



INDIANA DEPARTMENT OF CHILD SERVICES

Request for Proposal 10000184

Solicitation For: Child Advocacy Center (CAC) Services

Response Due Date: May 1, 2020

Indiana Department of Child Services
DCS Child Welfare Services
302 W. Washington St., Room E306
Indianapolis, Indiana 46204

Table of Contents

SECTION ONE GENERAL INFORMATION AND REQUESTED SERVICES.....		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.....	8
1.7	QUESTION/INQUIRY PROCESS.....	8
1.8	DUE DATE FOR PROPOSALS.....	8
1.9	MODIFICATION OR WITHDRAWAL OF OFFERS.....	9
1.10	PRICING.....	9
1.11	PROPOSAL CLARIFICATIONS AND DISCUSSIONS, AND CONTRACT DISCUSSIONS.....	9
1.12	RESERVED.....	9
1.13	REFERENCE SITE VISITS.....	10
1.14	TYPE AND TERM OF CONTRACT.....	10
1.15	CONFIDENTIAL INFORMATION.....	10
1.16	TAXES.....	10
1.17	PROCUREMENT DIVISION REGISTRATION.....	10
1.18	SECRETARY OF STATE REGISTRATION.....	10
1.19	COMPLIANCE CERTIFICATION.....	11
1.20	RESERVED.....	11
1.21	RESERVED.....	11
1.22	RESERVED.....	11
1.23	AMERICANS WITH DISABILITIES ACT.....	11
1.24	SUMMARY OF MILESTONES.....	11
1.25	RESERVED.....	12
1.26	CONFLICT OF INTEREST.....	12
SECTION TWO PROPOSAL PREPARATION INSTRUCTIONS.....		13
2.1	GENERAL.....	13
2.2	TRANSMITTAL LETTER.....	14
2.2.1	Statement of Agreement.....	14
2.2.2	Summary of Ability and Desire to Supply CAC Services.....	14
2.2.3	Signature of Authorized Representative.....	14
2.2.4	Respondent Notification.....	15
2.2.5	Confidential Information.....	15
2.2.6	Contract Terms/Clauses.....	15
2.2.7	Other Information.....	15
2.3	PROVIDER NARRATIVE AND SERVICE NARRATIVE.....	15
2.4	BUDGET.....	16
2.4.1	Funding Sources.....	16
2.4.2	Budget Worksheet and Budget Narratives.....	16
2.5	CHILDREN’S JUSTICE ACT START-UP FUNDING.....	17

2.5.1	Funding Eligibility	17
2.5.1.1	Items Eligible for CJA Start-Up Funding	17
2.5.1.2	Items Not Eligible for CJA Start-Up Funding	17
2.5.2	CJA Start-Up Service Narrative	18
2.5.3	CJA Start-Up Budget and Budget Narrative Template	18
SECTION THREE PROPOSAL EVALUATION		20
3.1	PROPOSAL EVALUATION OVERVIEW	20
3.2	EVALUATION CRITERIA	21
3.2.1	SSBG Evaluation Criteria	21
3.2.2	CJA Evaluation Criteria	21
3.3	PROPOSAL EVALUATION PROCEDURE	21
SECTION FOUR REPORTS		23
4.1	REPORTS	23
4.2	QUARTERLY REPORTS	23

SECTION ONE GENERAL INFORMATION AND REQUESTED SERVICES

1.1 INTRODUCTION

The Indiana Department of Child Services (DCS), in accordance with its State Plan will support Child Advocacy Center (CAC) services across 18 Regions covering the State of Indiana's 92 counties. The Regions and included counties are listed below. It is the intent of DCS 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. This RFP is being posted to the DCS website (<https://www.in.gov/dcs/3151.htm>) for downloading. A nominal fee will be charged for providing hard copies. Neither this RFP nor any response (proposal) submitted hereto are to be construed as a legal offer.

