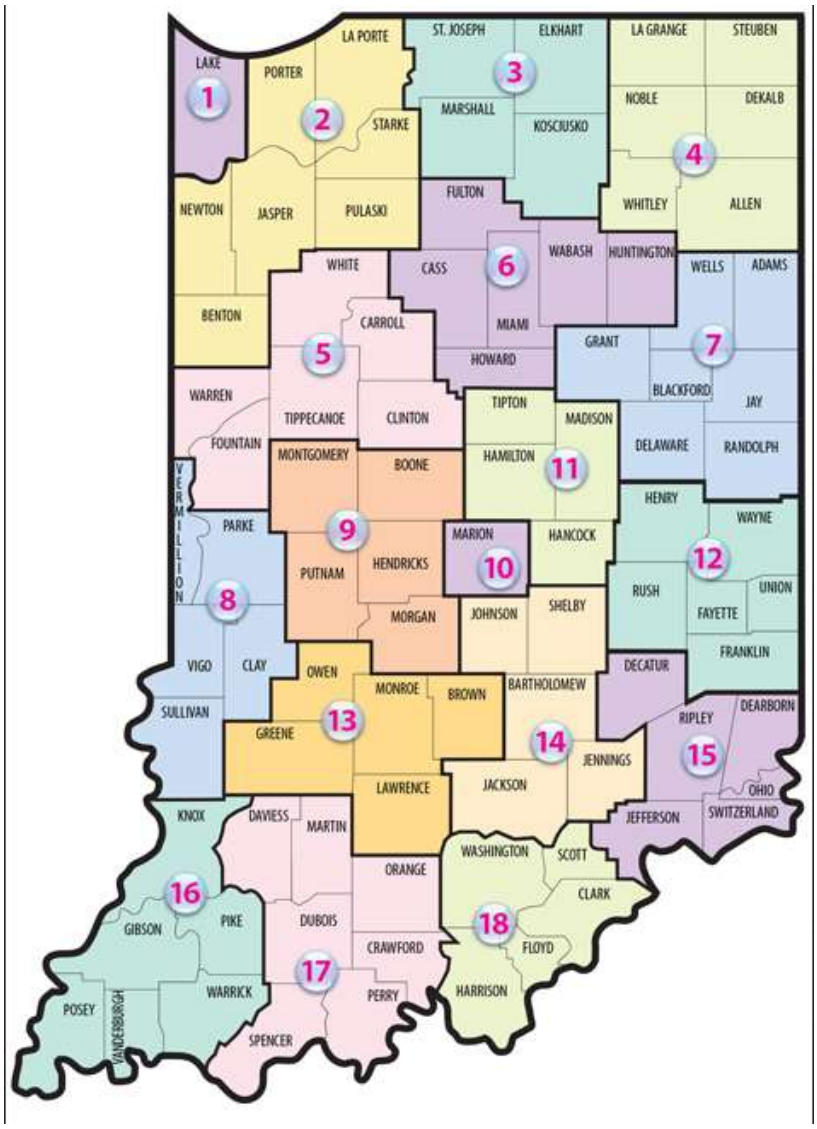
Component Code	Component Desc	Unit Of Measure	Standard Rate	My Proposed Rate	Rate*
(Required) 331	FACE TO FACE	HOUR	30.00		30.00
(Required) 908	COURT	APPEARANCE	10.00		10.00
(Required) 1178	CRISIS RESPONSE	HOUR	20.00		20.00
(Required) 1201	SUPERVISED VISITATION	HOUR	50.00		50.00
(Required) 1670	INTERPRETER SERVICES	ACTUAL COST	1.00		1.00
(Required) 10507	REPORTS	HOUR	40.00		40.00

4G COUNTY/CONTACT TABLE

Next on the *Proposed Services* form is the county selection area. To select the regions and/or counties corresponding to the associated services, click on the dropdown menu and select *Add*. Note: Clicking on the *DCS State Region Map (Click Here)* link will open up a browser window with an illustration of the state of Indiana identifying which counties are in which regions as depicted below.

Once *Add* has been selected from the county dropdown list, click on the *Go* button.

