



# IYAB Pre – Proposal Conference

*March 19, 2024. Presenter: Anisa L. Evans, MSW, Older Youth Initiatives Manager*



**Request for Proposal – 0002526**  
**Indiana Youth Advisory Board**

**Older Youth Initiatives**  
**Child Welfare Services Division**

# AGENDA

March 19, 2024



- General Information
- Purpose of RFP
- Scoop of Work
- Terms of the Contract
- Key Dates
- Executive Summary
- Business Proposal
- Technical Proposal
- Cost Proposal
- Proposal Preparation
- Proposals Submission
- Questions & Additional Information



# General Information



→ Please sign the sign in sheet for attendance



→ The pre – proposal presentation will be posted on the DCS webpage “Current Request for Proposal”



→ In the event a question is asked and responded to; any verbal response is not considered binding.



→ Respondents must submit all question formally in writing on the Q & A Template (Attachment E) and email to Michael Sturm @ [michael.sturm@dcs.in.gov](mailto:michael.sturm@dcs.in.gov) by 3:00pm Eastern Time on 3/29/24.



# Purpose of the RFP

The purpose of this RFP is to select a vendor that can satisfy the Department of Child Services (DCS) needs for a statewide Indiana Youth Advisory Board (IYAB).

DCS intends to contract with a vendor that provides quality youth engagement, program facilitation, coordination of leadership opportunities, and compensation to youth participating in IYAB; this includes:

- Meetings
- Activities
- Trainings
- Events (e.g.: Conferences, Volunteering etc.)



# IYAB Scope of Work

## The Chafee Program

To ensure youth participate in leadership activities that promote youth development and engagement. These activities should:

- Increase Leadership Skills
- Enhance Youth – Adult Partnerships
- Promote Youth Voice
- Build Social Capital
- Support Relational Permanency

See Attachment H Youth Advisory Board Framework and Resources.

- Leadership Training
- Strategic Sharing Training
- Provide intensive preparation.
- Assist with the development of IYAB strategic plan, goals, and agenda.
- Assist with the development of the IYAB conference.
- Facilitate IYAB Meetings
- Participate in local, state, and federal events, activities trainings etc.



# Terms of Contract

The term of the contract shall be for a period of four (4) years from the date of contract execution. There may be two (2) one-year renewals for a total of four (6) years at the State's option.



# Key Dates

Activity	Date
Issue of RFP	March 1, 2024
Pre-Proposal Conference	March 19, 2024
Deadline to Submit Written Questions	March 29, 2024, by 3:00 PM Eastern Time
Response to Written Questions/RFP Amendments	April 5, 2024
Submission of Proposals	May 6, 2024, by 4:00 PM Eastern Time
<i>The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.</i>	
Proposal Evaluation	TBD
Proposal Discussions/Clarifications (if necessary)	TBD
Oral Presentations (if necessary)	TBD
Best and Final Offers (if necessary)	TBD
RFP Award Recommendation	July 31, 2023





# Executive Summary - Letter

The Executive Summary must be in the form of a letter and address each component under Section 2.2.

- Summarize your ability to supply the required services.
- Make sure the Executive Summary is signed by an authorized representative.
  - Include principal contact information.
- State your understanding of the respondent notification.
- Indicate status regarding Secretary of State registration.
- Indicate that you have read, understood, and agree to the assurances (Attachment I)
- You may include additional information within the Executive Summary, if desired.



# Business Proposal – Attachment B

The Business Proposal must be answered on the Attachment B template. All topics must be addressed except for those specifically identified as “Optional” in section 2.3.

- Provide business information including contact information.
- Provide company’s structure and financial information.
- Provide subcontractors information.
- Provide experience serving state government or similar clients.
- Provide capacity and risk.
- Provide at least three (3) references.
- Acknowledge the review and understanding of the contract terms / clauses (Attachment F).



# Technical Proposal – Attachment C

The Technical Proposal must be answered on the Attachment C template. Respondents should use the yellow shaded fields to answer the questions. All topics must be addressed in section 2.4.

- The yellow field will expand to accommodate content.
- Make every attempt to preserve the original format of Attachment C.
- Make every attempt not to repeat RFP language within the response.
- Where appropriate, submit supporting documentation (e.g.: diagrams, certifications, graphics, or other exhibits) as an attachment and reference within the relevant answered field.
  - The document(s) must be included as an appendix(ies) to the Technical Proposal that clearly references the appropriate section.



# Cost Proposal – Attachment D

The Cost Proposal must be answered on the Attachment D template.

- Please complete the template by populating the yellow cells in the excel document.

