



# **STATE OF INDIANA**

## **Request for Proposal 0002526 Indiana Youth Advisory Board**

**INDIANA DEPARTMENT OF CHILD SERVICES**

**Solicitation For:  
Indiana Youth Advisory Board**

**Response Due Date: May 6, 2024**

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## Contents

<b>SECTION ONE</b> .....	4
<b>GENERAL INFORMATION AND REQUESTED PRODUCTS/SERVICES</b> .....	4
1.1 INTRODUCTION .....	4
1.2 DEFINITIONS AND ABBREVIATIONS.....	4
1.3 PURPOSE OF THE RFP.....	6
1.4 SUMMARY SCOPE OF WORK.....	6
1.5 RFP OUTLINE .....	7
1.6 PRE-PROPOSAL CONFERENCE.....	7
1.7 QUESTION/INQUIRY PROCESS.....	7
1.8 DUE DATE FOR PROPOSALS.....	8
1.9 MODIFICATION OR WITHDRAWAL OF OFFERS.....	8
1.10 PRICING.....	8
1.11 PROPOSAL CLARIFICATIONS AND DISCUSSIONS, AND CONTRACT DISCUSSIONS.....	9
1.12 BEST AND FINAL OFFER .....	9
1.13 REFERENCE SITE VISITS.....	9
1.14 TYPE AND TERM OF CONTRACT.....	9
1.15 CONFIDENTIAL INFORMATION.....	9
1.16 TAXES .....	10
1.17 PROCUREMENT DIVISION REGISTRATION .....	10
1.18 SECRETARY OF STATE REGISTRATION .....	10
1.19 COMPLIANCE CERTIFICATION .....	10
1.20 AMERICANS WITH DISABILITIES ACT .....	11
1.21 SUMMARY OF MILESTONES.....	11
1.22 CONFLICT OF INTEREST .....	11
<b>SECTION TWO</b> .....	13
<b>PROPOSAL PREPARATION INSTRUCTIONS</b> .....	13
2.1 GENERAL.....	13
2.2 EXECUTIVE SUMMARY LETTER.....	13
2.3 BUSINESS PROPOSAL.....	14
2.3.1 Respondent Business Information .....	14
2.3.2 General .....	14
2.3.3 Respondent’s Company Structure and Financial Information.....	14
2.3.4 Subcontractors.....	15

2.3.6	Business Capacity and Risk.....	16
2.3.7	Registration to Do Business .....	16
2.3.8	Authorizing document .....	17
2.3.9	References .....	17
2.3.10	Contract Terms/Clauses .....	17
2.3.11	Interpretation, Translation, Sign Language Services.....	18
2.4	TECHNICAL PROPOSAL.....	18
2.4.1	Indiana Youth Advisory Board.....	18
2.4.2	IYAB Administrative Duties .....	18
2.4.3	IYAB Participation and Membership Access .....	18
2.4.4	Recruitment and Retention.....	19
2.4.5	IYAB Meeting and Registration.....	19
2.4.7	IYAB Annual Conference .....	19
2.4.8	IYAB Members Professional Leadership Activities .....	19
2.4.9	Youth Expenses – IYAB Stipend – Professional Leadership Compensation .....	19
2.5	COST PROPOSAL.....	20
<b>SECTION THREE</b> .....		21
<b>PROPOSAL EVALUATION</b> .....		21
3.1	PROPOSAL EVALUATION PROCEDURE .....	21
3.2	EVALUATION CRITERIA .....	21
<b>SECTION FOUR</b> .....		24
<b>ATTACHMENTS</b> .....		24

## SECTION ONE GENERAL INFORMATION AND REQUESTED PRODUCTS/SERVICES

### 1.1 INTRODUCTION

In accordance with Indiana statute, IC 5-22, the Indiana Department of Child Services (DCS) is required to administer the statewide Indiana Youth Advisory Board (IYAB) on behalf of DCS in all 18 regions and 92 counties. DCS intends to solicit responses to this Request for Proposals (RFP) in accordance with the statement of work, proposal preparation section, and specifications contained in this document. RFP is being posted to the DCS website (<https://www.in.gov/dcs/current-requests-for-proposals/>) for downloading. Neither this RFP nor any response (proposal) submitted hereto is to be construed as a legal offer.

DCS offers a formalized youth advisory board that helps youth form collaborative relationships and develop additional strategic alliances on the local, state, and national levels. These relationships strengthen the overall child welfare system by improving support and services available to older youth in foster care. Advisory Board Youth should be involved in the decision-making regarding activities and events, including conferences, youth speakers, recruitment, volunteering, and other youth servicing opportunities.