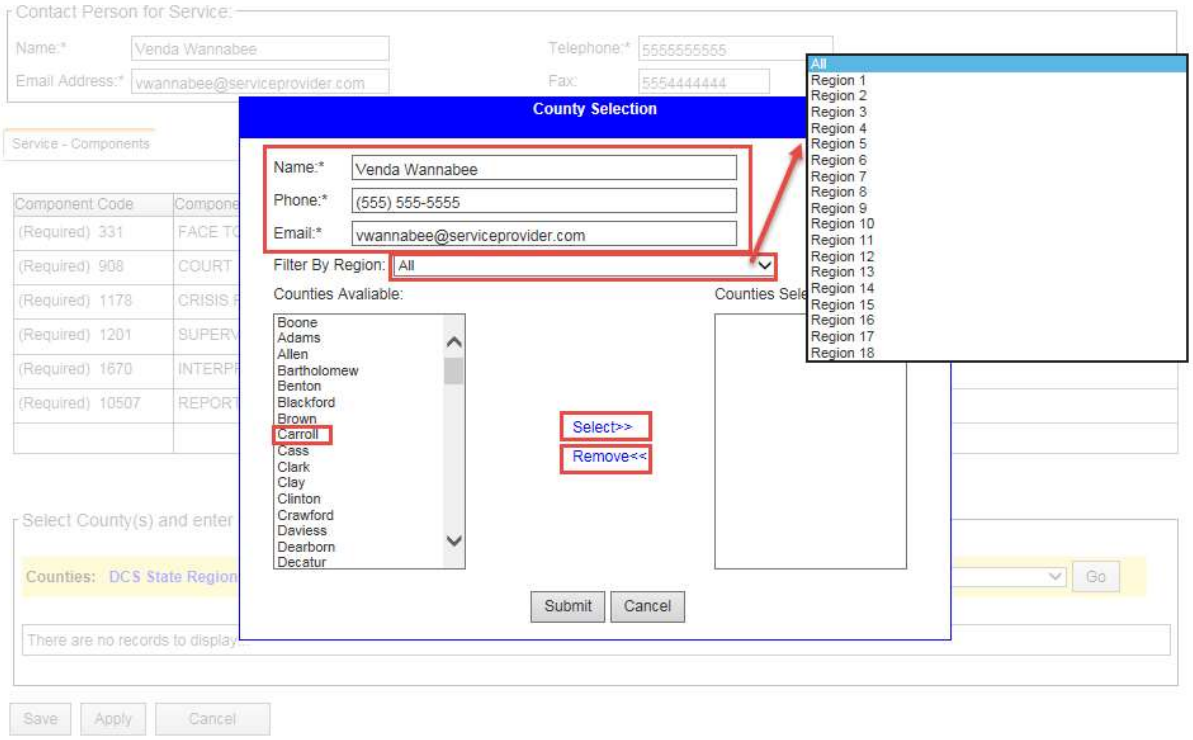




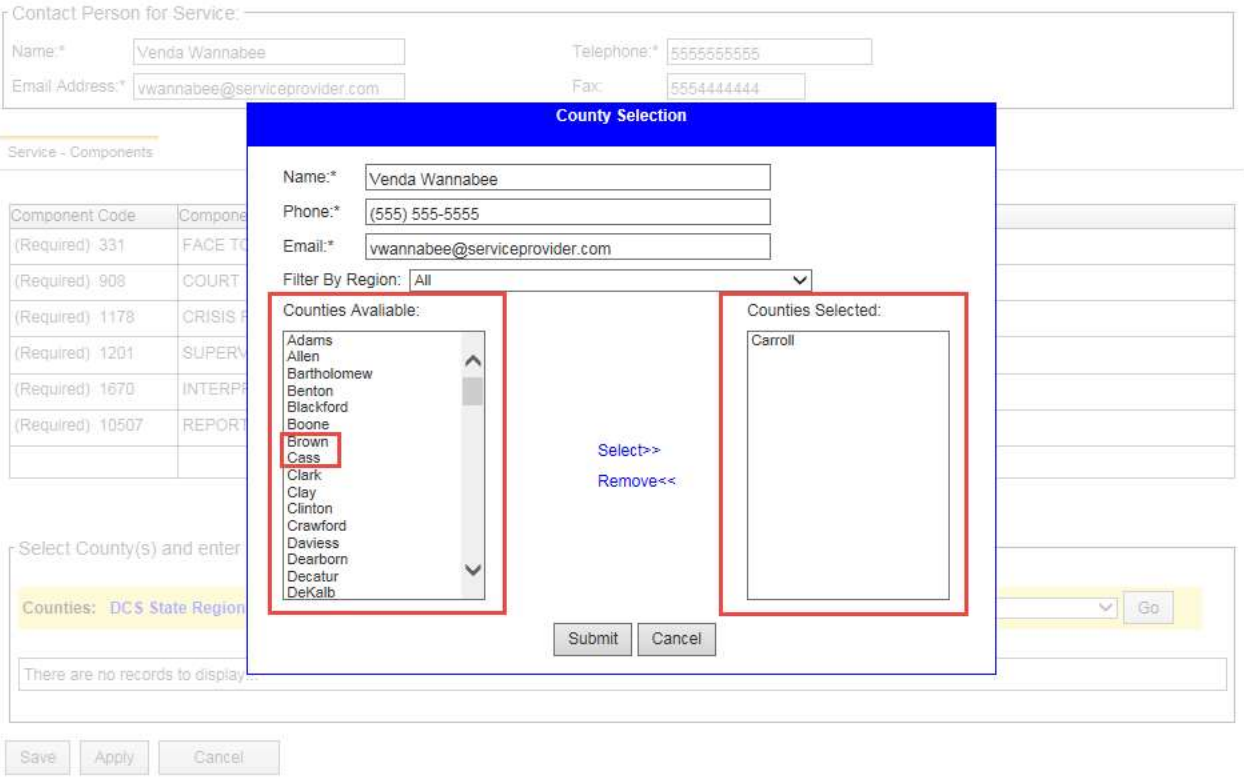
Clicking on the *Go* button opens up the *County Selection* dialog box. Begin by filling in the *Name*, *Phone* and *Email* fields. Note: Each county and/or region requires the entry of corresponding contact information.

There are two ways to populate the *Counties Selected* field. The first option is to click on the *Filter By Region* dropdown list which will provide a window listing all of Indiana's regions as demonstrated below. See previous page for instructions on accessing a map of Indiana providing a region legend.

For our purposes we've elected to bypass the region option and select by county. Illustrated below is the selection of Carroll County from the *Counties Available* list. Once the desired county is selected, click on the *Select* link to move it into the *Counties Selected* field. Repeat this process to select all counties desired for service representation. Counties may be removed from the *Counties Selected* field by highlighting the applicable counties and clicking on the *Remove* link.



Having selected Carroll County for our service representation, it appears in the *Counties Selected* field and disappears from the *Counties Available* listing as illustrated below. Next, click on the *Submit* button.

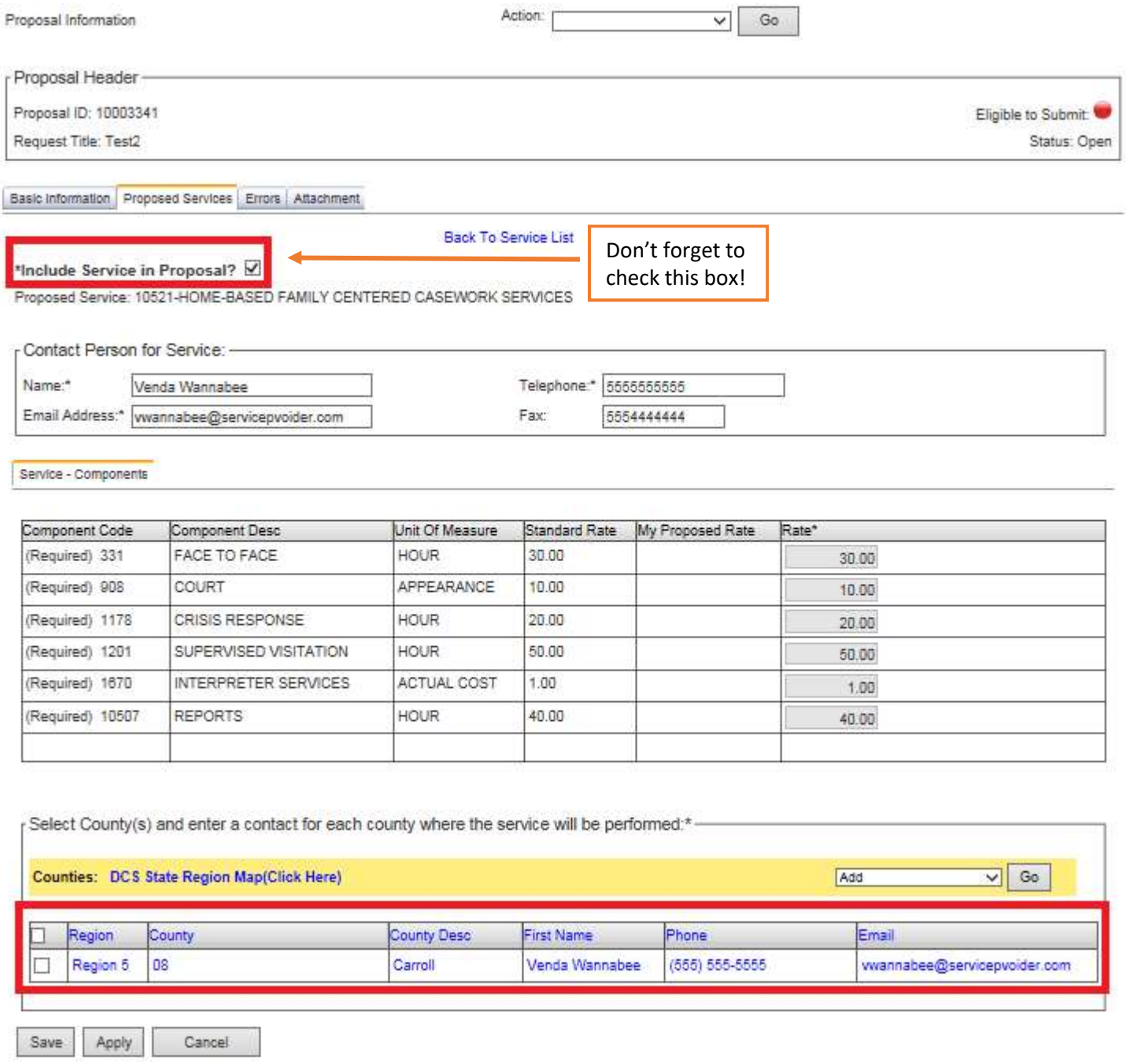


4H FINALIZING PROPOSED SERVICES FORM

Once the county(s) and/or region(s) have been selected and the appropriate contact information has been entered and submitted for service representation, the record(s) appear in the *Counties Table* of the *Proposed Services* form.