The Cost Proposal template has modules for the following budgets:

- IYAB Staffing
- IYAB Consultant Cost
- IYAB Direct Cost
- IYAB Indirect Cost

See Attachment G, IYAB Census

- To help with determining your IYAB Budget



# Proposal Preparation

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→ Read the RFP and pay close attention to the due dates.



→ Review each attachment.



→ Use the templates provided for the selected responses.



→ Do not alter any templates.



# Submission Requirements

## Official IYAB Questions and Answer Submission

- Use the IYAB Q & A Template (Attachment G)
- Submit by March 29<sup>th</sup>, 2024, by 3:00pm Eastern Standard Time to:
  - Michael Sturm: [michael.sturm@dcs.in.gov](mailto:michael.sturm@dcs.in.gov)

## Official Proposal Submission

- Due May 6<sup>th</sup>, 2024, by 4:00pm Eastern Standard Time
- Email to the DCS Older Youth Services Mailbox:
  - [olderyouthquestions@dcs.in.gov](mailto:olderyouthquestions@dcs.in.gov)
- Title of Email in the subject line:
  - **“DCS Indiana Youth Advisory Board RFP 0002426”**

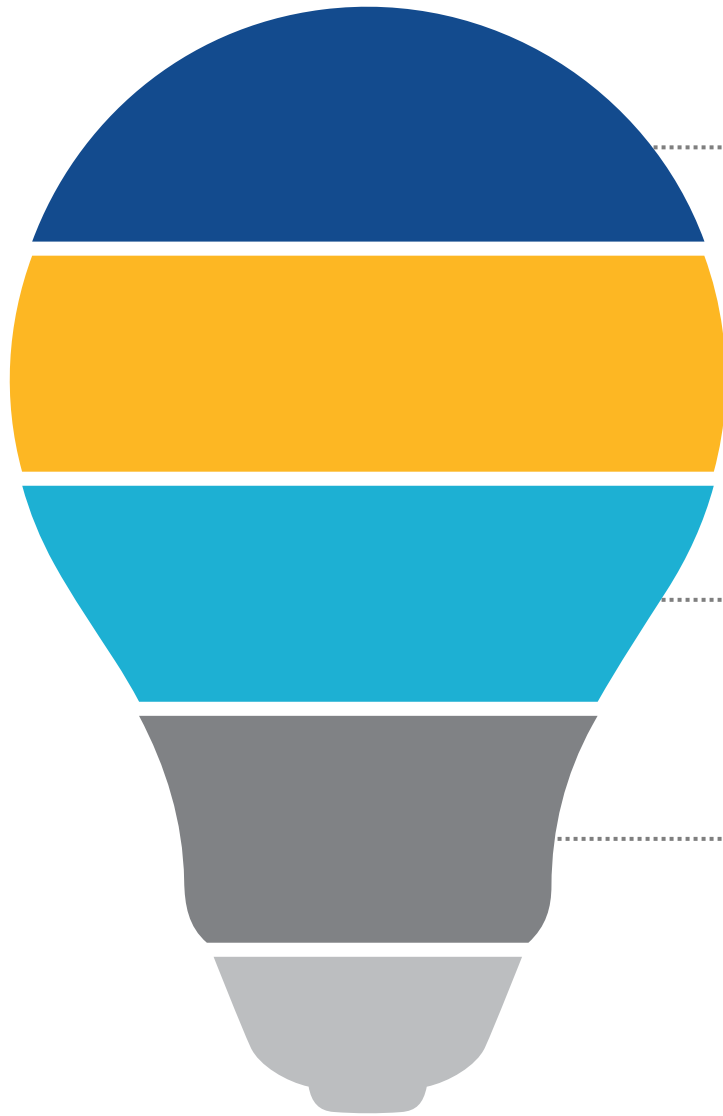


# Evaluation Criteria

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Business Proposal	5 available points
3. Technical Proposal	70 available points
4. Cost (Cost Proposal)	25 available points
<b>Total</b>	<b>100</b>



# Closing & Questions



1

→ Reminder: any question asked and answered are not considered binding.

2

→ All questions / inquiries should be submitted through the process outlined in Section 1.7 of the RFP document.

3

→ A copy of this power point presentation will be posted on the Current Requests For Proposals web page.

4

→ Reminder: Please sign the sign-in sheet





# QUESTIONS





# Anisa L. Evans – Tucker, MSW

Older Youth Initiatives Manager

Contact Email: [anisa.evans@dcs.in.gov](mailto:anisa.evans@dcs.in.gov)

