



INDIANA
DEPARTMENT OF
CHILD
SERVICES

**National Youth in Transition Database Youth
Outcomes Survey and Outreach Services**

Request for Proposal 17-NYTD

Pre-Proposal Conference

January 24, 2017

1:00 PM

General Information

- Sign-In Sheet for Attendees
- Sign-In Sheet and PowerPoint will be posted on DCS's Solicitation Website
- Questions regarding RFP scope of work, process, and scoring will be answered in this session
 - *Any verbal response is not considered binding; respondents are encouraged to submit any question formally in writing if it affects the proposal that will be submitted to the state.*



Purpose of the RFP

- The purpose of this RFP is to select one vendor that can satisfy the State's need for the provision of the NYTD youth outcomes surveys and provision of Outreach Services between surveys to help in assisting youth in making the transition from foster care to self-sufficiency.
- It is the intent of DCS to contract with a vendor that is competent in the area of data collection, survey development and administration, youth engagement, child welfare systems and Indiana's older youth services program.



Term of Contract

Contract Term

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



Key Dates

Activity	Date
Issue of RFP	January 17, 2017
Pre-Proposal Conference	January 24, 2017
Deadline to Submit Written Questions	January 27, 2017
Response to Written Questions/RFP Amendments	February 3, 2017
Submission of Proposals	February 17, 2017
<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	November 1, 2016



Business Proposal

(Attachment C)

- **Company Financial Information (Section 2.3.3)**
 - Confidential information must be kept separate from the proposal in both hard and electronic copies
- **Contract Terms (Section 2.3.5)**
 - Respondent should review sample State contract and note exceptions to State mandatory and non-mandatory clauses in Transmittal Letter



Technical Proposal

(Attachment D)

- Please use the Template we have provided for you.
- Where appropriate, supporting documentation may be referenced by a page and paragraph number.



Cost Proposal

(Attachment B)

Please use the template provided for the Cost Proposal.

- Price – **25** available points



Proposal Preparation

- Use the templates provided for all answers
- Do not alter templates
- Submit all questions using template provided



Proposal Evaluation

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	75 available points
3. Cost (Cost Proposal)	25available points
Total	100



Additional Information

- A. <http://www.in.gov/idoa/2467.htm>
Link to the developing “one stop shop” for vendor registry with IDOA and Secretary of State.
- B. Secretary of State of Indiana:
Can be reached at (317) 232-6576 for registration assistance. www.in.gov/sos
- C. See Vendor Handbook:
Online version available at http://www.in.gov/idoa/files/vendor_handbook.doc
- D. RFP posting and updates:
Go to <http://www.in.gov/dcs/3876.htm>



Any Questions?

Any verbal response is not considered binding; respondents are encouraged to submit any question formally in writing if it affects the proposal that will be submitted to the state.



Thank You

