

INDIANA DEPARTMENT OF CHILD SERVICES

Regional Request for Proposal to Provide:

Community-Based Services

Regional Child Welfare Services

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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/3151.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-Based Services vendors/providers that can satisfy the DCS need for the provision of a comprehensive array of child welfare services to all 18 regions and the corresponding 92 local offices in the State. Service may only apply to the Region and 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).

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 Service Standard.

	Service Standard	Method of Payment
		DCS funding
		Medicaid Rehabilitation Option (MRO)
		Medicaid Clinic Option (MCO)
ADOPTION	Child Preparation	DCS
	Family Preparation	DCS
FAMILY CENTERED SERVICES	Home-Based Family Centered Casework Services	DCS/MRO
	Home-Based Family Centered Therapy Services	DCS/MRO
	Homemaker/Parent Aid	DCS
RESOURCE PARENT SERVICES	Resource Family Support Services	DCS
	Support Group Services for Resource Families	DCS
	Foster Home Studies / Updates / Relicensing Studies	DCS
OTHER SERVICES	Care Network	DCS/MRO/
	CHINS Parent Support Services	DCS
	Counseling	DCS/MRO/MCO
	Cross-System Care Coordination	DCS
	Diagnostic and Evaluation Services	DCS/MCO

	Domestic Violence - Batterer Intervention Services	DCS
	Domestic Violence - Survivor and Child Intervention Services	DCS
	Father Engagement Programs	DCS
	Functional Family Therapy	DCS
	Parent Education	DCS
	Parenting / Family Functioning Assessment	DCS
	Quality Assurance for Children in Residential Placement	DCS
	Sex Offender Treatment	DCS/MRO/MCO
	Transition from Restrictive Placement	DCS/MRO/MCO
	Tutoring/Literacy Classes	DCS
	Visitation Facilitation-Parent/Child/Sibling	DCS
ADDICTIONS	Drug Testing and Supplies	DCS
	Random Drug Testing	DCS
	Detoxification Services	DCS/MCO/MRO
	Residential Substance Use Treatment	DCS/MCO
	Substance Use Disorder Assessment	DCS/MCO
	Substance Use Outpatient Treatment	DCS/MCO/MRO
PROBATION SERVICES (primarily)	Day Reporting/Treatment	DCS
	Truancy Termination	DCS

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 G) 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 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.

1.5 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.

1.6 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 I) (Exhibit 1 of the Contract is in Attachment J)

The term of the contract shall be for a period of determined by the timing of the request for the proposal and the necessary period of time to activate a contract, All contracts will end **June 30, 2013**. The state may exercise the option to extend contracts for two years.

1.7 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.

1.8 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:

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.

1.9 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.

1.10 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).

Department of Child Services
Regional Document for Child Welfare Services
Term July 1, 2011 to June 30, 2013

SECTION TWO

Community-Based 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/application will be submitted electronically with a hardcopy mailed to the DCS central office. (See Attachment C instructions on electronic submission).

Each Program Proposal must include

1. Application: The application is prepared online through: <http://www.in.gov/dcs/3159.htm>. It includes agency information, geographic area to be covered and proposed unit rates.
2. Provider Narrative: The Provider Narrative template must be used (Attachment D) This portion of the proposal allows the applicant to provide detailed information about the overall agency.
3. Service Narrative: The Service Narrative template must be used (Attachment E). One Service Narrative should be completed for each standardized service (e.g., Homemaker, Parent Education, etc.). This portion of the proposal allows the applicant to provide specific information regarding the proposed service.
4. Budget: The Budget template must be used. (Attachment F) 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 mailed as indicated in the table below.

Note: Respondents will submit only one proposal for the Region/counties to be served. The applicant must propose the same rate for each county (rates may not vary by geographic location).

The RFP submissions must include the following:

	Submitted Electronically by Date on Regional Request for Proposal	Submitted Signed Hard Copy postmarked by Date on Regional Request for Proposal
Application	<input type="checkbox"/>	<input type="checkbox"/>
Attachment D – Provider Narrative	<input type="checkbox"/>	<input type="checkbox"/>
Attachment E(s) – Service Narrative(s)	<input type="checkbox"/>	<input type="checkbox"/>
Attachment F– Budget (s)	<input type="checkbox"/>	<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 narrative(s) and/or budget. All proposals must be submitted in entirety electronically no later than the date listed on the RFP and a hard copy post marked 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 with corresponding unit rates. It also includes the certification that the respondent agrees to the assurances (Attachment H), sample contract (Attachment I), Child Welfare Principles (Attachment G) 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.

2.3 PROVIDER NARRATIVE AND SERVICE NARRATIVE

The Provider Narrative (Attachment D) and Service Narrative (Attachment E) must utilize the provided templates. Each program proposal will include one Provider Narrative along with Service Narratives for each proposed service. The Provider Narrative will include information specific to the agency as a whole. The Service Narratives 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 RATES

DCS has set standardized rates for each billable unit. Providers will submit their proposed rates in the online Application. No rate will be approved above the standard rate unless the Region has decided through its Regional Services Council to offer the enhanced rate for the particular service standard. 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.

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. If technical proposals are close to equal, greater weight may be given to price and/or whether or not the respondent is also a Medicaid Provider.
4. 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 below with a brief explanation of the basis for evaluation in that category. (Attachment L) The points associated with each category are indicated following the category name (total maximum points = 100). 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.