IYAB strengthens youth engagement by empowering youth to use their voice by expressing ideas, opinions, experiences, and knowledge in planning and decision-making. The Youth Advisory Board shall consider a youth's unique strengths, skills, interests, and needs (Jim Casey Youth Opportunities Initiative, 2014).

This RFP seeks one vendor experienced in implementing a youth advisory board through a formal advisory board framework by using promising practice models of authentic youth engagement on behalf of the state. The RFP is interested in creative programming designed for youth and young adults with lived foster care experience. This includes eligible current and former foster youth.

### 1.2 DEFINITIONS AND ABBREVIATIONS

The following are explanations of terms and abbreviations that appear throughout this RFP. Other special terms may be used in the RFP but are more localized and defined where they appear rather than in the following list.

Award Recommendation	Indiana Department of Child Services summary to the agency being supported, typically in letter format, of the solicitation and suggestion on vendor selection to begin contract negotiations.
Chafee Program	John H. Chafee Foster Care Program for Successful Transition to Adulthood (The Chafee Program) allocates funding to states to implement independent living services, which support youth and young adults in foster care or formerly in foster care in their transition to adulthood.

Contract Award	The agency supports the acceptance of the Indiana Department of Child Services Award Recommendation in conjunction with the public posting of the Award Recommendation.
CUF	Commercially Useful Function – A business function that supports the scope of this solicitation
DCS	Department of Child Services
IAC	Indiana Administrative Code
IC	Indiana Code
Implementation	The successful implementation of the delivery of the Indiana Youth Advisory Board as specified in the contract resulting from this RFP
Indiana Youth Advisory Board	Refers to providing leadership and youth engagement activities outlined in the Indiana Youth Advisory Board Service Standards. These activities should be youth-specific and designed to allow youth and young adults the opportunities to develop their interdependence further.
Installation	The delivery and physical setup of products or services requested in this RFP
Other Governmental Body	An agency, a board, a branch, a bureau, a commission, a council, a department, an institution, an office, or another establishment of any of the following: 1) The judicial branch 2) The legislative branch 3) A political subdivision (includes towns, cities, local governments, etc.) 4) A state educational institution
Products	Tangible goods or manufactured items as specified in this RFP
Proposal	An offer as defined in IC 5-22-2-17
Respondent	An offeror as defined in IC 5-22-2-18. The state will not consider a proposal responsive if two or more offerors submit a joint or combined proposal. One entity or individual must be clearly identified as the Respondent, who will ultimately be responsible for the contract's performance.
Services	Work to be performed as specified in this RFP
State	The State of Indiana

State Agency	As defined in IC 4-13-1, "state agency" means an authority, board, branch, commission, committee, department, division, or other instrumentality of the executive, including the administrative department of state government.
Total Bid Amount	The Respondent's amount in <b>Attachment D</b> represents their total, all-inclusive price.
Vendor	Any successful respondent selected as a result of the procurement process to deliver the products or services requested by this RFP.

### 1.3 PURPOSE OF THE RFP

This RFP aims to select a vendor that can satisfy the department's need for the Indiana Youth Advisory Board to all 18 regions and their corresponding 92 local offices in the state. DCS intends to contract with a vendor that provides quality youth engagement, program facilitation, and coordination of leadership opportunities, and compensation to youth participating on the Indiana Youth Advisory Board. This includes meetings, committees, activities, and events on the local, state, and national levels that will increase leadership skills, formalize youth-adult partnerships, promote youth voice, build social capital, and support relational permanency. The vendor should have the capacity to serve youth across the state, assisting IYAB members' leadership development, strategic planning, and coordination of events/activities while increasing capacity through recruitment and retention. The vendor will assist the IYAB members with developing a plan for each super region and a state plan to enhance the well-being of foster youth aging out of care through authentic youth engagement. The vendor will assist the executive IYAB members in planning a statewide IYAB conference.

### 1.4 SUMMARY SCOPE OF WORK

DCS is currently required under the John H. Chafee Foster Care Program for Successful Transition to Adulthood to ensure youth participate in leadership activities that promote youth development and engagement. To meet the federal requirement, DCS has chosen to contract with a vendor that can facilitate and coordinate activities at the local, state, and national levels in a manner that is consistent with the Indiana Youth Advisory Board Service Standards (Attachment A) and research on older youth in foster care and youth advisory boards (Attachment H). These service standards include but are not limited to the service description, eligibility requirements, program administration, goals and outcome measures, qualification of staff, documentation requirements, and program reporting and evaluation. The vendor will schedule regional meetings to ensure the inclusion of all eligible youth and host a statewide executive board comprised of selected IYAB members from across the state. The vendor will assist the statewide executive IYAB members in planning an annual statewide IYAB conference. The vendor will ensure that all IYAB members can participate in leadership activities promoting youth development and engagement while leveraging additional funding for the IYAB program.