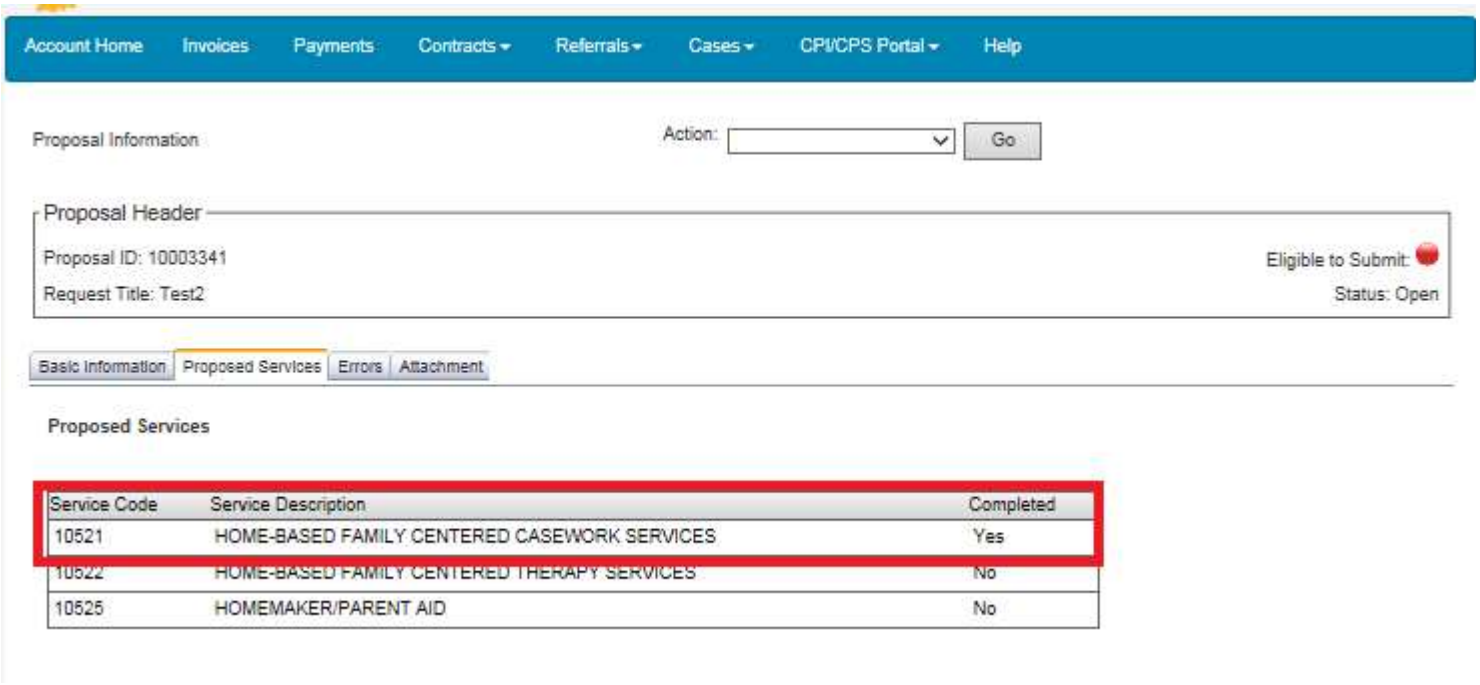
Complete the form by clicking on the *Save* or *Apply* button. Clicking on the *Save* button will save all entries and return you to the *Services Section* listing all services pertinent to the selected RFP. Clicking on the *Apply* button will save all entries and maintain your placement on the current page. Clicking on the *Cancel* button will remove all field entries and return you to the *Services Section* listing.

County/Region records may be deleted by clicking on the box corresponding to the county/region you wish to delete. Then select *Delete* from the dropdown menu and click on the *Go* button.



By clicking on *Save*, you will be directed to the screen shown below. By clicking on *Apply*, the data will be saved but the user will not be directed to the next screen. In this example, the user completed all requirements under the Proposed Services tab for *Home Based Family Centered Casework Services*. Note the *Yes* comment under the Completed Section.

If the user wants to apply for the other available Service Standards, they should select the Service Code link from this screen. If the user only wants to apply for *Home Based Family Centered Casework Services*, the user should move on to 4I Uploading Attachments.