Funding for the standard provision of CAC services will come from the Social Services Block Grant (SSBG). In addition, Respondents who are proposing to expand the provision of CAC services through the addition of new CAC locations will also have the opportunity to apply for a limited amount of funds for start-up activities from the Children's Justice Act (CJA). This CJA funding is available only to provide supplemental start-up funding to new CAC locations that expand the CAC network throughout Indiana's 18 DCS Regions. Please refer to Section 2.5 Children's Justice Act Start-Up Funding for more information on this RFP's optional CJA opportunity.

Region 1: Lake

Region 2: Benton, Jasper, LaPorte, Newton, Porter, Pulaski, Starke.

Region 3: Elkhart, Kosciusko, Marshall, St. Joseph.

Region 4: Allen, DeKalb, LaGrange, Noble, Steuben, Whitley.

Region 5: Carroll, Clinton, Fountain, Tippecanoe, Warren, White,

Region 6: Cass, Fulton, Howard, Huntington, Miami, Wabash.

Region 7: Adams, Blackford, Delaware, Grant, Jay, Randolph, Wells.

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 DEFINITIONS AND ABBREVIATIONS

Following are explanations of terms and abbreviations appearing throughout this RFP. Other special terms may be used in the RFP, but they 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 respondent selection for the purposes of beginning contract negotiations.
IAC	Indiana Administrative Code
IC	Indiana Code
Contract Award	The acceptance of Indiana Department of Child Services' Award Recommendation by the agency being supported in conjunction with the public posting of the Award Recommendation.
VSC	Valuable Scope Contribution – A business function that supports the scope of this solicitation
Full Time Equivalent (FTE)	The State defines FTE as a measurement of an employee's productivity when executing the scope of work in this RFP for a specific project or contract. An FTE of 1 would mean that there is one worker fully engaged on a project. If there are two employees each spending 1/2 of their working time on a project that would also equal 1 FTE
Implementation	The successful implementation of Child Advocacy Center Services as specified in the contract resulting from this RFP
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 be ultimately responsible for performance of the contract
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
Vendor	Any entity or person who does business with the State and is registered as same.

1.3 PURPOSE OF THE RFP

The purpose of this RFP is to select multiple providers that can satisfy DCS’s need for the provision of CAC services in the 18 DCS Regions, covering the State’s 92 counties, and the corresponding local offices in the State through SSBG funding as described in Section 2.4.1. The Contractor must follow the requirements as identified in the Service Standard (Attachment A) and in this RFP.

Additionally, this RFP also seeks to identify select providers who plan to expand the CAC network through the addition of new CAC locations and require start-up funds for this purpose. Start-up funding for new CAC locations is limited and will be provided by the Children’s Justice Act (CJA). Only Respondents who are selected to provide CAC services through the SSBG funding described above will be eligible for the CJA start-up funds. The CJA funding portion of the RFP is optional and further described in Section 2.5 Children’s Justice Act Start-Up Funding.

Services shall be provided in accordance to the DCS Service Standard as outlined in Attachment A.

1.4 SUMMARY SCOPE OF WORK

The main source of funding for this RFP will be CAC funding from the Social Services Block Grant (SSBG). In addition, Respondents have an optional opportunity to apply for a limited amount of Children’s Justice Act (CJA) funding, available only to provide start-up funding for the development of new CAC locations. See Section 2.5 for details on how to apply for this optional CJA funding.

Child Advocacy Centers are neutral, safe, and child appropriate locations where multidisciplinary teams investigate disclosures of child sexual or severe physical abuse. The multidisciplinary team approach ensures that children are not subjected to numerous interviews and they begin in a child-friendly environment. Children who have disclosed abuse are interviewed by a forensic interviewer at such centers.

The intended impact of CAC services is to increase the prompt and successful resolution of court proceedings in child abuse and neglect cases while ensuring fairness to the accused and reducing additional trauma to victims, and to improve collaboration among CACs and DCS to better address challenges facing children and families of Indiana.