The vendor will hire an adult facilitator who utilizes an authentic youth engagement approach by formalizing youth-adult partnerships, promoting youth voice, building social capital, and supporting relational permanency. The adult facilitator is responsible for the daily function of IYAB through:

- a. Assisting the boards with their strategic plan/agenda.
- b. Scheduling and locating meeting sites (virtual/in-person)
- c. Co-development / planning of events, activities, and IYAB conference
- d. Promote advocacy on the local, state, and national levels.
- e. Build capacity for leadership opportunities.
- f. Facilitate public speaking skills training and other leadership training.
- g. Assisting the board with developing and maintaining IYAB meeting procedures (virtual and in-person), bylaws, IYAB brochures, newsletters, social media campaigns, flyers, and presentations.
- h. Monitoring outcomes and progress of all youth board members.

### 1.5 RFP OUTLINE

The outline of this RFP document is described below:

Section	Description
Section 1 – General Information and Requested Products or Services	This section provides an overview of the RFP, general timelines for the process, and a summary of the products/services being solicited by the State/Agency via this RFP.
Section 2 – Proposal Preparation Instruction	This section provides instructions on the format and content of the RFP, including a Letter of Transmittal, Business Proposal, Technical Proposal, and Cost Proposal.
Section 3 – Proposal Evaluation Criteria	This section provides the evaluation criteria for evaluating respondents' proposals.
Section 4 – Attachments	This section describes the attachments.

### 1.6 PRE-PROPOSAL CONFERENCE

DCS will host an in-person pre-proposal conference on **03/19/2024, at 1:00 pm Eastern Standard Time**. Respondents will have to attend in person at the Indiana Government Center South, **Conference Room 29**. Announcement of any changes to the pre-proposal conference location, date, or time will be posted on the DCS website: <https://www.in.gov/dcs/current-requests-for-proposals/>

### 1.7 QUESTION/INQUIRY PROCESS

All questions/inquiries regarding this RFP must be submitted in writing by the deadline of **4:00 pm Eastern Standard Time on 03/29/2024**. Questions/Inquiries may be submitted in **Attachment E**, OYS Question & Answer Template, via email to Michael Sturm @ [michael.sturm@dcs.in.gov](mailto:michael.sturm@dcs.in.gov) and must be received by the time and date indicated above.

Following the question/inquiry due date, Procurement Division personnel will compile a list of the questions/inquiries submitted by all Respondents. The responses will be posted to the DCS website according to the RFP timetable established in Section 1.21. The question/inquiry and answer link will become active after responses to all questions have been compiled. 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 verbal communication with any State employee.

Inquiries are not to be directed to any Department of Child Services staff member. Such action may disqualify the Respondent from further consideration for a contract resulting from this RFP.

If it becomes necessary to revise any part of this RFP, or if additional information is needed for a more precise interpretation of provisions of this RFP prior to the due date for proposals, an addendum will be posted on the DCS website. If such addenda issuance is necessary, the Procurement Division may extend the due date and time of proposals to accommodate such additional information requirements, if required.

## **1.8 DUE DATE FOR PROPOSALS**

To be considered, **all proposals must be emailed to the DCS Older Youth Services mailbox: [olderyouthquestions@dcs.in.gov](mailto:olderyouthquestions@dcs.in.gov) by 4:00 pm Eastern Standard Time on May 6, 2024.** The email must be titled **“DCS Indiana Youth Advisory Board RFP 0002426 Submission”** in the subject line. All proposal documents must be attached via zip file. More than one (1) zip file may be attached to ensure all required documents are submitted. **The proposal may only be accepted if submitted before 4:00 pm Eastern Standard Time.**

## **1.9 MODIFICATION OR WITHDRAWAL OF OFFERS**

Modifications to responses to this RFP may only be made in a manner and format consistent with the submittal of the original response, acceptable to DCS, and identified as a modification.

The Respondent's authorized representative may withdraw the proposal in person prior to the due date. Proper documentation and identification will be required before the Procurement Division will release the withdrawn proposal. The authorized representative will be required to sign a receipt for the withdrawn proposal.

Modification to, or withdrawal of, a proposal received by the Procurement Division after the exact hour and date specified for receipt of proposals will not be considered.