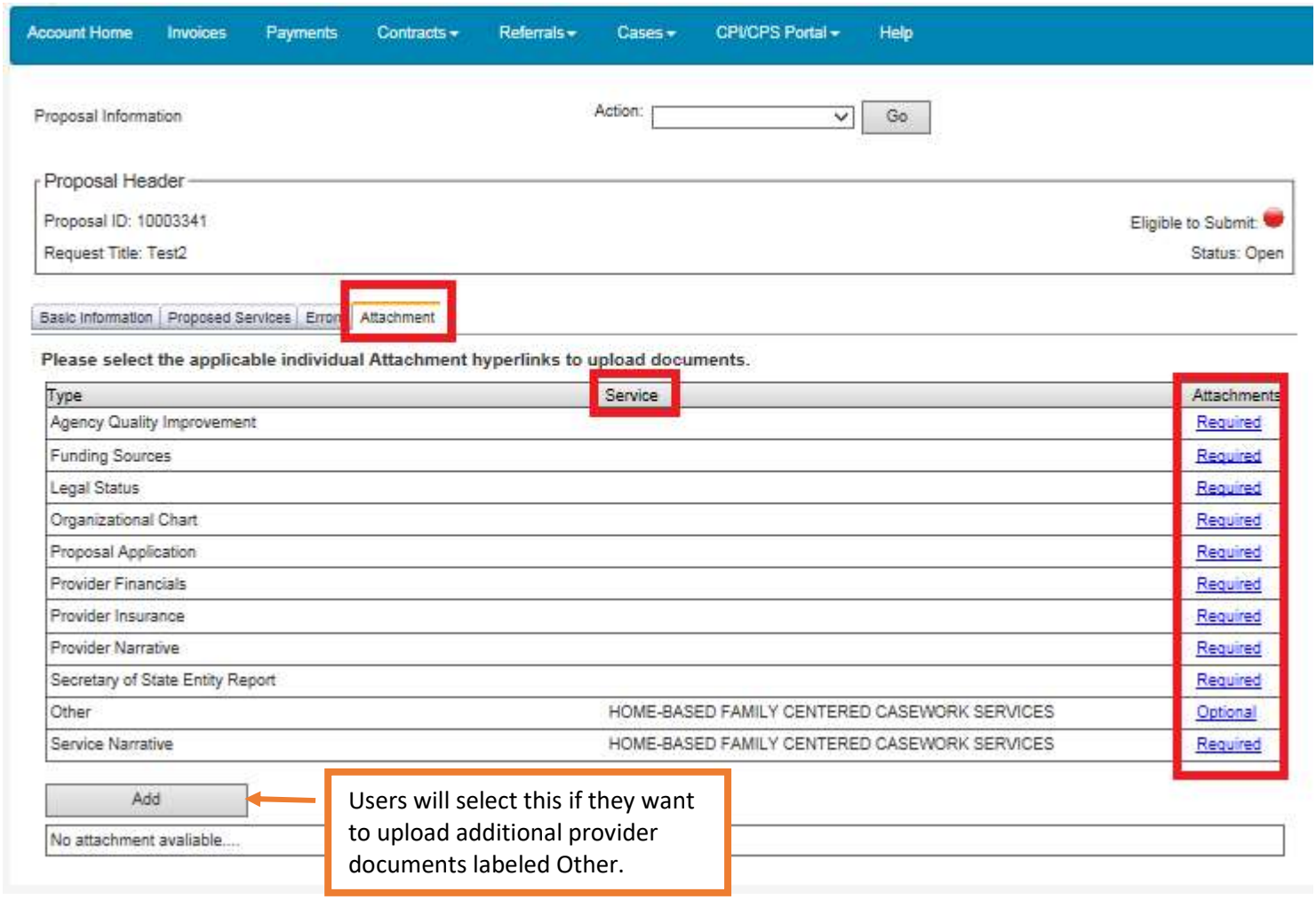


4I UPLOADING ATTACHMENTS

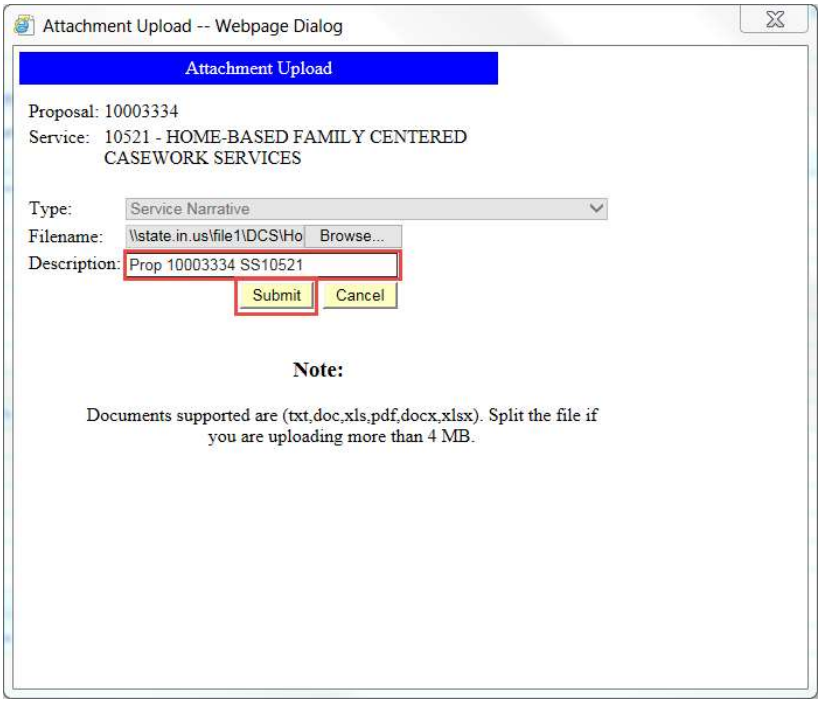
Under the Attachment tab within the Proposal Information screen, users will find the *Required* or *Optional* attachments needed for proposal submission.

In the screen below, you will see the list of *Required* and *Optional* attachments. Listed first are the *Required* attachments per contract Type. In this example, the RFP is for Community Based Services. Below these attachments are *Required* or *Optional* attachments specific to the Service Standard the user is proposing for. These are identified under the Service column. In the example below the user only applied for *Home Based Family Centered Casework Services.*

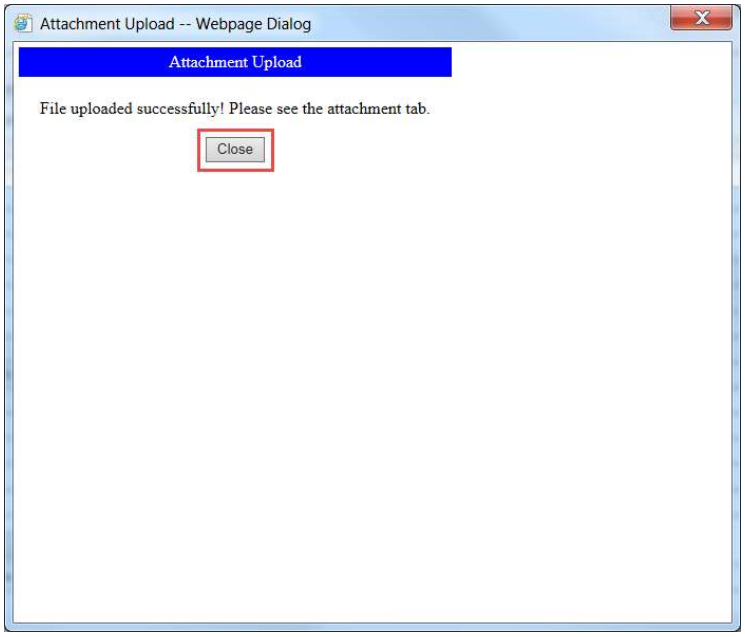
To add an attachment click on the *Required* or *Optional* link under the Attachment column. Descriptions of each attachment type can be found in Appendix B. The attachments are specific to the RFP type and proposed Service Standard.



Click on *Browse* to select the document you wish to upload from your computer. Once the document has been uploaded, type in the Description of the document. Then select *Submit.*



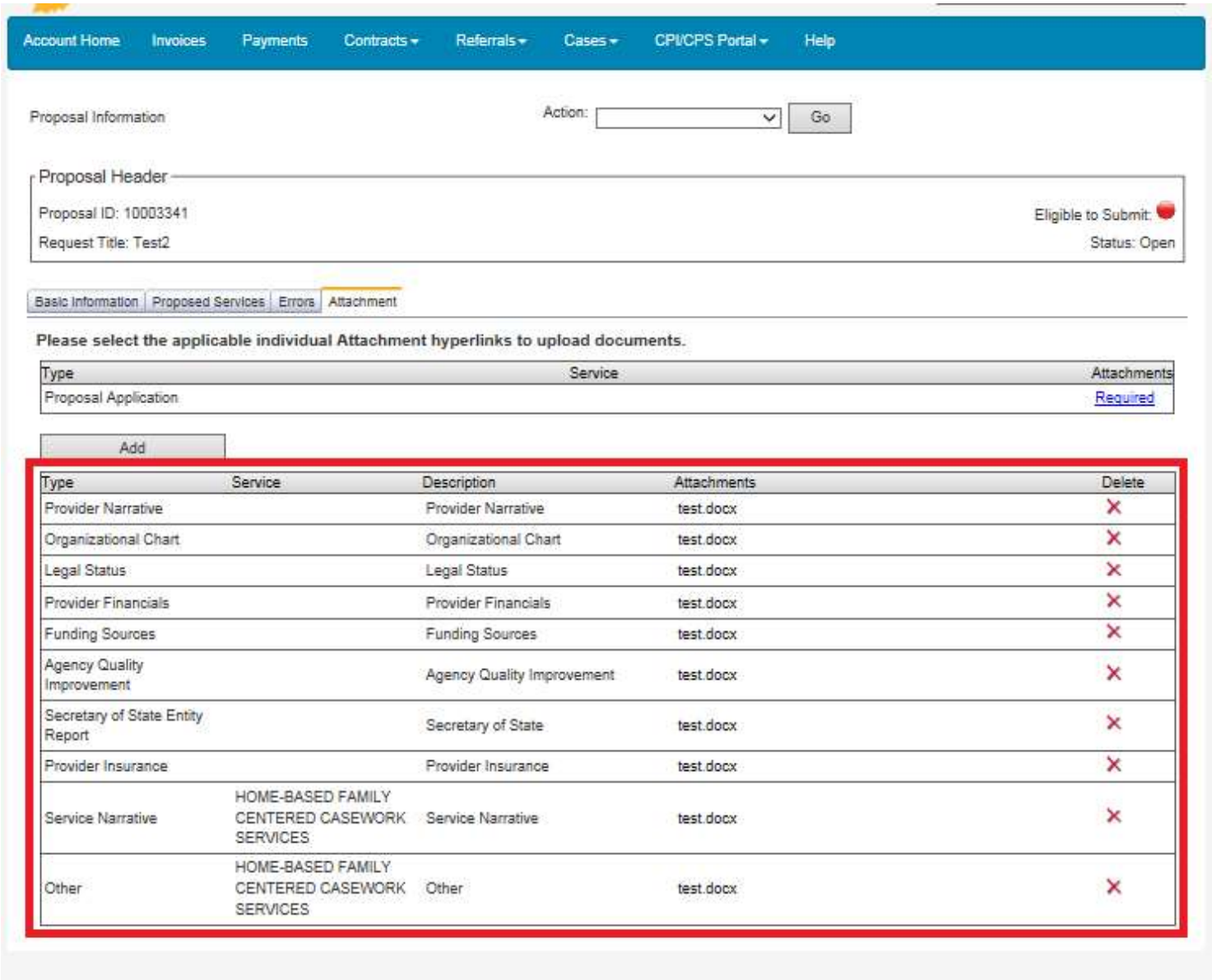
Once the *Submit* button has been selected, an *Attachment Upload* dialog box will appear indicating that the upload was completed successfully. Click on the *Close* button.