Respondents selected to provide CAC services will be expected to provide forensic interviews in a manner that is consistent with the Principles of Child Welfare Services (Attachment F). These

specifications include but are not limited to: length, quality and type of service, qualifications of staff, documentation requirements, as well as program reports and evaluation.

Respondents selected will also be expected to increase the number of successfully resolved cases of child abuse and neglect that go to court by using best practice forensic interviewing of victims, decrease the impact of secondary trauma on victims by using best practice interviewing, and decrease the barrier of travel to a CAC location.

Eligible entities under this program must be a Non Profit entity with 501(c)(3) status or a government entity such as a Prosecutor’s Office. A CAC Contractor with the Non Profit status may provide a stand-alone CAC, a CAC under an umbrella agency, or a CAC under a Prosecutor’s Office.

1.5 RFP OUTLINE

The outline of this RFP document is described below:

Section	Description
Section 1 – General Information and Requested Services	This section provides an overview of the RFP, general timelines for the process, and a summary of the services being solicited by the Indiana Department of Child Services via this RFP
Section 2 – Proposal Preparation Instructions	This section provides instructions on the format and content of the RFP including a Transmittal Letter, Provider Narrative, and Service Narrative
Section 3 – Proposal Evaluation	This section discusses the evaluation criteria to be used to evaluate respondents’ proposals
Attachment A	Service Standard
Attachment B	KidTraks Provider User Guide
Attachment C	Provider Narrative Template
Attachment D	Service Narrative Template
Attachment E	Sample Contract
Attachment F	Principles of Child Welfare Services
Attachment G	Assurances
Attachment H	Q&A Template
Attachment I	CAC Interview Written Report
Attachment J	CAC Quarterly Report
Attachment K	CAC Standard Release Form

Attachment L	CAC Invoice Template
Attachment M	Covered Personnel
Attachment N	Budget Worksheet
Attachment O	(Optional) CJA Service Narrative
Attachment P	(Optional) CJA Budget and Budget Narrative Template

1.6 PRE-PROPOSAL CONFERENCE

A pre-proposal conference will not be held in person. Instead, a pre-proposal conference PowerPoint presentation will be posted to the DCS website (<https://www.in.gov/dcs/3151.htm>) on or before the date specified in Section 1.24 Summary of Milestones. Potential respondents are encouraged to read the pre-proposal conference PowerPoint presentation and submit questions through the Question/Inquiry Process outlined in Section 1.7 below.

1.7 QUESTION/INQUIRY PROCESS

All questions/inquiries regarding this RFP must be submitted by the date and time outlined in Section 1.24 Summary of Milestones. Questions/Inquiries may be submitted in the Q&A Template (Attachment H) via email to ChildWelfarePlan@dcs.in.gov and must be received by the time and date indicated in Section 1.24 Summary of Milestones.

The subject line of the email submissions must clearly state the following:
“RFP 10000184 Questions/Inquiries – [INSERT PROVIDER NAME]”.

Following the question/inquiry due date, DCS 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 1.24. 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 any verbal communication with any State employee.

Inquiries are not to be directed to any staff member of DCS or any other participating agency. Such action may disqualify Respondent(s) 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 necessary for a clearer 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, DCS 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, proposals must be submitted electronically through the Proposal Portal by the date and time specified in Section 1.24 Summary of Milestones.

Any proposal not submitted electronically by the date and time specified in Section 1.24 Summary of Milestones will NOT be considered.

1.9 MODIFICATION OR WITHDRAWAL OF OFFERS

Modifications to responses to this RFP may only be made in the manner and format consistent with the submittal of the original response, acceptable to the Indiana Department of Child Services and clearly 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 Indiana Department of Child Services 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 Indiana Department of Child Services 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 due date. Any attempt to attach caveats to pricing or submit pricing that deviates from the current format will put your proposal at risk.

Please refer to Section 2.4 Budget for more information on this RFP's 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 request for additional information, request for provider or service narrative revision, etc. Additionally, in conducting discussions, the State may use information derived from proposals submitted by competing respondents only if the identity of the respondent providing the information is not disclosed to others. The State will provide equivalent information to all respondents which have been chosen for discussions. Discussions, along with negotiations with responsible respondents may be conducted for any appropriate purpose.

