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**STATE OF INDIANA**

**Request for Information 23-0001**

**Department of Child Services**

**Solicitation For:**

**Adoption Recruitment Services**

**For Children**

**Response Due Date:**

**May 5, 2023**

Michael Sturm, Division Manager

Department of Child Services

402 W. Washington St., Room W392

Indianapolis, Indiana 46204

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**REQUEST FOR INFORMATION 23-0001**

# INTRODUCTION

This is a Request for Information (RFI) issued by the Department of Child Services (DCS) regarding Adoption Recruitment Services for children.

It is the intent of DCS to solicit responses to this Request for Information in accordance with the specifications contained in this document and associated attachments. Neither this RFI nor any response (proposal) submitted hereto is to be construed as a legal offer.

**The State may elect to limit participation in any future competitive solicitation to vendors that respond to this RFI.**

# BACKGROUND AND OBJECTIVE of the RFI

* The overall goal for the contractor is to assist the Department of Child Services (DCS) in achieving timely permanency for children in the foster care system that are waiting for forever families. This will be done by carrying out the service components described in this document.
	+ **Recruit for Indiana’s children that are waiting for forever families;**
	+ **Conduct child-focused recruitment events;**
	+ **Conduct community outreach and adoption recruitment activities;**
	+ **Conduct minority family recruitment activities; and**
	+ **Manage National Adoption Month promotions and celebrations**
* It is expected that the contractor will build upon what is available to the State of Indiana and address service delivery gaps by enhancing the current recruitment system.
* The contractor must collaborate with community resources, including but not limited to, staff at local DCS offices, court personnel, foster parents, mental health agencies, and schools. This effort will be to increase the effectiveness of family recruitment without duplication of efforts. It will be important that the contractor work within the structure and needs of each DCS region.
* The contractor shall collaborate and coordinate adoption recruitment services for a seamless provision of services across Indiana.
* The contractor shall maintain the adoption recruitment database and ensure that it is accessible through a secure website and maintain web-hosting of the site.
* All information the contractor uses for recruitment shall be provided and/or approved by DCS.

The goal of this RFI is to gather general functionality and general pricing structures from vendors for the development of a potential Request for Propoasl (RFP).

The Department of Child Services is requesting information to formalize the scope of work for a potential RFP by allowing the vendor community to apprise the Department of Child Services on information that should be considered as part of the scope of work.

# RESPONSE FORMAT AND ATTACHMENTS

Respondents should submit responses to the RFI, utilizing **Attachment A**, describing how they will meet the specific requirements of this RFI and the deliverables included within. All narrative responses must be provided to the State in Microsoft Word format. Respondents must structure their response according to the sections outlined below to facilitate the State’s review of the responses. **the total response should not be more than 30 pages in length**.

If you would like to provide a response/feedback to this RFI for a potential RFP for Department of Child Services, you must provide your response to State as shown in the RFI Timeline and Response Submission section below.

# RFI TIMELINE

The following timeline is only an illustration of this RFI process. The dates associated with each step are not to be considered binding.

***Anticipated RFI Dates:***

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Issuance of RFI | April 3, 2023 |
| Deadline to Submit Written Questions (3:00PM Eastern Time) | April 17, 2023 |
| Response to Written Questions/RFI Amendments | April 21, 2023 |
| Due Date for Submissions | May 5, 2023 |

# QUESTION / INQUIRY PROCESS

All questions/inquiries in regards to RFI 23-0001must be submitted in writing via email using **Attachment B**, Questions and Answers Template, by the deadline of **April 17, 2023 by 3:00PM ET** to michael.sturm@dcs.in.gov. The email subject line should contain the following phrase:

**“REQUEST FOR INFORMATION 23-0001, QUESTION AND INQUIRIES.”**

Following the question/inquiry due date, DCS will compile a list of the questions/inquiries submitted by all Respondents. The responses will be posted to the DCS website as soon as possible. Only answers posted on the DCS website 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.

Please note that Michael Sturm is the State’s single point of contact for this RFI. **Inquiries are not to be directed to any other staff member of the Department of Child Services.** Such action may disqualify respondent from further consideration in this RFI and any subsequent RFP process.

If it becomes necessary to revise any part of this RFI, or if additional information is necessary for a clearer interpretation of provisions of this RFI prior to the due date for submissions, an addendum will be posted on the DCS website.

# CLARIFICATIONS AND DISCUSSIONS

The State reserves the right to request clarifications on information submitted to the State. The State also reserves the right to conduct discussions, either oral or written, with the Respondents. These discussions could include requests for additional information, requests for cost information or technical requirements response attachment revision, etc. Additionally, in conducting discussions, the State may use information derived from the responses 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.

The Procurement Division will schedule all discussions. Any information gathered through oral discussions must be confirmed in writing.

# CONFIDENTIALITY

It is important to note that all information submitted in Respondent’s proposals to this RFI will be kept confidential and will not be made available to the public unless this RFI does not result in the release of a solicitation at a later date. If a solicitation results from this RFI, then the information contained in the proposal submissions for this RFI must be made available to the public once the resulting solicitation has been awarded and the protest period has ended.

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 award, the entire solicitation file may be viewed and copied by any member of the public, including news agencies and competitors.

Please note citing “Confidential” on an entire section is not sufficient. The Public Access Counselor (PAC) provides guidance on APRA. Respondents are encouraged to read guidance from the PAC on this topic as this is the guidance DCS follows:

* [18-INF-06; Redaction of Public Procurement Documents Informal Inquiry](https://www.in.gov/pac/informal/files/18-INF-06.pdf)

Respondents claiming a statutory exception to the APRA must indicate so on a separate attachment labeled “**Confidential Documentation Listing**”. That document should include the following information:

* List all documents where claiming a statutory exemption to the APRA;
* Specify which statutory exception of APRA that applies for each document;
* Provide a description explaining the manner in which the statutory exception to the APRA applies for each document.

**When claiming confidential information, respondents should submit two versions of their response:**

1. A confidential version (for the State’s review and evaluation)
	1. Confidential Information must be clearly marked in a separate folder.
2. A redacted version (for public records requests)

If the Respondent does not identify the statutory exception, the Procurement Division will not consider the submission confidential. The State also reserves the right to seek the opinion of the PAC for guidance if the State has doubts the cited exception is applicable.

Prices are **NOT** confidential information.

# RESPONSE SUBMISSION INSTRUCTIONS

Firms interested in providing information to DCS should submit responses through email to Michael.Sturm@dcs.in.gov no later than **May 5th 2023 by 3:00PM ET.** Any information received after the due date and time may not be considered. No other method of submission will be accepted.

No more than one response per Respondent may be submitted.

For quicker and manageable uploading of response documents, the State encourages Respondents to break down their responses into small file sizes and use compressed zip files, where possible. Uploading large files may lengthen the time to successfully submit your response. Checking file sizes of the response documents by viewing file properties is also recommended to reduce risks when uploading files.

The State strongly encourages Respondents to allow plenty of time when electronically submitting their responses. Waiting until the last day is not recommended.

Templates outlined in this document should be returned in their native file format.

The State accepts no obligations for costs incurred by Respondents in anticipation of being awarded a contract.