4J DELETING ATTACHMENTS

As the user uploads attachments, the attachments move to a completed section at the bottom of the screen. To delete an uploaded attachment, click on the X under the *Delete* column. To delete attachments from your proposal, simply click on the "X" next to the attachment you wish to delete.

When an attachment has been selected for deletion and the "X" has been clicked upon, a message window will appear asking you to verify that you want to delete the chosen attachment from the proposal. Click *OK* to continue with the deletion or *Cancel* to cancel the deletion.



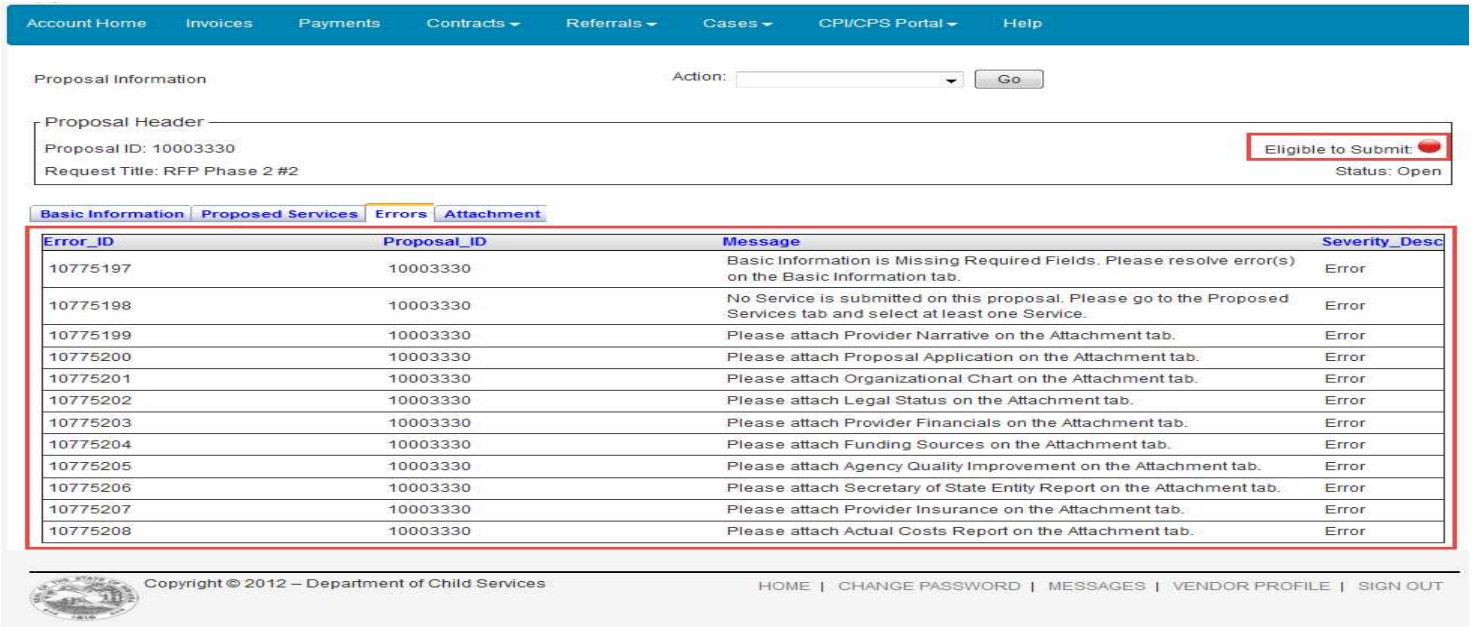
4K PROPOSAL APPLICATION

The Proposal Application is not required for this RFP. The application has been replaced with the Transmittal Letter, explained in the RFP Boilerplate.

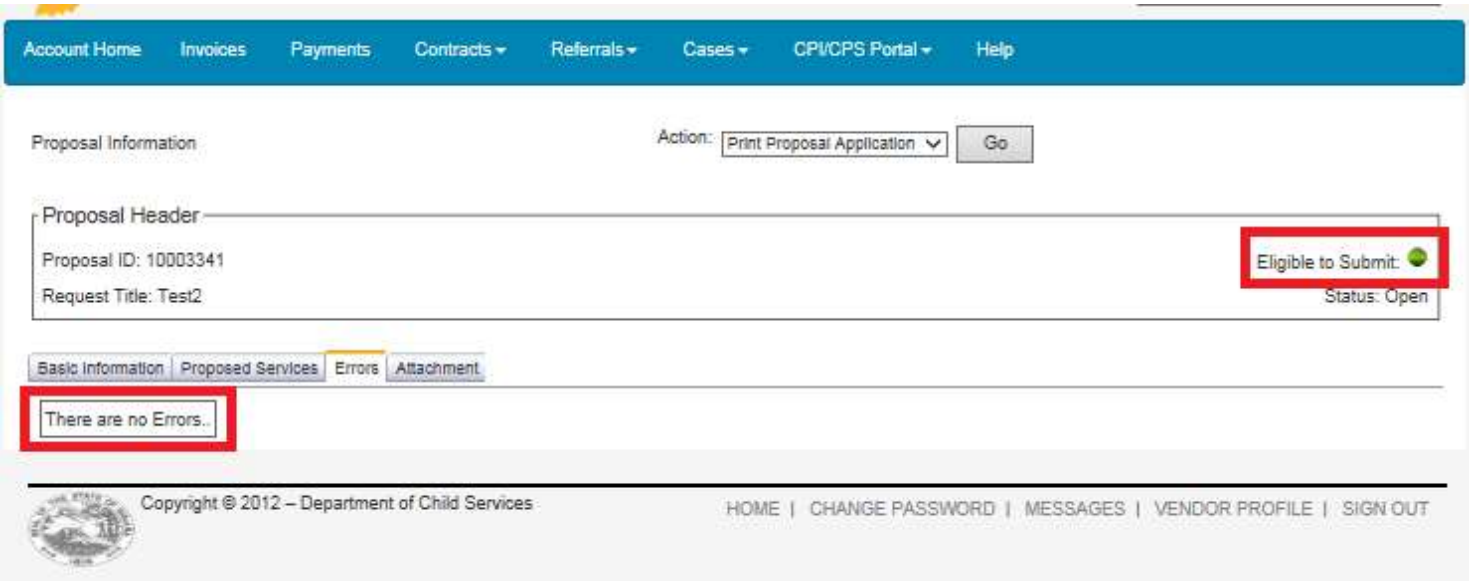
5.0 PROPOSAL SUBMISSION

5A ELIGIBILITY TO SUBMIT

When users are ready to submit their proposal, it is important to look at the color of the Eligible to Submit button. If this button is Red, the proposal is not ready to be submitted and the user should check the Errors tab. Users can either click on the Eligible to Submit button or the Errors tab to view the errors.