The Department of Child Services or its appointed representatives will initiate and facilitate all discussions. Any information gathered through oral discussions must be confirmed in writing.

A sample contract is provided in Attachment E. It is the State's expectation that any material elements of the contract will be substantially finalized prior to contract award.

1.12 RESERVED

1.13 REFERENCE SITE VISITS

The State may request a site visit to a Respondent's working support center to aid in the evaluation of the Respondent's proposal.

1.14 TYPE AND TERM OF CONTRACT

The State intends to sign a contract with multiple Respondent(s) to fulfill the requirements in this RFP. Please see the Sample Contract (Attachment E) and the Service Standard (Attachment A)

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.

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. The Respondent must also specify which statutory exception of APRA applies. The State reserves the right to make determinations of confidentiality. If the Respondent does not identify the statutory exception, the Indiana Department of Child Services 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.

- [18-INF-06; Redaction of Public Procurement Documents Informal Inquiry](#)

1.16 TAXES

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

1.17 PROCUREMENT DIVISION REGISTRATION

In order to submit a proposal, Respondents must be registered as a bidder with the Department of Administration, Procurement Division. Therefore, to ensure there is no delay in the award all Respondents are strongly encouraged to register prior to submission of their response. Respondents should go to www.in.gov/idoa/2464.htm.

1.18 SECRETARY OF STATE REGISTRATION

In order to submit a proposal, 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

NOTE: When you complete the proposal 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.

1.19 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. 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.

1.20 RESERVED

1.21 RESERVED

1.22 RESERVED

1.23 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).

1.24 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

Activity	Date
Issue of RFP	March 27, 2020
Pre-Proposal Conference PowerPoint Presentation Posting	April 3, 2020
Deadline to Submit Written Questions	April 8, 2020 by 3:00 PM Eastern Time
Response to Written Questions/RFP Addendums	April 16, 2020
Submission of Proposals	May 1, 2020 by 3:00 PM Eastern Time
<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	May 2020
Proposal Discussions/Clarifications (if necessary)	June 2020
Notification of Awards	June 2020
Preparation of Contracts	July 2020 – September 2020
Contract Start Date	October 1, 2020

1.25 RESERVED

1.26 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 who hires, within a one-year period prior to the publication of this RFP, a person that 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 below must be addressed in the Respondent's proposal. The proposal will be submitted electronically (See KidTraks Provider User Guide (Attachment B) for instructions on electronic submission).

- **Transmittal Letter:** The Transmittal Letter must be in the form of a letter and address each component under Section 2.2. The Respondent must indicate in their Transmittal Letter in which count(ies) their proposed CAC(s) are physically located. Additionally, the Respondent must identify which of their proposed physical location(s) and associated count(ies) are included in their proposal for additional CJA start-up funding (if any). Only one Transmittal Letter should be completed regardless of how many CAC locations the Respondent is proposing.
- **Provider Narrative:** The Provider Narrative template must be followed (**Attachment C**). Only one Provider Narrative should be completed regardless of how many CAC locations the Respondent is proposing. This portion of the proposal allows the applicant to provide specific information regarding the history and structure of the organization.
- **Service Narrative:** The Service Narrative template must be followed (**Attachment D**). The Respondent must indicate in their Service Narrative in which count(ies) their proposed CAC(s) are physically located. Additionally, the Respondent must identify any other counties they are proposing to serve in addition to the count(ies) that their proposed CAC(s) are located in. Only one Service Narrative should be completed regardless of how many CAC locations the Respondent is proposing. However, the Respondent must submit a separate answer to Question 6 (Location-Specific Information) in the Service Narrative Template for each proposed CAC location. This portion of the proposal allows the applicant to provide specific information regarding each proposed CAC location.
- **Budget & Budget Narrative:** The Budget Worksheet (Attachment N) must be used. Budget Narratives may be submitted using any file format. One Budget Worksheet and Budget Narrative should be completed for each proposed CAC location.
- **(Optional) CJA Start-Up Service Narrative:** If the Respondent chooses to apply for CJA funds for start-up expenses for a new CAC location, one CJA Start-Up Service Narrative must be completed for each new CAC location proposed. The CJA Start-Up Service Narrative Template must be followed (Attachment O). A CJA Start-Up Service Narrative should be completed for each new CAC location proposed.
- **(Optional) CJA Start-Up Budget & CJA Start-Up Budget Narrative:** If the Respondent chooses to apply for CJA funds for start-up expenses for a new CAC location, one CJA Budget and Budget Narrative Template (Attachment P) must be completed for each new CAC location proposed.

