

INDIANA DEPARTMENT OF CHILD SERVICES

Request for Proposal to Provide:

Indiana Youth Advisory Board

Response Due Date:

March 21, 2016

Program and Services
Indiana Department of Child Services
302 W. Washington St., Room E306
Indianapolis, Indiana 46204

SECTION ONE

1.0 GENERAL INFORMATION AND REQUESTED PRODUCTS/SERVICES

1.1 INTRODUCTION

The Department of Child Services (DCS) will support regional and statewide Youth Advisory Board (YAB) comprised of former or current foster youth, age 14 to 21 (youth receiving ETV may participate until age 23). YAB meetings will be held across the State to ensure inclusion of all eligible youth whom want to participate. The statewide advisory board will be comprised of regional youth board members. Youth from each regional YAB shall be selected to participate on the statewide YAB conference. Youth will participate, educate, advocate, and form youth- adult partnerships to promote the influence of youth voice in the Indiana foster care system.

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 (<http://www.in.gov/dcs/3337.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 one Indiana Youth Advisory Board vendor/provider that can satisfy the DCS need for the provision of facilitation and coordination of the Youth Advisory Board. The state will be divided into five super regions where meetings will be held. Locations of meetings may vary based on the needs and level of participation of the youth. The super regions are as follow:

Northeast: DCS regions 4 & 6

Northwest: DCS regions 1, 2, 3, & 5
North Central: DCS regions 7 & 11
Central: DCS regions 8, 9, 10, 12, & 13
Southern: DCS region 14, 15, 16, 17, & 18

The respondent will assist the YAB members with developing a plan for each super region as well as a state plan to enhance the well-being of foster youth aging out of care through authentic youth engagement. The respondent will be responsible for assisting YAB with the following:

- Balance each members' need for support and empowerment
- Encourage youth led initiatives
- Demonstrate clear, concrete, sincere appreciation of youth contributions
- Provide preparation to assist youth in assuming roles traditionally reserved for adults, for which they no prior experience such as advocating for needs of youth in foster care, developing a "youth in foster care" handbook, developing a speakers group to educate community organizations on the needs of youth in foster care, serve as presenters at conferences, etc.
- Encourage participation in annual child welfare conferences and training such as: The Adoption Forum, Foster Parenting Training, The Juvenile Judges Symposium and other educational forums.
- Allow for consistent opportunities to give structured feedback regarding the quantity and quality of services and supports provided to them in are and after they have aged out.
- Facilitate development of personal responsibility by ensuring that the youth participate in the planning and implementation of services at the individual level.
- Initiate opportunities for youth leadership and service development
- Provide an opportunity to learn from youth.
- Improve the quality of Older Youth Services by providing direct input and feedback from members of the Older Youth Initiatives team and Older Youth Service providers.
- Assist with the opportunity to develop or change public policy to improve lives of individual and families involved in the system.
- Provide broad consultation to state child welfare administrators in the long-term implementation of the state plans and represent the voices of foster youth across Indiana.

1.3 Service Standards

Respondents are expected to propose services in accordance with the DCS Chafee Youth Advisory Board Service Standards (Attachment B). Please be sure the program and budget are outlined in detail in the Service Narrative (Attachment E) and Budget worksheets (Attachment C).

1.4 SUMMARY SCOPE OF WORK

The chosen contractor will be expected to provide facilitation and coordination of the Youth Advisory Board in a manner that is consistent with the Service Standards (Attachment B) and research pertaining to Older Youth in Foster Care (Attachment F). These Service Standards include but are not limited to, length, quality and type of service, qualifications of staff, documentation requirements, as well as program reports and evaluation.

1.5 QUESTION/INQUIRY PROCESS

All questions/inquiries regarding this RFP must be submitted in writing by the deadline of 10:00 am, March 7, 2016. Questions/Inquiries may be submitted via email to OlderYouthQuestions@dcs.in.gov and must be received by The Department of Child Services by the time and date indicated above.