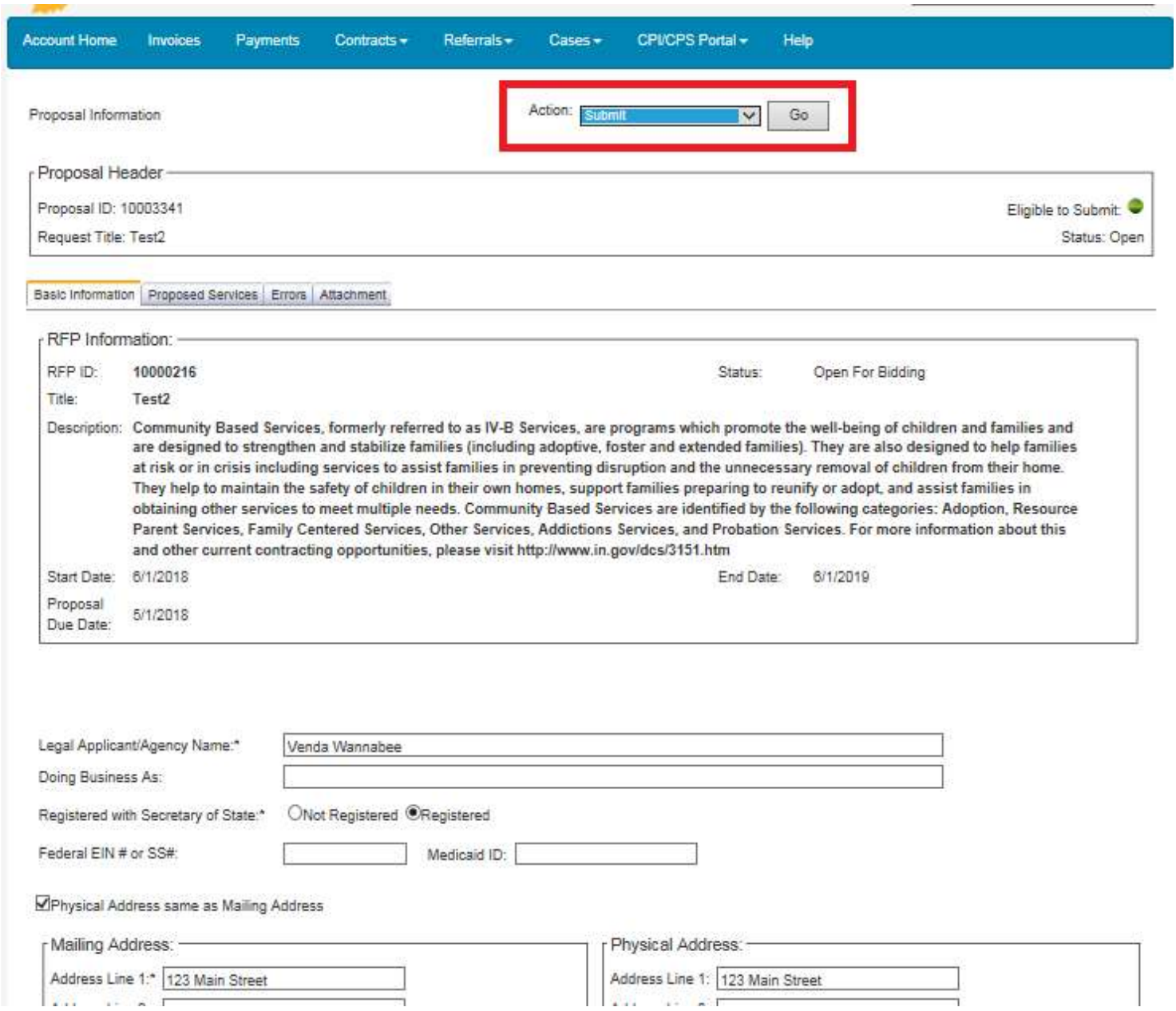
In the screen below, the error has been corrected and the Proposal is ready for submission. Note the Green Eligible to Submit button.



Users should select *Submit* from the *Action* dropdown list located on the *Proposal Information Page* and click on the *Go* button.

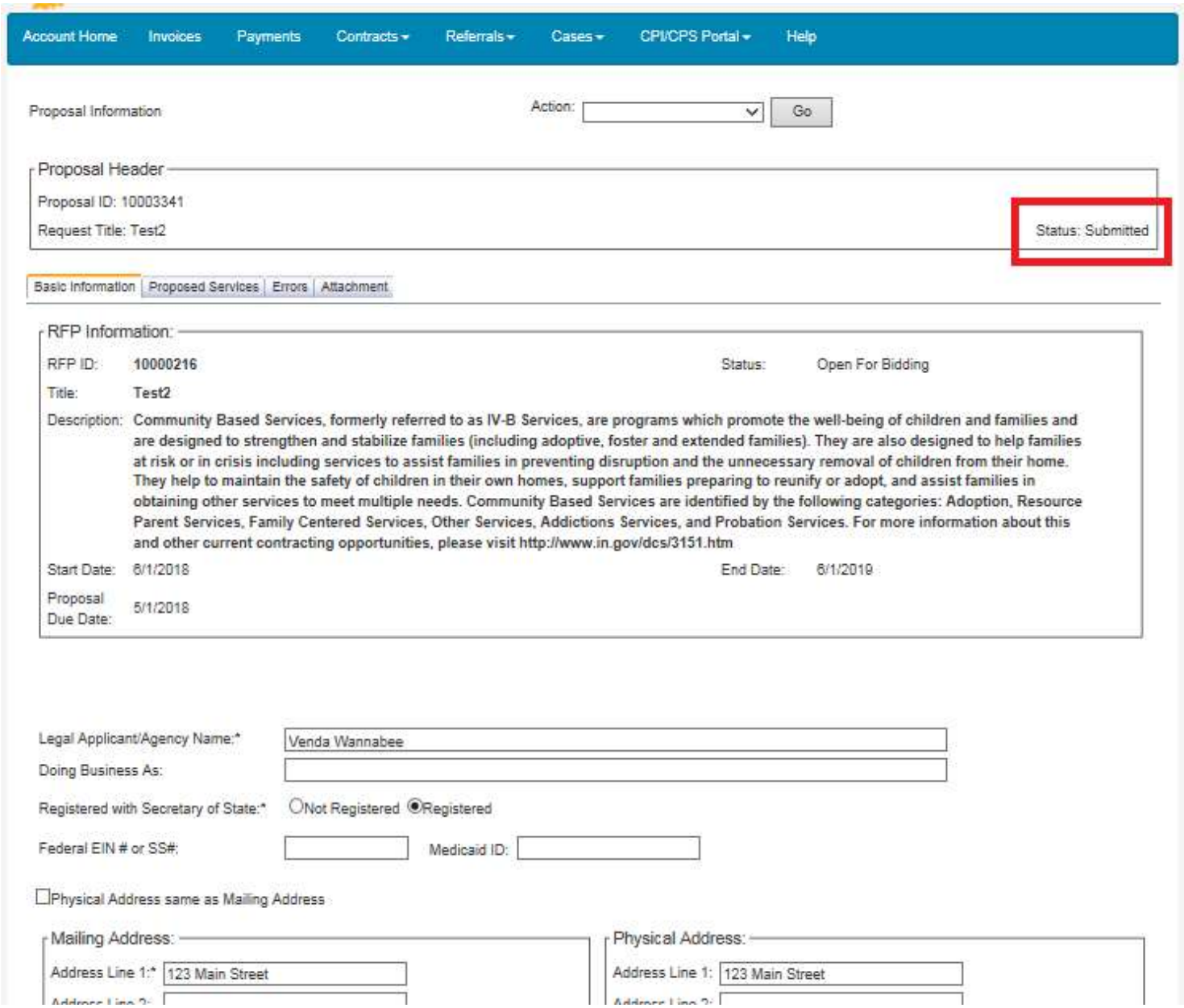
Note: The *Action* dropdown list is available from any of the sections (tabs) located on the *Proposal Information Page*.

Note: It is not possible to edit or delete a proposal once it has been successfully submitted.