## **1.10 PRICING**

Pricing on this RFP must be firm and remain open for a period of not less than 180 days from the proposal's due date. Any attempt to manipulate the document's format, attach caveats to pricing, or submit pricing that deviates from the current format will put your proposal at risk.

Please refer to the Cost Proposal sub-section under Section 2.5 for a detailed discussion of the proposal pricing format and requirements.



### **1.11 PROPOSAL CLARIFICATIONS AND DISCUSSIONS, AND CONTRACT DISCUSSIONS**

The state reserves the right to request clarifications on proposals submitted to the state. The state also reserves the right to conduct proposal discussions, either oral or written, with Respondents. These discussions could include requests for additional information, cost or technical proposal revision, etc. Additionally, in conducting discussions, the state may use information derived from proposals submitted by competing respondents only if the Respondent's identity is not disclosed to others. The state will provide equivalent information to all respondents chosen for discussions. Discussions and negotiations with responsible respondents may be conducted for any appropriate purpose.

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

A sample contract is provided in **Attachment F**. Any requested changes to the sample contract must be submitted with your response (See Section 2.3.5 for details). The state reserves the right to reject any of these requested changes. The state expects that any material elements of the contract will be substantially finalized prior to contract award.

### **1.12 BEST AND FINAL OFFER**

The state may request the best and final offers from those Respondents determined by the state to be reasonably viable for contract award. However, the state reserves the right to award a contract based on initial proposals received. Therefore, each proposal should contain the Respondent's best terms from a price and technical standpoint.

Following the evaluation of the best and final offers, the state may select for final contract negotiations/execution the offers that are most advantageous to the state, considering cost and the evaluation criteria in this RFP.

### **1.13 REFERENCE SITE VISITS**

The state may request a site visit to a Respondent's working support center to aid in evaluating the Respondent's proposal. Site visits, if required, will be discussed in the technical proposal.

### **1.14 TYPE AND TERM OF CONTRACT**

The state intends to sign a contract with one or more Respondent (s) to fulfill the requirements in this RFP.

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

### **1.15 CONFIDENTIAL INFORMATION**

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 the contract award, the entire RFP file may be

viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the APRA must indicate so in the Transmittal Letter. Confidential information must also be clearly marked in a separate folder on any included CD-ROM. The Respondent must also specify which statutory exception of APRA that applies. The state reserves the right to make determinations of confidentiality. If the Respondent does not identify the statutory exception, the Procurement Division will not consider the submission confidential. If the state does not agree that the information designated is confidential under one of the disclosure exceptions to APRA, it may seek the opinion of the Public Access Counselor. Prices are not confidential information.

#### **1.16 TAXES**

Proposals should not include any tax from which the state is exempt.

#### **1.17 PROCUREMENT DIVISION REGISTRATION**

You must be registered as a bidder with the Department of Administration, Procurement Division, to receive an award. Therefore, to ensure the award is completed on time, all respondents are strongly encouraged to register prior to submitting their responses. Respondents should go to [www.in.gov/idoa/2464.htm](http://www.in.gov/idoa/2464.htm).

#### **1.18 SECRETARY OF STATE REGISTRATION**

If awarded the contract, the Respondent will be required to register and be in good standing with the Secretary of State. 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](http://www.in.gov/sos)

#### **1.19 COMPLIANCE CERTIFICATION**

Responses to this RFP serve as a representation that it 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, and, if such liabilities are discovered, that 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.

**1.20 AMERICANS WITH DISABILITIES ACT**

The Respondent specifically agrees to comply with the provisions of the Americans with Disabilities Act of 1990 (42 USC 12101 *et seq.* and 47 USC 225).

**1.21 SUMMARY OF MILESTONES**

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. At the conclusion of the evaluation process, all Respondents will be informed of the evaluation team's findings.

***Key RFP Dates***

<b>Activity</b>	<b>Date</b>
Issue of RFP	March 1, 2024
Pre-Proposal Conference	March 19, 2024 Conference Room 29 1:00 PM Eastern Time Indiana Government Center South
Deadline to Submit Written Questions	March 29, 2024 by 3:00 PM Eastern Time
Response to Written Questions/RFP Amendments	April 5, 2024
Submission of Proposals	May 6, 2024 by 4:00 PM Eastern Time
<b><i>The dates for the following activities are target dates only. These activities may be completed earlier or later than the dates shown.</i></b>	
Proposal Evaluation	TBA
Proposal Discussions/Clarifications (if necessary)	TBA
Oral Presentations (if necessary)	TBA
Best and Final Offers (if necessary)	TBA
RFP Award Recommendation	July 31, 2024

**1.22 CONFLICT OF INTEREST**

Any person, firm, or entity that assisted with and/or participated in the preparation of this RFP document is prohibited from submitting a proposal to this specific RFP. For the purposes of this RFP, "person" means a state officer, employee, special state appointee, or any individual or entity working with or advising the state or involved in the preparation of this RFP proposal. This prohibition would also apply to an entity that hires, within a one-

year period prior to the publication of this RFP, a person who assisted with and/or participated in the preparation of this RFP.

