



Mitchell E. Daniels, Jr., Governor
James W. Payne, Director

Indiana Department of Child Services
Room E306 – MS47
302 W. Washington Street
Indianapolis, Indiana 46204-2739

317-234-5437
FAX: 317-234-4497

www.in.gov/dcs

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

INDIANA DEPARTMENT OF CHILD SERVICES

Request for Proposal to Provide:

Child Advocacy Center/Children's Justice Act Services

Response Due Date:

April 26, 2012

*Indiana Department of Child Services
302 West Washington Street, Room E306, MS47
Indianapolis, Indiana 46204*



Protecting our children, families and future

SECTION ONE

1.1 Introduction

The purpose of this proposal is to select Child Advocacy Center/Children's Justice Act vendors/providers that can satisfy the DCS need for the provision of an array of child advocacy services to all 18 Regions and the corresponding 92 local DCS offices in the State. The source of funding will be a combination of Child Advocacy Center (state funds) and Children's Justice Act (federal funds).

This RFP is being posted to the DCS website at www.in.gov/dcs 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 Eligible entities under this Program:

The Child Advocacy Center must be a Non Profit entity with 501.c3 status or a government Entity like a Prosecutor's Office. The Child Advocacy Center with the Non Profit status may be a stand alone Child Advocacy Center, a Child Advocacy Center under an umbrella agency or a Child Advocacy Center under a Prosecutor's Office.

See Attachment A-Child Advocacy Center Service Standard

1.3 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

Note: When you complete the application, your agency's legal name must match your registered name with the Secretary of State. If it does not and your agency is selected for a contract, the contract will be delayed until this is resolved.

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 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

1.4 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 setoff 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.

1.5 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).

1.6 SUMMARY OF MILESTONES

Key RFP Dates: Activity	Date
Open for Bidding	3/12/2012
Provider Questions Due	4/18/2012
Response to Questions Posted	4/23/2012
Close for Bidding	4/26/2012
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 and Decision Making	
Start Date of Contract	10/1/2012
End Date of Contract	9/30/2014

PROPOSAL PREPARATION INSTRUCTIONS

2.1 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/application will be submitted electronically with a hardcopy mailed to the DCS central office. (See Attachment B instructions on electronic submission).

Each Program Proposal must include:

1. Application: The application is prepared online through: <http://www.in.gov/dcs/3338.htm> It includes agency information, geographic area to be covered and proposed unit rates.
2. Provider Narrative: The Provider Narrative template must be used (Attachment C) 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 D). One Service Narrative should be completed for the Child Advocacy Service Standard This portion of the proposal allows the applicant to provide specific information regarding the proposed service.
4. Budget: The Budget Summary template must be used. (Attachment E)

Respondents will be required to print the Program Proposal from the Proposal Portal website and sign the application in **blue ink**. This application and all of the submitted attachments should be mailed as indicated in Section 2.4.

The RFP submissions must include the following:

- Submitted Electronically by Date on Regional Request for Proposal Submitted
- Signed Hard Copy postmarked by Date on Regional Request for Proposal Application
- Attachment C – Provider Narrative
- Attachment D – Service Narrative
- Attachment E– Budget Summary

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

Proposals cannot be submitted electronically without the required program narrative and budget. All proposals must be submitted in entirety electronically no later than the date listed on the RFP and a hard copy post marked no later than the date listed on the RFP.

2.2 APPLICATION

The application is prepared online. It includes agency information, geographic area to be covered, provider and service narrative and budget summary. It also includes the certification that the respondent agrees to the service standard (Attachment A), assurances (Attachment F), sample contract (Attachment G), and Federal Disallowances (Attachment I). 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 C) and Service Narrative (Attachment D) 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. (See Attachment A for Service Standard). Proposals must identify outcomes consistent with those identified in the Service Standard. Proposals must demonstrate the organizational and procedural structure that are necessary to deliver the services proposed.

2.4 APPLICATION DEADLINE

The completed application, narratives, and budget proposal must be returned no later than **April 26, 2012**.

All applications must be sent electronically on or before April 26, 2012.

Application signed in **Blue ink** must be postmarked no later than **April 26, 2012**. and mailed to:

ATTN: Proposals
 Indiana Department of Child Services
 Programs and Services
 Room E306, MS47

302 West Washington Street
Indianapolis, Indiana 46204

Applications electronically sent or postmarked after April 26, 2012 will not be considered.

2.5 CONTACT INFORMATION

All inquiries must be submitted via email to: DCS.ChildWelfarePlan@dcs.in.gov by the deadline of 5pm on 4/18/2012..

Following the question/inquiry due date, the Department of Child Services staff will compile a list of the questions and answers. The responses will be posted to the Department of Child Services website according to the Proposal timeline (Section 1.6). Only answers posted on the Department of Child Welfare (see questions/answers on the Current Request for Proposal website at 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 or unofficial 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.

2.6 PROVIDER NARRATIVE AND SERVICE NARRATIVE

The Provider Narrative (Attachment C) and Service Narrative (Attachment D) must utilize the provided templates. The Provider Narrative will include information specific to the agency as a whole. The Service Narrative will outline the how the agency proposes to use the state and CJA funds.

2.7 BUDGET

This section should include a budget (Attachment E-Definition of Payment Points and Budget Summary template) that is reasonable and necessary for the proposed activities per the payment points for the Child Advocacy Center (State) and Children's Justice Act (Federal) funds. You must use the Attachment E Budget Summary template.