5B SUCCESSFUL PROPOSAL SUBMISSION

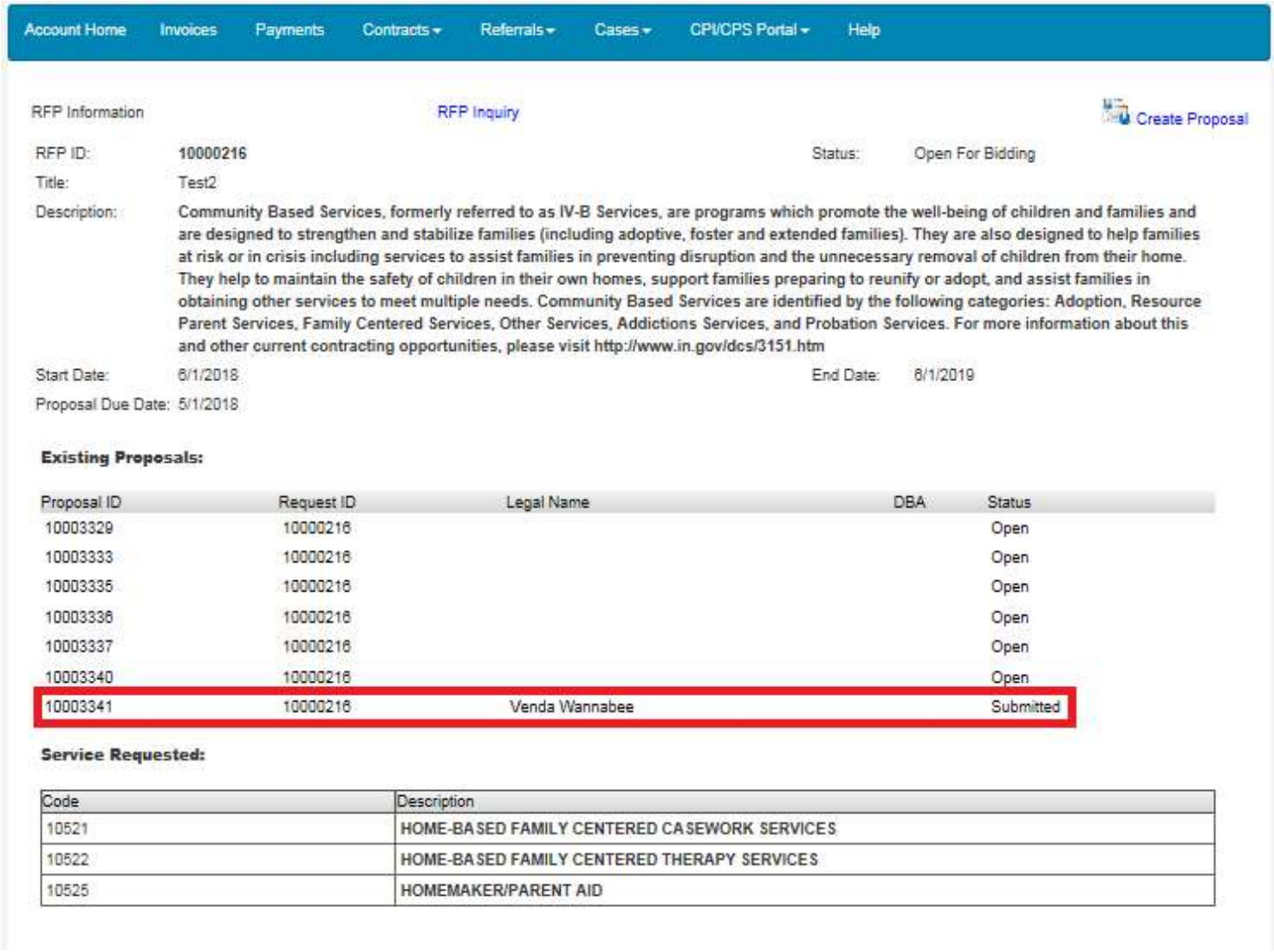
Once the proposal has been submitted, the Status of the proposal will show as Submitted. Select *Close* at the bottom of the screen to exit this page.



5C REVIEW PROPOSAL SUBMISSION

To review your submitted proposal(s), simply click on *Close* from the screen above to return to the *RFP Inquiry Page.* In the example below the provider opened several proposals, but only submitted one.

Note: It is possible to review your proposal both before and after submission.

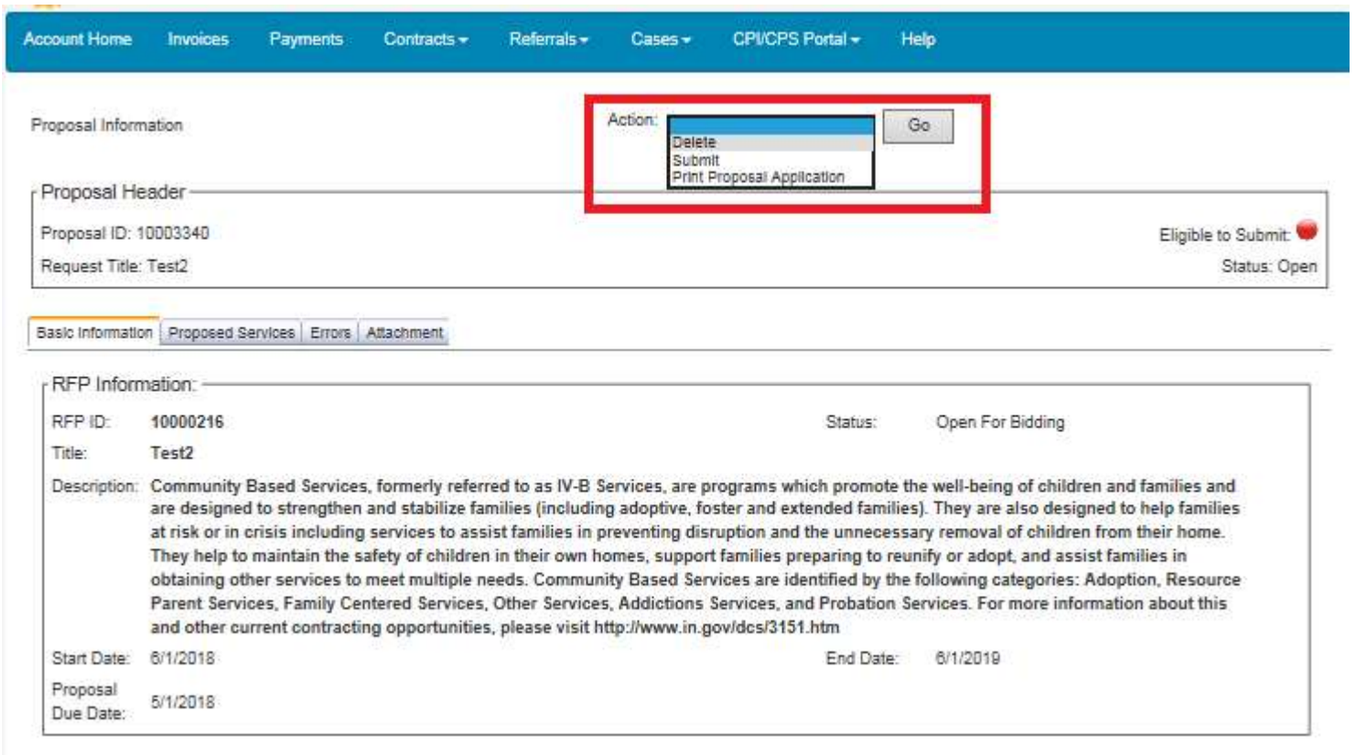


6.0 DELETING PROPOSALS

Note: It is not possible to edit or delete a proposal once it has been successfully submitted.

Should you decide you don't want to submit a proposal for the selected RFP select the *Delete* option from the *Action* dropdown list as demonstrated below. Next, click on the *Go* button and follow instructions on the following screen.

Note: The *Action* dropdown list is available from any of the sections (tabs) located on the *Proposal Information Page*.



