



# Sheltered Workshops Transition Services

REQUEST FOR FUNDS 15-001

on behalf of

the Family and Social Services Administration – Bureau of Developmental Disabilities Services

INDIANA BUREAU OF DEVELOPMENTAL DISABILITIES SERVICES (BDDS)

# GENERAL INFORMATION

- Attendee Sign-In Sheet
- Sign-In Sheet and PowerPoint will be posted on the BDDS Website



# RFF QUESTIONS AND ANSWERS

Questions answered verbally today are not official nor binding and should be submitted in writing if it will affect your proposal response.

**All questions must be submitted to Pashun Smith by  
3:00 PM Eastern Time on April 16, 2015**

**Email: [pashun.smith@fssa.in.gov](mailto:pashun.smith@fssa.in.gov)**



# ACCESSING DOCUMENTS

Text Find an Agency Find a Person Account Center Online Services FAQs Help A A+ GOVERNOR MIKE PENCE

**IN.gov** A State that Works FSSA Search

About Indiana Agriculture & Environment Business & Employment Education & Training Family & Health Law & Justice Public Safety Taxes & Finance Tourism & Transportation

**Family and Social Services Administration** Expand / Collapse

**FSSA HOME**

**DDRS HOME**  
About DDRS  
Employment Opportunities

**PROGRAMS & SERVICES**  
Developmental Disability (BDDS)  
First Steps Home  
Rehabilitation / Employment  
Quality Improvement (BQIS)  
Disability Determination (DDB)

**INFORMATION & RESOURCES**

**Apply for/manage my DFR benefits: SNAP - TANF - Medicaid**

**REQUEST FOR FUNDING (RFF)**

The Bureau of Developmental Disabilities Services (BDDS) is pleased to announce the release of a Request for Funds (RFF) opportunity to award grant funds for Sheltered Workshop Transition Services.

The overall objective of this RFF is to find BDDS waiver providers to support transformation of the organizational structures and service delivery models from facility-based to community-based service delivery models with a focus on community-based employment. The outcome will include, during the contracted period, the expectation that a targeted number of adults with intellectual disabilities and developmental disabilities (ID/DD) obtain individual integrated community-based employment for at least minimum wage or engage in self-employment with the same income level expectation. In general, respondents to this RFF will propose to transform their governance, organizational structure, business/fiscal models and programmatic practices to increase the delivery of integrated employment services and reduce the use of facility-based services while the governing board and/or management entity stipulating the philosophy behind the planned changes and the support provided by the governing structure of the Respondent to make such changes for the individuals' served.

**Report Fraud**

**Online Services**

- Find Child Care
- Apply for Services
- Division of Family Resources Enrollment Centers
- Forms IN.gov

**MORE ONLINE SERVICES »**  
**SUBSCRIBER CENTER »**

**Top FAQs** I Want To...

1. How do I know if I qualify for Medicaid (health coverage), SNAP (food assistance) or TANF?

## Important Dates

- Pre-Proposal Conference on at 2:00 PM on Wednesday, April 15, 2015, to be held at: Indiana Government Center South 402 West Washington Street, Indianapolis, IN 46204 - Conference Room W451
- Proposals due on May 7, 2015
- Target award date: June 24, 2015

## Request for Funds (RFF) Documents

- [Request for Funds - BDDS Sheltered Workshops Transition](#)
- [Attachment A Respondent Information](#)
- [Attachment B Scope of Work](#)
- [Attachment C Technical Proposal](#)
- [Attachment D Cost Proposal](#)
- [Attachment E Business Proposal](#)
- [Attachment F Sample Grant Agreement](#)

<http://www.in.gov/fssa/ddrs/4965.htm>



# KEY DATES

## 1.11 RFF Timeline

The following timeline is only an illustration of the RFF 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.

March 27 <sup>th</sup> , 2015	RFF released to potential applicants
April 15 <sup>th</sup> , 2015	Pre-proposal Conference
April 16 <sup>th</sup> , 2015	RFF questions due
April 23 <sup>rd</sup> , 2015	RFF answers posted online
May 7 <sup>th</sup> , 2015	RFF proposals due by 3:00 EST
June 24 <sup>th</sup> , 2015 (Target Date)	Grant award notification



# PURPOSE AND SCOPE OF 15-001 BDDS

The overall objective of this is to find BDDS Waiver providers to support transformation of the organizational structures and service delivery models from facility-based to community-based service delivery models with a focus on community-based employment. The outcome will include, during the contracted period, the expectation that a targeted number of adults with intellectual disabilities and developmental disabilities (ID/DD) obtain individual integrated community-based employment for at least minimum wage or engage in self-employment with the same income level expectation.

In general, respondents to this will propose to transform their governance, organizational structure, business/fiscal models, and programmatic practices to increase the delivery of integrated employment services and reduce the use of facility-based services while creating roadmaps for other BDDS providers to do the same.



# MANDATORY RESPONDENT REQUIREMENTS

Respondents must fulfill the following requirements to apply:

- Each respondent must be a currently approved BDDS Wavier provider and be serving a minimum of 50 participants in a facility-based setting.
- Respondents must have received at least a 3 year approval during their last BDDS re-approval process and may not have any outstanding corrective action plans with the BDDS at the time of award.
- Respondents must be able to demonstrate buy-in from a governing board and/or management entity to support the plans to move towards integrated employment as well as demonstrate the ability and willingness to continue with the work past the life of the contract. Respondents are required to provide a written statement from the governing board and/or management entity stipulating the philosophy behind the planned changes and the support provided by the governing structure of the Respondent to make such changes for the individuals' served.



# ATTACHMENTS

## 1.14 Attachment List

Attachment A	Respondent Information
Attachment B	Scope of Work
Attachment C	Technical Proposal
Attachment D	Cost Proposal
Attachment E	Business Proposal
Attachment F	Sample Grant Agreement



# TECHNICAL PROPOSAL

## 2.4 Technical Proposal

The Technical Proposal must have a Table of Contents, be continuously paginated, and follow the template in **Attachment C**.

### TECHNICAL PROPOSAL QUESTIONS

#### QUALIFICATIONS

What are your qualifications and communities ties for a transformation of this size and scope?

What differentiates you from other providers in your ability to accomplish the objectives described in the Scope of Work?



# **COST PROPOSAL**

**Project Directly on Screen**



# BUSINESS PROPOSAL

## 2.3 Business Proposal

The Business Proposal must include a Table of Contents, be continuously paginated, and address the following topics except those specifically identified as “optional.” and must follow the template found in **Attachment E**.

### ATTACHMENT E BUSINESS PROPOSAL TEMPLATE

**Instructions:** Provide thorough responses to each question in the template below. Reference section 2.3 Business Proposal of the RFF for more information, as this template corresponds with that section. Please reference all attachments as needed.

Name of Respondent Organization:

#### GENERAL

Summarize any information the Respondent deems relevant or important to the State’s successful acquisition of services requested in this RFF.



# SCORING AND EVALUATION

## Summary of Evaluation Criteria:

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Business Proposal	10 points
3. Technical Proposal	75 points
4. Cost (Cost Proposal)	15 points
Total	100 points



# QUESTIONS AND ANSWERS