Following the question/inquiry due date, the Department of Child Services personnel will compile a list of the questions/inquiries submitted by Respondents. The responses will be posted to the Department of Child Services website according to the RFP timetable established in Section 1.14. Only answers posted on the Department of Child Services website (www.in.gov/dcs/) 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.

If it becomes necessary to revise any part of this RFP, or if additional information is necessary for a clearer interpretation of provisions of this RFP prior to the due date for proposals, an addendum will be posted on the Department of Child Services website. If such addenda issuance is necessary, the Department of Child Services may extend the due date and time of proposals to accommodate such additional information requirements, if required.

1.6 DUE DATE FOR PROPOSALS

To be considered, proposals must be delivered to the address below, no later than 10:00am on March 21, 2016. Proposals may be mailed, but must arrive at the address below by the deadline. Bidders must submit 1 copy of the proposal in addition to an electronic submission via USB drive.

Anisa L. Evans
Department of Child Services
ATTN: Older Youth Services Proposal
302 West Washington Street
Room E306-MS 47
Indianapolis, IN 46204-2739

Any proposal not submitted by the above date/time or does not include the copies and electronic proposal will not be considered. Any late proposals will be returned, unopened to the respondent upon request. All proposals rejected due to not meeting the deadline and not claimed within 30 days of the proposal due date will be destroyed.

1.7 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 requests for additional information, requests 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.

1.8 TYPE AND TERM OF CONTRACT

The State intends to sign a contract with one Respondent to fulfill the requirements in this RFP. The term of the contract shall be for a period of 24 months, beginning **July 1, 2016 and ending June 30, 2018**. The State may exercise the option to extend contracts for two years.

1.9 CONFIDENTIAL INFORMATION

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 et seq., and, after the contract award, the entire RFP file may be viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the APRA must place all confidential documents in a sealed envelope clearly marked "Confidential" and must indicate on the outside of that envelope that confidential materials are included. The Respondent must also specify the statutory exception of APRA that applies. The State reserves the right to make determinations of confidentiality. If the Respondent does not identify the statutory exception, DCS will not consider the submission confidential. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to APRA, it may seek the opinion of the General Counsel for the Department of Child Services. Prices are not confidential information.

1.10 SECRETARY OF STATE REGISTRATION

If awarded a contract, the Respondent will be required to register with your legal name, and be in good standing, with the Secretary of State. This legal name must be used on all documents included in the proposal process. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations and limited liability companies. Information concerning registration with the Secretary of State may be obtained by contacting:

Secretary of State of Indiana
Corporation Division
402 West Washington Street, E018
Indianapolis, IN 46204
(317) 232-6576
www.in.gov/sos

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 owes unpaid taxes to the State, the contract will be held until these issues are resolved. Any issues

must be resolved with DWD/DOR. It is extremely important that all agencies are aware of this review to prevent delays in the timely execution of the contract.

1.11 COMPLIANCE CERTIFICATION

Responses to this RFP serve as a representation that the Respondent has no current or outstanding criminal, civil, or enforcement actions initiated by the State, and it agrees that it will immediately notify the State of any such actions. The Respondent also certifies that neither it nor its principals are presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State. The Respondent agrees that the State may confirm, at any time, that no such liabilities exist. If such liabilities are discovered, the State may bar the Respondent from contracting with the State, cancel existing contracts, withhold payments to 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.

1.12 AMERICANS WITH DISABILITIES ACT

The Respondent specifically agrees to comply with the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq. and 47 U.S.C. 225).

1.13 SUMMARY OF MILESTONES

Key RFP Dates: Activity	Date
Issue of RFP	February 26, 2016
Deadline to Submit Written Questions	March 7, 2016
Answers to Vendor Questions posted on DCS Website	March 14, 2016
Submission of Proposals	March 21, 2016
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	April 1, 2016 - April 30, 2016
Notification of Award	April 1, 2016 – April 30, 2016
Preparation of Contract	April 1, 2016 – April 30, 2016
Contract Signature Process	May 1, 2016 – June 30, 2016
Contract Activation.	July 1, 2016

SECTION TWO

Youth Advisory Board Proposal

2.0 PROPOSAL PREPARATION INSTRUCTIONS

2. L 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 must be submitted with 3 copies and an electronic copy to the DCS central office.

