



Eric J. Holcomb, Governor  
Eric Miller, Director

**Indiana Department of Child Services  
Fiscal**

402 W Washington St, RM W392  
Indianapolis, IN 46204

PH: 317-232-4426

[www.in.gov/dcs](http://www.in.gov/dcs)

**Child Support Hotline: 800-840-8757  
Child Abuse and Neglect Hotline: 800-800-5556**

### **Award Recommendation Letter**

February 22, 2024

To: Angela Smith-Grossman

From: Jan Dotson, Rebecca Downing, Kandice Moore  
and Michael Sturm

Subject: Recommendation of Awarded Respondent Selection for RFP ADOPT-2023

Based on its evaluation of responses to RFP ADOPT-2023 it is the evaluation team's recommendation that **FireFly Children and Family Alliance** be selected to begin contract negotiations to provide **Adoption Recruitment Services** to the Indiana Department of Child Services (DCS).

The terms of this recommendation are included in this letter.  
Estimated Contract Value: \$3,876,220.20

The evaluation team received one (1) proposal each from:

FireFly Children and Family Alliance  
The Villages of Indiana, Inc.  
Lifeline Youth and Family Services, Inc.

The proposals were evaluated by DCS according to the following criteria established in the RFP:

<b>Criteria</b>	<b>Points</b>
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	70
3. Cost Proposal	30
Total: 100	

The proposals were evaluated according to the process outlined in Section 3.2 ("Evaluation Criteria") of the RFP. Scoring was completed as follows:



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**A. Management Assessment/Quality:**

The three (3) total responsive Respondent proposals were evaluated based on the respective Business Proposals and Technical Proposals.

**Business Proposal (5 Points)**

For the Business Proposal evaluation, the evaluation team considered the information the Respondent provided in the Business Proposal. These areas were reviewed to assess the Respondent's ability to serve the State:

- Company Information
- References

**Technical Proposal (65 Points)**

For the Technical Proposal evaluation, the evaluation team considered the Respondent's proposal in the following areas:

2.4.1	Did Respondent provide a description of their experience with adoption or foster care recruitment. Did Respondent describe the outreach strategies they plan to utilize to recruit adoptive parents for the Indiana Adoption Program and Indiana's Waiting Children. Does this meet DCS needs?
2.4.2	Did Respondent describe the internal process for the proposed service, including how referrals are accepted and processed. Did Respondents describe the process to initiate service and maintain/ update child profiles for children in adoption recruitment services. Does this meet DCS needs?
2.4.3	Did Respondent describe their current collaboration or connection with adoption and/or foster care recruitment programs; and how they plan to make sure that their recruitment and outreach services will identify families interested in adoption of older youth? Does this meet DCS needs?
2.4.4	Did Respondent describe their plan for planning, promotion, and execution of recruitment events? Will this plan meet DCS needs?
2.4.5	Did Respondent describe their collaborative efforts and relationships with adoption providers and partnerships to enhance adoption recruitment services?
2.4.6	Did Respondent describe staff and staffing responsibilities which should include hours for program preparation, events, and administrative tasks? Does their staff need and responsibilities look reasonable to meet our needs?
2.4.7	Did Respondent describe how they will monitor the recruitment of families that result in obtaining a recommendation to adopt. Will their process meet our goal?
2.4.8	Did Respondent describe how they will meet the reporting requirements set out in section 1.4.1? Do the Respondent's examples of the reporting meet our needs?



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The evaluation team’s scoring is based on a review of the Respondent’s proposed approach to each section of the Business Proposal and Technical Proposal. The results of the Management Assessment/Quality Evaluation are shown below:

**Table 1: Initial Management Assessment/Quality (MAQ) Scores**

<b>Respondent</b>	<b>MAQ Score 70 pts</b>
FireFly Children and Family Alliance	68.75
The Villages of Indiana, Inc.	63.5
Lifeline Youth and Family Services, Inc.	35.75

**B. Shortlisting**

The evaluation team elected not to shortlist during the RFP evaluation process.

**C. Clarifications**

Initial clarification questions were issued to all respondents. The Respondent’s Management Assessment and Quality scores were reviewed based on the information provided by each Respondent in their clarification response. The Final MAQ scores for the Respondents were as follows:

**Table 2: Post-Clarifications MAQ Scores**

<b>Respondent</b>	<b>MAQ Score 70 pts</b>
FireFly Children and Family Alliance	68.75
The Villages of Indiana, Inc.	63.5
Lifeline Youth and Family Services, Inc.	35.75



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**D. COST Scoring**

*Cost scores will then be normalized to one another, based on the lowest cost proposal evaluated. The lowest cost proposal receives a total of 30 points. The normalization formula is as follows*

- *Respondent's Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 30*

**Table 3: Cost Proposal Scores**

<b>Respondent</b>	<b>Cost Score 30 pts</b>
FireFly Children and Family Alliance	30
The Villages of Indiana, Inc.	28
Lifeline Youth and Family Services, Inc.	22

**E. Total Scoring**

**Table 4: Final Total Scores**

<b>Respondent</b>	<b>Final Score 100 pts</b>
FireFly Children and Family Alliance	98.75
The Villages of Indiana, Inc.	91.5
Lifeline Youth and Family Services, Inc.	57.75

**Award Summary**

During the course of evaluation, DCS scrutinized all proposals to determine the viability of the proposed solutions' ability to meet the goals of the program and the needs of DCS. The team evaluated proposals based on the stipulated criteria outlined in the RFP document.

The term of the contract shall be for a period of four (4) years from the date of the contract execution. There may be two (2) one-year renewals for a total of six (6) years at the State's option.