## SECTION TWO 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. All Respondents are required to format their proposals in a manner consistent with the guidelines described below:

- Each item must be addressed in the Respondent's proposal.
- **Executive Summary Letter:** The transmittal letter must be in the form of a letter and address each component under Section 2.2.
- **Business Proposal:** The business proposal template, **Attachment B**, must be organized under the specific section title listed in the RFP.
- **Technical Proposal:** The technical proposal template, **Attachment C**, must be organized under the specific section titles listed in the RFP.
- **Cost Proposal: (if applicable)** The cost proposal template, **Attachment D**, must be used in response to the cost proposal.
- Each item, i.e., Executive Summary Letter, Business Proposal Template, Technical Proposal Template, Budget Template, etc., must be a separate standalone document within the attached RFP zip file response.
- Whenever possible, please submit all attachments in their original format.
- Confidential information must also be clearly marked on any document within the attached RFP zip file response.

### 2.2 EXECUTIVE SUMMARY LETTER

The Executive Summary must address the following topics except those specifically identified as "optional."

#### 2.2.1 Summary of Ability and Desire to Supply the Required Products or Services

The Executive Summary must briefly summarize the Respondent's ability to supply the requested products and/or services that meet the requirements defined in Section 2.4 of this solicitation.

#### 2.2.2 Signature of Authorized Representative

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, including the information requested in Section 2.3.4, must sign the Executive Summary. In the Executive Summary, please indicate the principal contact for the proposal along with an address, telephone number, and email address if that contact is different than the individual authorized for signature.

#### 2.2.3 Respondent Notification

Unless otherwise indicated in the Executive Summary, Respondents will be notified via email.

It is the Respondent's obligation to notify the Procurement Division of any changes in any address that may have occurred since the origination of this solicitation. The Procurement Division will not be held responsible for incorrect vendor/contractor/respondent addresses.

#### 2.2.4 Secretary of State

The Respondent shall indicate their status with respect to the Office of the Indiana Secretary of State.

#### 2.2.5 Assurances

The Respondent shall indicate that they have read, understood, and agree to the assurances contained within **Attachment I**.

#### 2.2.6 Other Information

This item is optional. Any other information the Respondent may wish to briefly summarize will be acceptable.

### 2.3 BUSINESS PROPOSAL

The Business Proposal must address the following topics except those specifically identified as “optional.” **The Business Proposal Template is Attachment B**

#### 2.3.1 Respondent Business Information

Each Respondent must enter your company's general information, including contact information.

#### 2.3.2 General

This optional section of the business proposal may be used to introduce or summarize any information the Respondent deems relevant or important to the state's successful acquisition of the products and/or services requested in this RFP.

Each Respondent must list and provide documentation of all applicable accreditations, certifications, and affiliations. All items for this section response should be in one PDF and loaded to the Supporting Documentation section of this RFP.

#### 2.3.3 Respondent's Company Structure and Financial Information

The legal form of the Respondent's business organization, the state in which it was formed (accompanied by a certificate of authority), the types of business ventures in which the organization is involved, and a chart of the organization are to be included in this section. If the organization includes more than one product division, the division responsible for the development and marketing of the requested products and/or services in the United States must be described in more detail than other components of the organization.

This section must include the Respondent's financial statement, including an income statement and balance sheet, for each of the two most recently completed fiscal years. The financial statements must demonstrate the Respondent's financial stability. If the financial statements being provided by the Respondent are those of a parent or holding company, additional financial information should be provided for the entity/organization directly responding to this RFP.

#### 2.3.4 Subcontractors

The Respondent is responsible for the performance of any obligations that may result from this RFP and shall not be relieved by the non-performance of any subcontractor. Any Respondent's proposal must identify all subcontractors and describe the contractual relationship between the Respondent and each subcontractor. Either a copy of the executed subcontract or a letter of agreement over the official signature of the firms involved must accompany each proposal.