Each Program Proposal must include:

1. **Application:** The application template must be used (Attachment A).
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). The Service Narrative should address each topic area in the attachment. 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 C). Bidders must submit a budget.

Note: Respondents will submit only one proposal for the entire state.

The RFP submissions must include the following:

	Signed Hard Copy Submitted by 10:00am January 11, 2016
Attachment A Application Signature page	<input type="checkbox"/>
Attachment D Provider Narrative	<input type="checkbox"/>
Attachment E Service Narrative	<input type="checkbox"/>
Attachment C Budget	<input type="checkbox"/>

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

2.2 APPLICATION

The application (Attachment A) must utilize the provided template. 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. The Provider Narrative will include information specific to the agency as a whole. The Service Narrative will outline the specific services to be delivered.

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

2.4 BUDGET

A Budget and corresponding worksheets (Attachment C) are required.

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 proposal offers the best means of servicing the interests of the State. Recommendation by the Scoring Team will be considered when determining which proposal 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 on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration.
2. Each proposal will be evaluated on the basis of the categories included in Section 3.2. A point score has been established for each category.
3. Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to the State, taking into account all of the evaluation factors, may be selected by the Department of Child Services for further action, such as contract negotiations. If, however, the Department of Child Services decides that no proposal is sufficiently advantageous to the State, the State may take whatever further action is deemed necessary to fulfill its needs. If, for any reason, a proposal is selected and it is not possible to consummate a contract with the Respondent, the Department of Child Services may begin contract preparation with the next qualified Respondent or determine that no such alternate proposal exists. The State may also choose multiple Respondents to provide services.

3.2 EVALUATION CRITERIA

Proposals will be evaluated based upon the proven ability of the Respondent to satisfy the requirements of the RFP in a cost-effective manner. Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category. 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.

Total Points	Category
20pts	Budget Section
10pts	Provider Narrative
70pts	Service Narrative

SECTION FOUR

OTHER INFORMATION

4.1 REPORTS

Reports are to be submitted electronically to the Older Youth Initiatives Manager or designee. All reports must be prepared according to the Service Standards.

A. Quarterly Reports.

Reports shall include:

1. Recruitment efforts detailing areas of the state the board has traveled and the effects on membership as a result of the event/meeting.
2. Board meeting report containing the following:
 - a. Meeting agenda
 - b. Board meeting minutes: Minutes should include attendance, agenda item notes and, name of guest speakers & attachment of presentation (if available).
3. Conference report containing a summary of each conference detailing all speaking engagements at which board members present or participate including presenting board member names, attachment of presentation, and conference participant feedback if written documentation has been supplied by the conference host.
4. Financial Report containing the number of youth who participated in YAB meetings including board meeting expenses facility rate per meeting, stipend, travel and child care.
5. Other documentation as requested by DCS.

B. Annual Report

Report shall include:

1. Data of the number of YAB participants with demographics.
2. Data and summary of YAB meetings
3. Data and summary of collaborations, activities, accomplishments, successes.
4. Financial information / statement
5. Future goals

SECTION FIVE

ATTACHMENTS

A	Application	One per proposal
B	Service Standards	
C	Budget	
D	Provider Narrative	One per proposal
E	Service Narrative	One per proposal
F	Research on Older Youth in Foster Care	For your information. The attached research serves as practice guidance for providers who serve older foster youth.
G	Exhibit 1	Certification of Completion of Required Criminal and Background Checks
H	Assurances	For your information. A signed Application certifies Assurances.
I	Sample Contract	Sample only
J	Federal Selected Disallowed Expenses	For your information. Expenses that are not allowed.
K	Principles of Child Welfare Services	For your information. A signed Application certifies agreement to adhere to the Principles of Child Welfare Services.