

INDIANA DEPARTMENT OF CHILD SERVICES

Request for Proposal to Provide:
Healthy Families Indiana Think Tank

Response Due Date:

April 22, 2016

Services and Outcomes Division
Prevention Unit
Indiana Department of Child Services
302 W. Washington St., Room E306
Indianapolis, IN 46204

1.0 GENERAL INFORMATION AND REQUESTED PRODUCTS/SERVICES

1.1 INTRODUCTION

The Department of Child Services (DCS), in accordance with its State Plan, requires child abuse/neglect prevention services in all 92 counties. To develop new practices and identify needs in prevention services DCS uses the Healthy Families Indiana (HFI) Think Tank. 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) for downloading. Neither this RFP nor any response (proposal) submitted hereto are to be construed as a legal offer.

1.2 PURPOSE OF THE RFP

The purpose of this RFP is to select one vendor/provider to provide facilitation of the Healthy Families Indiana (HFI) Think Tank Advisory Committee (Think Tank). HFI is a voluntary program designed to promote healthy families and healthy children through a variety of services. The HFI Think Tank shall provide recommendations to the State for the on-going development and implementation of the HFI home visitation program.

1.3 SUMMARY SCOPE OF WORK

The contractor will be providing meeting facilitation which includes but is not limited to:

- Attending scheduled meetings of the HFI Think Tank. A minimum of 4 to 6 meetings annually which may be held in locations within and outside of Marion County.
- Assist the HFI Think Tank in developing the meeting Agenda for meetings.
- Lead the HFI Think Tank through the established Agenda to ensure it produces the outcomes as defined by Healthy Families America (HFA) expectations for Advisory Committee objectives.
- Collaborate with the HFI Think Tank members to identify and enlist additional Stakeholders and interested Lay Persons to participate in the meetings and activities of the organization as prescribed in the HFA Program Instructions for Advisory Committees.
- Promote attendance to Think Tank meetings to achieve intended diversity and stakeholder participation in the HFI Strategic Planning and Practice Recommendations.

1.4 QUESTION/INQUIRY PROCESS

All questions/inquires regarding this RFP must be submitted in writing by the deadline of -10 a.m. Eastern Standard Time (EST) on March 24, 2016. Questions/Inquiries must be submitted utilizing Attachment J (Required Question Form) via email (DCSPreventionQuestions@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 with any State employee.

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 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 for 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 April 22, 2016.

All electronic copies of the proposal must be submitted online by 10 a.m. (EST) on 4/22/2016.

Any proposal not submitted electronically by 10 am EST on 4/22/2016 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 written or oral, 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. DCS or its appointed representatives will initiate and facilitate all discussions. Any information gathered through oral discussions must be confirmed in writing.

1.7 TYPE AND TERM OF CONTRACT

The State intends to sign a contract with one Respondent to fulfill the requirements of this RFP (Sample Contract in Attachment F).

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. This contract will end December 31, 2017. The State may exercise the option to extend the contract for two years.

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1.8 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 (including the requisite number of copies) 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 which 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.

1.9 SECRETARY OF STATE REGISTRATION

If awarded the contract, the Respondent will be required to register the agency's legal name, and be in good standing, with the Secretary of State. The 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 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 or DOR. It is extremely important that all agencies are aware of this review to prevent delays in the timely execution of the contract.

1.10 COMPLIANCE CERTIFICATION

Responses to this RFP serve as a representation that it 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, and, if such liabilities are discovered, that 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.

1.11 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).

1.12 SUMMARY OF MILESTONES

Key RFP Dates: Activity	Date
Issue of RFP	March 14, 2016
Deadline to Submit Written Questions	March 22, 2016 by 10:00 am EST
Answers to Vendor questions posted on DCS website	April 8, 2016
Submission of Proposals	April 22, 2016 by 10:00 am EST
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.	
Proposal Evaluation	May-June 2016
Notification of Awards	July 1, 2016
Contract Start	September 1, 2016

Bidders' Conference

A Bidders' Conference is being held on March 18, 2016 from 2 pm-3pm EST via WebEx.

While this meeting is not required, it is strongly recommended to attend. **Please RSVP to preventionquestions@dcs.in.gov to register for the webinar. Only those who have sent RSVP to the email address provided will receive the webinar log in information.**

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 Program Proposal must include:

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1. Application: The information needed to complete the application process is located online at this website: <http://www.in.gov/dcs/3359.htm>. The electronic application is located at <https://magik.dcs.in.gov/financials/Public/RFP/RequestAvailable.aspx>. It includes agency information and proposed services.
2. Service Narrative: The Service Narrative template must be used (Attachment C). This portion of the proposal allows the applicant to provide specific information regarding the proposed service.
3. Budget: A budget reflecting 1 year of service must be submitted using the budget template (Attachment D).

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

	Submitted Electronically by Date on Request for Proposal
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 program service narrative. 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 and proposed services. It also includes the certification that the respondent agrees to the assurances (Attachment E), sample contract (Attachment F), and Think Tank Objectives (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 template. The document must be completed and uploaded. Proposals must identify and meet service components in the Think Tank Objectives (Attachment A). Proposals must identify objectives consistent with those identified in the

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Service Standard. Proposals must also demonstrate the organizational and procedure structure that are necessary to deliver the services proposed.

2.4 BUDGET

Contractor should submit a proposal budget for delivering the services outlined in the scope of work which details Personnel, Travel, and other material/supplies costs as an annualized projection.

3.0 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 DCS designee will, in the exercise of sole discretion, determine which proposals offer the best means of servicing the interests of DCS. 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 DCS for further action, such as contract negotiations. If, however, DCS 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, DCS 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 below 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 = 15). 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.

4.0 ATTACHMENTS

See <http://www.in.gov/dcs/3359.htm> for Attachments.

A	Think Tank Objectives	Think Tank requirements.
B	Application	Instructions on how to complete the electronic application.
C	Service Narrative	One per proposal.
D	Budget	Complete using standardized budget template of expected expenses.
E	Assurances	For applicant's records. A signed application certifies the Assurances.
F	Sample Contract	Sample contract only.
G	Exhibit 1	Certification of Completion of Required Criminal and Background Checks.
H	Proposal Scoring Tool	Tool that DCS will use to evaluate proposals.
I	Federal Selected Disallowed Expenses	For applicant's information.
J	Required Question Form	RFP questions must be submitted with this form to: DCSPreventionQuestions@dcs.in.gov
K	Healthy Families Indiana Service Definitions	Service definitions for Healthy Families services.