Any subcontracts entered into by the Respondent must be in compliance with all State statutes and will be subject to the provisions thereof. For each portion of the proposed products or services to be provided by a subcontractor, the technical proposal must include the identification of the functions to be provided by the subcontractor and the subcontractor's related qualifications and experience.

The combined qualifications and experience of the Respondent and any or all subcontractors will be considered in the state's evaluation. The Respondent must furnish information to the state as to the amount of the subcontract, the qualifications of the subcontractor for guaranteeing performance, and any other data that may be required by the state. All subcontracts held by the Respondent must be made available upon request for inspection and examination by appropriate State officials, and such relationships must meet with the approval of the state.

The Respondent must list any subcontractor's name, address, and the state in which they are proposed to be used in providing the required products or services. The subcontractor's responsibilities under the proposal, the anticipated dollar amount for the subcontract, the subcontractor's form of organization, and an indication from the subcontractor of a willingness to carry out these responsibilities are to be included for each subcontractor. This assurance in no way relieves the Respondent of any responsibilities in responding to this RFP or in completing the commitments documented in the proposal. The Respondent must indicate which, if any, subcontractors qualify as a Minority or Women Owned Business under IC 4-13-16.5-1. See Section 2.34 in **Attachment B** for Minority and Women Business information.

### 2.3.5 Experience Serving State Governments or Similar Clients

Each Respondent is asked to briefly describe your company's experience serving state governments and/or quasi-governmental accounts.

Each Respondent is asked to please describe your company's experience in serving clients of a similar size to the state that also had a similar scope. Please provide specific clients and detailed examples.

### 2.3.6 Business Capacity and Risk

The Respondent will discuss their company's technology and process for securing any State information that your company maintains.

The Respondent will provide a copy of their current formal disaster recovery plan if available. If no plan is available, provide any alternative solution your company has to offer.

Respondent will confirm if the company has any current pending litigation regarding contract disputes.

### 2.3.7 Registration to Do Business

#### Secretary of State

If awarded the contract, the Respondent will be required to be registered and in good standing with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations, and limited liability companies. The Respondent must indicate the status of registration, if applicable, in this section of the proposal.

#### Department of Administration, Procurement Division

Additionally, respondents must be registered with the IDOA. This can be accomplished online at <http://www.in.gov/idoa/2464.htm>.

The IDOA Procurement Division maintains two databases of vendor information. The Bidder registration database is set up for vendors to register if they are interested in selling a product or service to the State of Indiana. Respondents may register online at no cost to become a Bidder with the State of Indiana. To complete the online Bidder registration, go to <http://www.in.gov/idoa/2464.htm>. The Bidder registration offers email notification of upcoming solicitation opportunities corresponding to the Bidder's area(s) of interest selected during the registration process. Respondents do need to be registered to bid on and receive email notifications. Completion of the Bidder registration will result in your name being added to the Bidder's Database for email notification. The Bidder registration requires some general business information, an indication of the types of goods and services you can offer the State of Indiana and locations(s) within the state that you can supply or service. There is no fee to be placed in Procurement Division's Bidder Database. To receive an award, you must be registered as a bidder. Problems or



questions concerning the registration process, or the registration form can be emailed to Amey Redding, Vendor Registration Coordinator, [at aredding@idoa.in.gov](mailto:aredding@idoa.in.gov), or you may reach her by phone at (317) 234-3542.

#### 2.3.8 Authorizing document

Respondent personnel signing the Transmittal Letter of the proposal must be legally authorized by the organization to commit to the organization contractually. This section shall contain proof of such authority. A copy of corporate bylaws or a corporate resolution adopted by the board of directors indicating this authority will fulfill this requirement.

#### 2.3.9 References

The Respondent must include a list of at least three (3) clients for whom the Respondent has provided products and/or services that are the same or similar to those products and/or services requested in this RFP. Information provided should include the name, address, and telephone number of the client facility and the name, title, and phone/fax numbers of a person who may be contacted for further information.

#### 2.3.10 Contract Terms/Clauses

A sample contract that the state expects to execute with the successful Respondent (s) is provided in **Attachment F**. This contract contains both mandatory and non-mandatory clauses. Mandatory clauses are listed below and are non-negotiable. Other clauses are highly desirable. It is the state's expectation that the final contract will be substantially similar to the sample contract provided in **Attachment F**.