7.0 APPENDICES

Appendix A: Helpful Tips

- This guide is best viewed in the screen resolutions of 1024 x 768 or 800 x 600.
- Those vendors using IE browsers which include the "Compatibility View" feature should have it deselected when viewing KidTraks sites.
- Some of the pages in this guide are legal size (8.5"x14") rather than letter size (8.5"x11) in order to accommodate the graphics.
- For new users requesting authorization, please check your spam folder for password emails. Confirmation emails are sent out immediately upon registration submission.
- ***Do Not*** use the browser *Back* button to return to previously viewed pages!
- If you navigate away from the *Proposal Information Page* forms prior to clicking on the *Save* button, all entries will be lost.
- When users select *Save* and the screen refreshes, sometimes it scrolls down to the bottom of the screen. This may appear that you are on a blank page; however, you just need to scroll up.
- *Service Code* refers to the number assigned to a *Service Standard*.
- *Component Code* refers to the number assigned to a *Component* (*Business Unit*).
- Both *Service Codes* and *Component Codes* are used in the billing for services and will appear in *Attachment A* if a contract is entered into.
- A *Service Narrative* is required for each *Service Standard* proposed.
- Please refer to your RFP and Appendix B to clarify which document attachments are required for submission completion.
- When uploading attachments, file formats are restricted to Word documents (.doc), Excel documents (.xls), and Adobe Acrobat documents (.pdf).
- If an applicant elects to delete an open proposal, the entire proposal will be deleted. Only open proposals may be deleted or edited.
- Only completed proposals will qualify for submission.
- Proposals can be edited after they have been saved. They cannot be edited after they have been submitted.

The Department of Child Services (DCS) has legal limitations in answering questions regarding the RFP process. All questions/inquiries regarding an RFP should have been submitted in writing by the deadline listed in the RFP. To access a list of responses to submitted questions please refer to the DCS Web site. Only answers posted on the DCS Web site, (http://www.in.gov/dcs/3153.htm), will be considered official and valid by the State. Inquiries are not to be directed to any staff member of DCS. Such action may disqualify the respondent from further consideration for a contract resulting from an RFP. However, for questions regarding technical issues with the online application, please email childwelfareplan@dcs.in.gov .

APPENDIX B: ATTACHMENT DESCRIPTIONS

Provider Documentation

Providers should upload one copy of each of the following documents per RFP.

Attachment Name: Provider Narrative
Contract Type: Community Based and Youth Service Bureau
Document Description: This document will be listed as an attachment on the DCS Website located within the specific RFP you are applying. Respondents should provide one Provider Narrative for each proposal submitted.

Attachment Name: Organizational Chart
Contract Type: Community Based

Document Description: Please provide an organizational chart documenting your agency's leadership structure. The chart should include the position and the name of the individual holding that position.

Attachment Name: Legal Status
Contract Type: Community Based
Document Description: Please provide supporting documentation of your agency's legal status, including a Certificate of Existence from the Secretary of State.

Attachment Name: Provider Financials
Contract Type: Community Based
Document Description: Please provide the last 2 years Profit & Loss Statements.

Attachment Name: Funding Sources
Contract Type: Community Based
Document Description: Please provide supporting documentation of other funding sources.

Attachment Name: Agency Quality Improvement
Contract Type: Community Based
Document Description: Please provide your agency's practice for assessing quality of services and monitoring improvement.

Attachment Name: Secretary of State Entity Report
Contract Type: Community Based
Document Description: Within the Secretary of State website (**https://bsd.sos.in.gov/publicbusinesssearch)** the provider must find their entity report. This report is the requested attachment. The status of the report should be Active and the Business Entity Report due date should be in the future.

Attachment Name: Provider Insurance
Contract Type: Community Based
Document Description: Please provide supporting documentation of agency's current insurance.

Attachment Name: Budget

Contract Type: Child Advocacy Center, Community Partners, Youth Service Bureau, Community Based (Specialized Services only)

Document Description: This document will be listed as an attachment on the DCS Website located within the specific RFP you are applying. Respondents should submit a completed budget in compliance with the outlined format per RFP.

Attachment Name: Actual Costs Report
Contract Type: Healthy Families
Document Description: This document will be listed as an attachment on the DCS Website located within the specific RFP you are applying. Respondents should submit a completed report in compliance with the outlined format.

Attachment Name: Other
Contract Type: Community Based
Document Description: This section is for any additional documents you want to upload as supporting documentation for your proposal.

Service Standard Documentation

Providers should upload one copy of each of the following documents specific to the service standard they are applying for within the RFP.

Attachment Name: Service Narrative
Contract Type: All
Service Standard: All
Document Description: This document will be listed as an attachment on the DCS Website located within the specific RFP you are applying. Respondents should provide one Service Narrative for each Service Standard they are applying for. (NOTE: If respondents are proposing for Community Partners for Child Safety, respondents must include a service narrative for each region being proposed. The region number should be included in the service narrative).

Attachment Name: Licensed Child Placing Agency Documentation
Contract Type: Community Based
Service Standard: Family Prep
Document Description: Respondents must provide supporting documentation of licensure.

Attachment Name: Comprehensive Service Certification
Contract Type: Community Based
Service Standard: Comprehensive Home Based Services
Document Description: Respondents much provide certification for the Comprehensive Home Based Service they are proposing.

Attachment Name: Child Parent Psychotherapy (CPP) Certification
Contract Type: Community Based
Service Standard: Counseling
Document Description: Respondents must provide CPP certification documentation.

Attachment Name: Functional Family Therapy (FFT) Certification
Contract Type: Community Based
Service Standard: Functional Family Therapy (FFT)
Document Description: Respondents must provide FFT certification documentation.

Attachment Name: DMHA Certification
Contract Type: Community Based
Service Standard: Detoxification, Residential Substance Use, Substance Use Disorder Assessment, Substance Use Outpatient Treatment
Document Description: Respondents must provide DMHA certification documentation.

Attachment Name: DMHA ASAM Scoring Designation Level
Contract Type: Community Based
Service Standard: Residential Substance Use Treatment
Document Description: Respondents must provide their ASAM level, as shown in the letter and certificate designated by DMHA. If respondents are in the designation process, please upload any communication you have had with DMHA regarding this process. More information about ASAM designation levels is provided through this link: https://www.in.gov/fssa/dmha/3073.htm

Attachment Name: Indiana Coalition Against Domestic Violence Certification
Contract Type: Community Based
Service Standard: Domestic Violence Batterers Intervention Services
Document Description: Respondents must provide Indiana Coalition Against Domestic Violence certification documentation.

Attachment Name: Family Centered Treatment (FCT) Certification
Contract Type: Community Based
Service Standard: Family Centered Treatment (FCT)
Document Description: Respondents must provide FCT certification documentation.

Attachment Name: CSAYC Certification (Optional)
Contract Type: Community Based
Service Standard: Sexually Harmful/Reactive Youth
Document Description: If applicable, respondents should provide CSAYC certification documentation.

Attachment Name: Specialized Services Supporting Documentation
Contract Type: Community Based
Service Standard: Specialized Services
Document Description: Respondents must provide documentation (including licensure, certification, etc.) to support the specialized service they are proposing.

Attachment Name: Specialized Populations Training, Certification, or Credentials (Optional)
Contract Type: Community Based
Service Standard: Any Community Based Services
Document Description: If applicable, respondents should provide any training completion or in-progress documentation, certification, or credentials for working with specialized populations.

Attachment Name: Evidence Based/Promising Practice Documentation or Curriculum (Optional)
Contract Type: Community Based
Service Standard: Father Engagement**,** Parent Education**,** Detoxification/Withdrawal Management**,** Substance Use Disorder Assessment**,** Substance Use Outpatient Treatment
Document Description: If applicable, respondents should provide any evidence based/promising practice documentation (in-progress or completion) or curriculum.