The Transmittal Letter and all of the submitted attachments should be submitted and uploaded as indicated in the KidTraks User Guide (Attachment B). Proposals cannot be submitted electronically without the required attachment(s). All proposals must be submitted electronically no later than the

date and time specified in Section 1.24 Summary of Milestones. Prior to submitting the proposal, it is vital that the proposal be reviewed to ensure that all required information is included.

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 attachment(s). All proposals must be submitted in entirety electronically no later than the date listed on the RFP.

ChildWelfarePlan@dcs.in.gov should be emailed if a provider experiences technical difficulty during the submission process. Only technical questions will be allowed. All other questions should be submitted as prescribed in the Q&A section above.

2.2 TRANSMITTAL LETTER

The Transmittal Letter must address the following topics except those specifically identified as “optional.”

2.2.1 Statement of Agreement

Statement of Agreement must identify which count(ies) the Respondent is proposing to physically locate their CAC(s) and must include a statement confirming they will comply with the requirements described in DCS Service Standard (Attachment A), Sample Contract (Attachment E), Principles of Child Welfare (Attachment F), Assurances (Attachment G), Purpose of RFP as described in Section 1.3, and Scope of Work as described in Section 1.4 for the proposed locations. The Respondent must explicitly acknowledge understanding of the general information presented in Section 1 and agreement with any requirements/conditions listed in Section 1.

If the Respondent is applying for additional CJA funds for start-up expenses for a new CAC location, they must indicate so in this section of the Transmittal Letter. The Respondent must identify which of the proposed CAC location(s) in their proposal is a new CAC (if any).

2.2.2 Summary of Ability and Desire to Supply CAC Services

The Transmittal Letter must briefly summarize the Respondent’s ability to supply CAC services that meet the requirements defined in this RFP for all locations the Respondent is proposing to provide services. The letter must also contain a statement indicating the Respondent’s willingness to provide CAC services for all locations the Respondent is proposing to provide services for, subject to the terms and conditions set forth in the RFP including, but not limited to, the State’s mandatory contract clauses.

2.2.3 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: Proposal Preparation Instructions must sign the Transmittal Letter. **In the Transmittal Letter, please indicate the**

principal contact for the proposal along with an address, telephone and fax number as well as an e-mail address, if that contact is different than the individual authorized for signature.

2.2.4 Respondent Notification

Unless otherwise indicated in the Transmittal Letter, Respondents will be notified via e-mail.

It is the Respondent's obligation to notify the Deputy Director of Child Welfare Services of any changes in any address that may have occurred since the origination of this solicitation. The Deputy Director of Child Welfare Services will not be held responsible for incorrect respondent addresses.

2.2.5 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.* (see section 1.15).

Provide the following information:

- List all documents, or sections of documents, for which statutory exemption to the APRA is being claimed;
- Specify which statutory exception of APRA applies for each document, or section of the document;
- Provide a description explaining the manner in which the statutory exception to the APRA applies for each document or section of the document.
- Provide a separate redacted (for public release) version of the document.

2.2.6 Contract Terms/Clauses

A sample contract that the State expects to execute with all successful Respondents is provided in Attachment E. All clauses in this contract are mandatory. A mandatory requirement for submitting a proposal is acceptance of all contract clauses in the Sample Contract (Attachment E). Respondents must indicate their acceptance of all contract clauses in the Transmittal Letter.