In your Transmittal Letter, please indicate acceptance of these mandatory contract terms (see section 2.2.2). In this section, please review the rest of the contract and indicate your acceptance of the non-mandatory contract clauses. If a non-mandatory clause is not acceptable as worded, suggest specific alternative wording to address issues raised by the specific clause. If you require additional contract terms, please include them in this section. To reiterate, it is the state's strong desire not to deviate from the contract provided in the Attachment, and as such, the state reserves the right to reject any and all of these requested changes.

The mandatory contract terms are as follows:

- Duties of Contractor, Rate of Pay, and Term of Contract
- Authority to Bind Contractor
- Compliance with Laws
- Drug-Free Workplace Provision and Certification
- Employment Eligibility
- Funding Cancellation
- Governing Laws

- Indemnification
- Information Technology
- Non-Discrimination Clause
- Ownership of Documents and Materials
- Payments
- Penalties/Interest/Attorney's Fees
- Termination for Convenience
- Non-Collusion and Acceptance

Any or all portions of this RFP and any or all portions of the Respondent's response may be incorporated as part of the final contract.

#### 2.3.11 Interpretation, Translation, Sign Language Services

Respondents must acknowledge the need for interpretation, translation, and sign language services for this RFP.

## 2.4 TECHNICAL PROPOSAL

The Technical Proposal must be divided into the sections as described below. Every point made in this section must be addressed in the order given. The same outline must be used in the response. RFP language should not be repeated within the response. Where appropriate, supporting documentation may be referenced by a page and paragraph number. However, when this is done, the body of the technical proposal must contain a meaningful summary of the referenced material. The referenced document must be included as an appendix to the technical proposal with referenced sections clearly marked. If there are multiple references or multiple documents, these must be listed and organized for ease of use by the state. **The Technical Proposal Template is Attachment C.**

#### 2.4.1 Indiana Youth Advisory Board

Describe how the Respondent will implement the Indiana Youth Advisory Board statewide program, which includes the board structure, development of bylaws, and procedures. How will respondents ensure IYAB members gain personal and professional leadership skills? What is the target population?

#### 2.4.2 IYAB Administrative Duties

Describe how the respondent adult facilitator will utilize an authentic youth engagement approach to carry out the daily responsibilities of the adult facilitator. Describe how the Respondent will develop a marketing and media plan to enhance the growth and awareness of the IYAB program and goals.

#### 2.4.3 IYAB Participation and Membership Access

Describe how the Respondent will ensure all eligible youth and young adults have

access to IYAB participation and membership. Describe the Respondent's application process, which includes timeframes of correspondence to new members and the program eligibility process.

#### 2.4.4 Recruitment and Retention

Describe the Respondent's strategic plan for recruitment and retention. Describe the activities, communication, and utilization of IYAB members. Describe the Respondent's capacity to engage youth statewide. Describe how your agency will provide wrap-around service coordination.

#### 2.4.5 IYAB Meeting and Registration

Describe the Respondent's ability to host statewide quarterly meetings in person and virtually. Describe the structure of IYAB meetings. Describe the Respondent's registration process, which includes a timeline of possible meeting dates, how youth will register for the meetings, and meeting notifications and reminders.

#### 2.4.6 IYAB Members Orientation and Leadership Training

Describe the Respondent's IYAB member's orientation process and structure. Describe the Respondent's leadership training. Identify all leadership training offered and curriculum. Describe how IYAB members are being prepared before participating in leadership activities.

#### 2.4.7 IYAB Annual Conference

Describe the Respondent's ability to engage IYAB members in hosting a statewide conference. Provide details of the conference logistical planning, including location coordination, hotels, travel, and marketing. Describe content development and the statewide registration process.

#### 2.4.8 IYAB Members Professional Leadership Activities

Describe the Respondent's ability to provide professional leadership opportunities locally, state, and nationally. Describe how the Respondent's adult facilitator will act as a liaison between the youth and leadership activities. Describe how the Respondent will notify all IYAB members of leadership activities.

#### 2.4.9 Youth Expenses – IYAB Stipend – Professional Leadership Compensation

Describe respondents' ability to process youth expenses, including payment structure and verification of the expense. Describe the Respondent's ability to process and stipend youth for their participation in the IYAB meeting, including payment structure, attendance verification, and payment timeline. Describe the Respondent's ability to process and compensate youth participating in professional Leadership activities. Describe payment structure, how professional leadership activities will be

verified, attendance verification, and payment timeline. If the Respondent will compensate IYAB members for specific leadership positions; identify the position title, description, and total compensation. Describe the Respondent's ability to track all youth expenses, stipends, and compensation to ensure no double payments.

## 2.5 COST PROPOSAL

### **The Cost Proposal Template is Attachment D**

Respondent will complete **Attachment D**, providing costs for the Indiana Youth Advisory Board.