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. The Children’s Justice Act Task Force has been designated to evaluate proposals and make recommendations to DCS. 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 proposals offer the best means of servicing the interests of the State. Recommendation by the Children’s Justice Act Task Force and the Regional Service Councils will be considered when determining which proposals 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 and Assurances 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. (Attachment H) 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.



Proposal Scoring Tool

Provider: _____	Scorer: _____
Service: Child Advocacy Center _____	Date: ____ / ____ / ____
Instructions:	
<ol style="list-style-type: none"> 1. Questions contained in Step 1 are Pass/Fail. The Regional Child Welfare Services Coordinator will supply information of Pass/Fail for these questions. 2. Please complete one score sheet for each service being proposed. 3. Remember to rate each statement listed on the score sheet. If you believe the proposal meets none of the standards described in the statement, mark as "0". Other ratings should be used to quantify other levels of standards met. 4. The leader of the scoring meeting will collect the evaluations completed by all evaluating team members and the confidentiality forms signed by each member and return these documents to the Regional Child Welfare Services Coordinator. 	
Summary of Evaluation Criteria	Score
Step 1	
1. Adherence to Mandatory Requirements (followed instructions and standard format)	(circle one) PASS FAIL
2. Application Pages signed <i>in blue ink</i> .	(circle one) PASS FAIL
Budget Section (Fiscal will be evaluating proposed unit rates exceeding the DCS standard rate, outside of this scoring process)	
1. Budget Narrative: CAC and CJA costs are reasonable.	(circle one) PASS FAIL
2. Budget Summary: CAC and CJA costs are clearly defined and reasonable. The Budget Summary template must be used.	(circle one) PASS FAIL
Step 2	
Provider Narrative scoring (20 Points Total)	
1. The Provider Narrative: This section should cover all important history and development of the organization to date, along with including the organizational chart including Board of Directors and any other affiliates. (10 points)	/10
2. The Provider Narrative documents that the agency/provider historically has had an acceptable working relationship with the local DCS or other community agencies, if there is no prior relationship with the DCS. (10 points)	/10
Service Narrative Scoring (80 points Total)	
1. The Service Narrative should provide the program name as well as the corresponding Service Standard. Describes the referral and admission process and includes procedure/methods for a guaranteed time frame for initiation of services, protocols are included. (20 points)	/20
2. The Service Narrative defines the target population, the geographical service area, and provides the projected number of clients the Provider/Agency intends to serve. (20 points)	/20
3. The Service Narrative describes the method or model of services that will be provided. It is consistent with DCS service principles and service standard. (20 points)	/20
4. Proposal identifies outcomes consistent with the corresponding service standard. If the program measures outcomes in addition to those described in the Service Standard, identify those outcomes and the measurement process are described. (20 points)	/20
STEP 2 TOTAL POINTS	/100

Comments:

Evaluator Signature

Date

The Department of Child Services designee will, in the exercise of sole discretion, determine which proposal(s) offer the best means of servicing the interests of the State. The exercise of this discretion will be final. DCS reserves the right to contract with multiple respondents for the same service within the same region & local office.

4.0 Award Information

4.1 Selection Process

Awards will be competitively selected and issued in amounts adequate to meeting Program goals and objectives. Applications will be reviewed for recommendations by the Children’s Justice Act Taskforce with oversight by Department of Child Services and the Department of Child Services Regional Managers.

4.2 Notice of Award

Each applicant will receive written notification of the outcome of the selection process. Applicants who are selected for funding may be required to respond to special conditions placed on their application before funding can proceed. Letters of notification do not provide authorization to begin work under the Program

4.3 Award Period

The term of the contract shall be for a period of 24 months, beginning October 1, 2012, and ending September 30, 2014. The state may exercise the option to extend contracts for two years.

5.0 Other

If contracts are awarded, the following items will be required to be submitted to DCS:

- Reports (Attachment J) (Monthly/Quarterly)
- Disaster Plan (Attachment K) (Submit within thirty (30) days of the start date of the contract)
- Exhibit 1-Background Checks (Attachment L) (Submit either at the signing of the contract or within thirty (30) days of the start date of the contract.

5.1 Reports (Attachment J)

Providers will be required to prepare, maintain, and provide any statistical reports, program reports, other reports, or other information as required by DCS relating to the services providers

Two report templates have been developed.

1. Monthly Progress Report reporting the CAC or state funded services that is submitted monthly to DCS. This report is due by the 10th of the month following service.
2. The other is a quarterly report template that is submitted to DCS Programs and Services reporting both the CJA and CAC activities and expenditures. This report is due by the 10th of the month following the quarter (ie. Report period is October 1-December 31, report due January 10)

5.2 Disaster Plan (Attachment K)

Providers are required to submit to DCS, a disaster plan describing coverage if the Child Advocacy Center's operation is impacted by pandemics, natural disasters, fire or power failures. Must be submit plan within thirty (30) days of the start date of the contract.

5.3 Exhibit 1-Background Checks (Attachment L)

It is a requirement of the contract that any person considered as "Covered" must obtain a background check. "Covered" personnel is defined as staff who have direct contact with children or staff who have direct contact with children's medical records. If a provider does not have staff that meets the requirements, then the Executive Director must complete the Exhibit 1-Background Check. Must submit either at the signing of the contract or within thirty (30) days of the start date of the contract.