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.

2.2.7 Other Information

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

2.3 PROVIDER NARRATIVE AND SERVICE NARRATIVE

The Provider Narrative (Attachment C) and Service Narrative (Attachment D) must utilize the provided templates. Each proposal will include one Provider Narrative along with one Service Narrative regardless of how many CAC locations the Respondent submits a proposal for. However, the Respondent must submit a separate answer to Question 6 (Location-Specific Information) in the Service Narrative Template for each CAC location a Respondent submits a proposal for.

The Provider Narrative will include information specific to the organization as a whole. The Service Narrative will outline the specific services to be delivered, indicate the physical address of each proposed CAC location, and identify which counties the Respondent is proposing services for. Proposals must demonstrate the organizational and procedural structure that are necessary to deliver the services proposed.

The Provider Narrative and Service Narrative must be divided into the sections as outlined in the Provider Narrative Template (Attachment C) and the Service Narrative Template (Attachment D). Every point made in each section must be addressed in the order given. The same outline numbers 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. If there are multiple references or multiple documents, these must be listed and organized for ease of use by the State.

2.4 BUDGET

2.4.1 Funding Sources

The main source of funding for CAC service provision will be from the Social Services Block Grant (SSBG).

In addition, Respondents who are proposing a new CAC location have an optional opportunity to apply for a limited amount of Children's Justice Act (CJA) funding, available **only** to provide supplemental start-up funding to new CAC locations. See Section 2.5 for additional details on applying for CJA funding.

2.4.2 Budget Worksheet and Budget Narratives

The Budget Worksheet (Attachment N) must be used. There is no standard format for the Budget Narrative. Respondents must submit one Budget Worksheet and one Budget Narrative for each proposed CAC location. Respondents shall submit a budget that reflects the cost for one (1) year of service. Federal Selected Disallowed Expenses (<https://www.govinfo.gov/content/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200.pdf>) list all expenses that cannot be included in the budget.

Each county will be allocated a specific amount of funding per year based on DCS assessment numbers as well as the identified need for services in the past.

2.5 CHILDREN'S JUSTICE ACT START-UP FUNDING

The entirety of Section 2.5 is an optional component of this RFP. In addition to selecting providers to provide CAC services through SSBG funding, this RFP also seeks to identify select providers who plan to expand the CAC network through the addition of new CAC locations and require supplemental start-up funds for this purpose. Start-up funding for new CAC locations is limited and will be provided by the Children's Justice Act (CJA). Note that certain restrictions on CJA funding may apply. CJA funding may only be available for a limited time, and may not align with the full term of the Contract.

Respondents must identify and discuss **all** proposed CAC locations when completing the attachments described in Section 2.2, 2.3, and 2.4, including any new CAC locations. Only Respondents who are selected to provide CAC services through the SSBG funding described in Section 2.4 will be eligible for the CJA start-up funds.

2.5.1 Funding Eligibility

In addition to completing and submitting the required Budget attachments discussed in Section 2.4, Respondents may apply for a limited amount of Children's Justice Act (CJA) funding. This funding is available **only** to provide supplemental start-up funding to new CAC locations that expand the CAC network throughout Indiana's 18 DCS Regions, specifically to currently underserved counties and Regions. Please note that this funding is intended to be supplemental, and that CJA recipients will likely be expected to secure/maintain other funding sources.

Contractors awarded supplemental CJA start-up funds must collaborate with Regional Service Councils, existing CACs, and other bodies pursuing the expansion of new CAC's to address increased needs of the community.

Note that DCS reserves the right to distribute CJA Start-Up Funding in the best interests of the State.