The Cost Proposal must be submitted in the original format. Any attempt to manipulate the format of the Cost Proposal document, attach caveats to pricing, or submit pricing that deviates from the current format will put your proposal at risk.

The IYAB contract will be a cost-reimbursement contract, generally not to exceed the contract amount. The contract amount for the vendor will be estimated based on the total number of youths participating and official IYAB members for reasonable and allowable costs. Respondents should use the IYAB Census document (**Attachment G**) to project estimated costs.

## **SECTION THREE PROPOSAL EVALUATION**

### **3.1 PROPOSAL EVALUATION PROCEDURE**

The state has selected 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 about compliance with RFP requirements. All evaluation personnel will use the evaluation criteria stated in Section 3.2. The Commissioner of DCS or their designee will, in the exercise of their sole discretion, determine which proposals offer the best means of servicing the interests of the state. The exercise of this discretion will be final.

The procedure for evaluating the proposals against the evaluation criteria will be as follows:

- 3.1.1 Each proposal will be evaluated for adherence to requirements on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration.
- 3.1.2 Each proposal will be evaluated based on the categories included in Section 3.2. A point score has been established for each category.
- 3.1.3 If technical proposals are close to equal, greater weight may be given to price.
- 3.1.4 Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to the state, considering all the evaluation factors, may be selected by DCS for further action, such as contract negotiations. If, however, DCS 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, DCS may begin contract preparation with the next qualified Respondent or determine that no such alternate proposal exists.

### **3.2 EVALUATION CRITERIA**

Proposals will be evaluated based on the Respondent's proven ability to satisfy the RFP's requirements in a cost-effective manner. Each evaluation criteria category is described below with a brief explanation of the basis for evaluation in that category. The points associated with each category are indicated following the category name (total maximum points = 100). Negative points may be assigned to the cost score. Additionally, there is an opportunity for a bonus of five points if certain criteria are met. For further information, please reference Section 3.2.3 below. 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 considering such criterion or criteria.

#### ***Summary of Evaluation Criteria:***

<b>Criteria</b>	<b>Points</b>
1. Adherence to Mandatory Requirements	<b>Pass/Fail</b>
2. Business Proposal	<b>5 available points</b>
3. Technical Proposal	<b>75 available points</b>
4. Cost (Cost Proposal)	<b>25 available points</b>
<b>Total</b>	<b>100</b>

All proposals will be evaluated using the following approach.

Step 1

In this step, proposals will be evaluated only against Criteria 1 to ensure they adhere to Mandatory Requirements. Any proposals not meeting the Mandatory Requirements will be disqualified.

Step 2

The proposals that meet the Mandatory Requirements will then be scored based on Criteria 2 and 3 ONLY. This scoring will have a maximum possible score of 75 points. All proposals will be ranked ONLY based on their combined scores for Criteria 2 and 3. This ranking will be used to create a "short list." Any proposal not making the "short list" will not be considered for further evaluation.

Step 2 may include one or more rounds of proposal discussions, oral presentations, clarifications, demonstrations, etc., focused on cost and other proposal elements. Step 2 may include a second "short list".

Step 3

The short-listed proposals will then be evaluated based on the criteria outlined in the table above.

If the state conducts additional rounds of discussions and a BAFO round that leads to changes in either the technical or cost proposal for the short-listed Respondents, their scores will be recomputed.

The section below describes the different evaluation criteria.

3.2.1 Adherence to Requirements – Pass/Fail  
Respondents passing this category move to Phase 2, and the proposal is evaluated for Business and Technical Proposal.

3.2.2 Business and Technical Proposal – 75 available points

3.2.3 Price – 25 available points

Cost scores will then be normalized to one another based on the lowest cost proposal evaluated. The lowest-cost proposal receives a total of 25 points. The normalization formula is as follows:

- Respondent's Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 25

**SECTION FOUR  
ATTACHMENTS**

<b>Attachment</b>	<b>Description</b>
Attachment A	Indiana Youth Advisory Board Service Standards
Attachment B	Business Proposal Template
Attachment C	Technical Proposal Template
Attachment D	Cost Proposal Template
Attachment E	Indiana Youth Advisory Board Q & A Template
Attachment F	IYAB Sample Contract
Attachment G	Indiana Youth Advisory Board Census
Attachment H	Youth Advisory Board Frameworks
Attachment I	Assurances
Attachment J	Exhibit 1 Certification Background Check
Attachment K	Federal Selected Disallowed Expenses
Attachment L	Principles of Child Welfare