Proposal Scoring Tool	
Provider: _____	Scorer: _____
Service: _____	Date: ____/____/____
Instructions:	
<ol style="list-style-type: none"> 1. Questions contained in Step 1 are Pass/Fail. The Regional Child Welfare Services Coordinator will supply information of Pass/Fail for these questions. 2. Please complete one score sheet for each Service Standard being proposed. 3. Remember to rate each statement listed on the score sheet. If you believe the proposal meets none of the standards described in the statement, mark as "0". Other ratings should be used to quantify other levels of standards met. 4. The leader of the scoring meeting will collect the evaluations completed by all evaluating team members and the confidentiality forms signed by each member and return these documents to the Regional Child Welfare Services Coordinator. 	
Summary of Evaluation Criteria	Score
Step 1	
1. Adherence to Mandatory Requirements (followed instructions and standard format)	(circle one) PASS FAIL
2. Application Pages signed <i>in blue ink</i> .	(circle one) PASS FAIL
Budget Section (Fiscal will be evaluating proposed unit rates exceeding the DCS standard rate, outside of this scoring process)	
1. Budget: The Budget Narrative template must be used if a higher than standard rate is requested.	(circle one) PASS FAIL
Step 2	
Provider Narrative scoring (20 Points Total)	
1. The Provider Narrative: This section should cover all important history and development of the organization to date, along with including the organizational chart including Board of Directors and any other affiliates. (10 points)	/10
2. The Provider Narrative documents that the agency/provider historically has had an acceptable working relationship with the local DCS or other community agencies, if there is no prior relationship with the DCS. (10 points)	/10
Service Narrative Scoring (80 points Total)	
1. The Service Narrative should provide the program name as well as the corresponding Service Standard. Describes the referral and admission process and includes procedure/methods for a guaranteed time frame for initiation of services, protocols are included. (10 points)	/10
2. The Service Narrative defines the target population, the geographical service area, and provides the projected number of clients the Provider/Agency intends to serve. The capacity described in the narrative meets the needs of the region. (20 points)	/20
3. The Service Narrative describes the method or model of services that will be provided. It is consistent with DCS service principles and service standards. Evidence-Based and/or Best Practice Models to be utilized in delivering the program are described as well as Respondent's experience and training related to the service delivery model are described. (40 points)	/40
4. Proposal identifies outcomes consistent with the corresponding service standard. If the program measures outcomes in addition to those described in the Service Standards, identify	

those outcomes and the measurement process are described. (10 points)	/10
STEP 2 TOTAL POINTS	/100
Comments:	
_____ Evaluator Signature	_____ Date

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 & local office.

SECTION FOUR

REPORTS

4.1 REPORTS

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

4.1 MONTHLY REPORTS

Two templates for monthly reports have been developed. One is specific to Visitation and the other is general to all other services. Note that visitation can be contracted through its own service standard or there are several service standards that visitation is a component. In all of these instances, the “Visitation Monthly Report” should be used as the reporting tool for visitation regardless of the service standard under which it is being delivered.

NOTE: The Visitation Monthly report has two parts. The first part is the actual monthly report. The second page is a report for each visit. The report for each visit should be returned to the FCM/Probation Officer within 3 days. These should be summarized monthly.

A generic monthly report has been developed for all other service standards. It is titled “Monthly Progress Report”.

These monthly reports are due by the 10th of the month following service.

See Attachment K for templates of: Monthly Progress Report and Visitation Progress Report

SECTION FIVE

ATTACHMENTS

A	Service Standards	
B	Unit Rates	
C	Application	Instruction on how to complete the electronic Application
D	Provider Narrative	One per proposal
E	Service Narrative	One per service standard being proposed
F	Budget	Completed using standardized budget template.
G	Principals of Child Welfare Services	For your information. A signed Application certifies agreement to adhere to the Principals of Child Welfare Services.
H	Assurances	For your information. A signed Application certifies the Assurances.
I	Sample Contract	Sample only
J	Exhibit 1	Certification of Completion of Required Criminal and Background Checks
K	Reporting Forms	Expectations for reporting once a provider has a contract to provide services.
L	Proposal Scoring Tool	Tool that DCS staff will use to score the proposals
M	Federal Selected Disallowed Expenses	For your information. Expenses that are not allowed.

ATTACHMENT A

Service Standards

See <http://www.in.gov/dcs/3159.htm> for attachment

ATTACHMENT B

Unit Rates

See <http://www.in.gov/dcs/3159.htm> for attachment

ATTACHMENT C

Instructions For Electronic Application

See <http://www.in.gov/dcs/3159.htm> for attachment

ATTACHMENT D

Provider Narrative

See <http://www.in.gov/dcs/3159.htm> for attachment

ATTACHMENT E

Service Narrative

See <http://www.in.gov/dcs/3159.htm> for attachment

ATTACHMENT F

Budget

See <http://www.in.gov/dcs/3159.htm> for attachment

ATTACHMENT G

Principles of Child Welfare Services

See <http://www.in.gov/dcs/3159.htm> for attachment

ATTACHMENT H

Assurances

See <http://www.in.gov/dcs/3159.htm> for attachment

ATTACHMENT I

Sample Contract

See <http://www.in.gov/dcs/3159.htm> for attachment

ATTACHMENT J

Exhibit 1

See <http://www.in.gov/dcs/3159.htm> for attachment

ATTACHMENT K

Reporting Forms

See <http://www.in.gov/dcs/3159.htm> for attachment

ATTACHMENT L

Proposal Scoring Tool

See <http://www.in.gov/dcs/3159.htm> for attachment

ATTACHMENT M

Federal Selected Disallowed Expenses

See <http://www.in.gov/dcs/3159.htm> for attachment