2.5.1.1 Items Eligible for CJA Start-Up Funding

CJA funding shall be used only to provide supplemental start-up funding to new CAC locations that expand the CAC network throughout Indiana's 18 DCS Regions, which may include, but is not limited to, the following items:

- Purchase of land, the purchase of a building, the construction of a building, or the expansion of a building
- Initial costs for necessary staff background checks
- Workforce investment including recruitment and training for staff
- Equipment related to the provision of CAC services

2.5.1.2 Items Not Eligible for CJA Start-Up Funding

CJA funds shall not be used for the following items:

- Any costs associated with a currently existing CAC location

DCS reserves the right to make all final funding decisions. The State will only award start-up CJA funds as funding allows and reserves the right not to award any or all of the remaining start-up CJA funding available. The State also reserves the right to issue a partial award to any Respondent requesting CJA funds. The State reserves the right to disqualify and not score incomplete CJA start-up funding proposals that do not provide all required components or include ineligible funding items as detailed in this RFP.

2.5.2 CJA Start-Up Service Narrative

The CJA Start-Up Service Narrative provides an opportunity for Respondents to describe start-up activities for new CAC location(s) proposed. Note however, that information for each new CAC location proposed must also be proposed in a SSBG Service Narrative as described in Section 2.3.

The CJA Start-Up Service Narrative (Attachment O) must utilize the provided template. Respondents applying for supplemental CJA start-up funds must include a separate CJA Start-Up Service Narrative for each new CAC location proposed. The Service Narrative will indicate which counties the proposed new CAC location will serve, outline the specific start-up activities to be supported with CJA funds, and describe how the proposed new CAC location will expand the CAC network throughout Indiana's 18 DCS Regions.

The CJA Start-Up Service Narrative must be divided into the sections as outlined in the CJA Start-Up Service Narrative Template (Attachment O). Every point made in each section must be addressed in the order given. The same outline numbers 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. If there are multiple references or multiple documents, these must be listed and organized for ease of use by the State.

2.5.3 CJA Start-Up Budget and Budget Narrative Template

All costs proposed in the CJA Start-Up Budget and Budget Narrative must be separate from the costs detailed in the SSBG Budget and Budget Narrative as described in Section 2.4.

Only eligible start-up costs associated with a new CAC location as described in Section 2.5.1 may be proposed in the CJA Start-Up Budget. No costs associated with an existing CAC location may be proposed. Please note that any CJA funding is intended to be supplemental, and that all CJA recipients will be expected to secure other funding sources.

The CJA Start-Up Budget and Budget Narrative Template (Attachment P) must be used. The CJA Start-Up Budget and a CJA Start-Up Budget Narrative must

specifically identify which count(ies) are proposed to be served. A separate CJA Start-Up Budget and Budget Narrative Template must be completed for each new CAC location proposed. Respondents shall submit a budget that reflects the cost for one (1) year of service. Federal Selected Disallowed Expenses (<https://www.govinfo.gov/content/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200.pdf>) list all expenses that cannot be included in the budget.

SECTION THREE PROPOSAL EVALUATION

3.1 PROPOSAL EVALUATION OVERVIEW

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 with regard to compliance with RFP requirements. All evaluation personnel will use the evaluation criteria stated in Section 3.2. Proposals will be evaluated by county, with each county's evaluations occurring independently. The Director of the Indiana Department of Child Services 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 mandatory requirements on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from any further consideration.
- 3.1.2 Each proposal will be evaluated on the basis of the categories included in Section 3.2.1 only. A point score has been established for each category. Proposals will be evaluated by county, with each county's evaluations occurring independently. Proposals that are not scored highly enough may be eliminated from any further consideration.
- 3.1.3 Based on the results of this evaluation, the qualifying proposals determined to be the most advantageous to the State independently by county, 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(s) or determine that no such alternate proposal exists.
- 3.1.4 Only Respondents selected for contracting following the SSBG evaluation process described in Section 3.1.2 and 3.1.3 who have also submitted all required CJA attachments will have their CJA attachments evaluated on the basis of the categories in Section 3.2.2. A point score has been established for each category. Each proposal's CJA attachments will be evaluated by county, with each county's evaluations occurring independently.

The State reserves the right to make all final CJA award decisions, including selecting CJA award recipients based on total CJA evaluation score, and other factors to be determined by the State. The State may incorporate strategic considerations when making award decisions. The State will only issue as many CJA grants as funding allows and reserves the right to issue partial awards or no awards. Finally, the State

reserves the right to disqualify and not score incomplete proposals that do not provide all the required items as detailed in this RFP.

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 while meeting the expectations for service provision outlined in Attachment A Service Standard. Proposals will be evaluated by county, with each county’s evaluations occurring independently. Each of the evaluation criteria categories 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. 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.

3.2.1 SSBG Evaluation Criteria

Summary of SSBG Evaluation Criteria:

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Provider Narrative Review	35 available points
3. Service Narrative Review	35 available points
Total	70

3.2.2 CJA Evaluation Criteria

Summary of CJA Evaluation Criteria:

Criteria	Points
4. CJA Service Narrative Review	30 available points
Total	30

3.3 PROPOSAL EVALUATION PROCEDURE

All proposals will be evaluated using the following approach.

Step 1 – Mandatory Requirements

In this step, proposals will be evaluated only against Criteria 1 in Section 3.2.1 to ensure that they adhere to Mandatory Requirements. Any proposals not meeting the Mandatory Requirements will be disqualified.

Step 2 – Initial SSBG Evaluation

The proposals that meet the Mandatory Requirements will then be scored based on Criteria 2 and 3 in Section 3.2.1 ONLY. This scoring will have a maximum possible score of 70 points. Proposals will be evaluated by county, with each county's evaluations occurring independently. All proposals will be ranked by county on the basis of their scores for Criteria 2 and 3 ONLY. This ranking, of separate or combined Criteria 2 and 3 scores, may be used to create a "short list". Any proposal not making the "short list" will not be considered for any further evaluation.

Step 2 may include one or more rounds of proposal discussions, oral presentations, clarifications, demonstrations, etc. focused on other proposal elements. Step 2 may include additional "short lists".

Step 3 – Final SSBG Evaluation and Selection for Award

The Director of the Indiana Department of Child Services or their 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. Recommendation by the Regional Service Councils will be considered when determining which proposals will be accepted to move forward in the contracting process. DCS reserves the right to contract with multiple respondents for the same service within the same Region, Local Office, or county. Selections are based on service and location needs and these may vary across the State.

Step 4 – CJA Start-Up Funding Evaluation

For proposals where CJA Start-Up Funding is requested, only proposals selected to move forward in the contracting process based on the SSBG evaluation criteria in Section 3.2.1 will then be scored based on Criteria 4 in Section 3.2.2 for the additional CJA Start-Up Funding. This scoring will have a maximum possible score of 30 points. Independently of all other rounds of evaluations, each eligible proposal's CJA attachments will be ranked, on the basis of their scores for Criteria 4 in Section 3.2.2 only. This ranking may be used to inform CJA funding decisions. DCS reserves the right to distribute CJA Start-Up Funding in the best interests of the State.

SECTION FOUR REPORTS

4.1 REPORTS

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

4.2 QUARTERLY REPORTS

CACs are to use the DCS template for reporting on each quarter's interviews and training opportunities. See Attachment J for the DCS template to be completed by the 10th of the month following the quarter. All reports should be submitted electronically to childwelfareplan@dcs.in.gov and if the reports are not submitted, the invoices for the agency may not be honored. Therefore, monthly invoices submitted by providers are dependent upon the quarterly reports.

October 1 to December 31, 2020	Due January 10, 2021
January 1 to March 31, 2021	Due April 10, 2021
April 1 to June 30, 2021	Due July 10, 2021
July 1 to September 30, 2021	Due October 10, 2021
October 1 to December 31, 2021	Due January 10, 2022
January 1 to March 31, 2022	Due April 10, 2022
April 1 to June 30, 2022	Due July 10, 2022
July 1 to September 30, 2022	Due October 10, 2022

These quarterly reports are due by the 10th of the month following the service quarter.