

**INDIANA DEPARTMENT OF CHILD SERVICES
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: GA-19

Effective Date: May 1, 2021

Version: 1.0

POLICY TITLE: PROCUREMENT

OVERVIEW: The Department of Child Services (DCS) must ensure that it spends State funds in a manner that achieves its mission of serving Indiana’s families and protecting its children by obtaining value for its clients while also ensuring the accountability and sound fiscal practices expected of any high performing government agency.

I. DEFINITIONS

- A. Bidder: A person or entity that is registered with the State of Indiana to receive information regarding active solicitations.
- B. Contractor or Vendor: An entity that holds an active contract with the State.
- C. Procurement: Refers to all aspects of the sourcing activities, including drafting and issuing the solicitation, evaluation of responses, selection of successful respondents, the negotiation of contracts, and the actual purchasing of goods or services.
- D. Provider: A term used by DCS to describe a vendor which provides services to the children and families DCS serves.
- E. Purchasing: The technical or administrative process of how goods and services are ordered.
- F. Respondent: A person or entity that is participating in a procurement process but may or may not currently do business with the State.
- G. Systems Team: A term used for procurement purposes to collectively refer to all teams in the DCS Information Technology (IT) division.

II. REFERENCES

- A. [IC 5-22-1-3: Activities Excluded from Scope of Article](#)
- B. [IC 5-22-2-32: "Solicitation"](#)
- C. [IC 5-22-4-1: Purchasing Agencies for Agencies of Executive Branch](#)
- D. [Delegation of Purchasing Authority Program \(DPAP\)](#)
- E. Department of Child Services Procurement Manual

III. STATEMENTS OF PURPOSE

- A. DCS has two (2) distinct paths for procurements. Depending on the nature of what is being purchased, the law may afford DCS a choice of whether it wishes to conduct procurements independently or with the involvement of the Indiana Department of Administration (IDOA), which is the State’s centralized procurement authority. When the funds of the contract are obtained from federal sources (which are the sources of funding for many DCS contracts), DCS is not required to run that procurement through IDOA. However, IDOA is willing to perform its central procurement role should DCS choose to use its services.
- B. Complete the steps for the procurement process, as outlined in the [Department of Child Services Procurement Manual](#).

- C. The DCS procurement process requires participation, input, and collaboration across the identified program team, Administrative Services-Contracts and Procurement (ASC&P) Team, Systems Team, Legal Team, and Fiscal Team. These teams combined form a “Procurement Team”. Each team provides critical functional area expertise as described below:
1. The identified program team is responsible for the identification and assessment of needs Statewide (i.e., they identify when DCS needs to purchase goods or services). If a need is determined viable, the identified program team will act as the subject matter experts of the “Procurement Team” for the solicitation cycle and are responsible for the initiation, documentation, and evaluation of the procurement;
 2. The ASC&P Team oversees the creation, management, and utilization of DCS contracts and the Department’s purchasing of goods and services, either independently or through IDOA;
 3. The Legal Team provides legal counsel to DCS;
 4. The Systems Team is responsible for the maintenance, operation, and user interaction with DCS electronic platforms such as the case management system and connectivity to statewide systems such as PeopleSoft Supply Chain Management (SCM); and
 5. The Fiscal Team is responsible for the financial management of DCS.

IV. PROCEDURE

- A. DCS is required to follow the procurement protocol and procedures prepared by IDOA outlined below:
1. Requests for Quotation (RFQs) of less than \$2,500:
 - a. Are solicited by DCS,
 - b. DCS may contact bidders by phone or in writing,
 - c. DCS must select at least three (3) known bidders to contact concerning the RFQ,
 - d. IDOA asks that DCS allow the solicitation to remain open for at least seven (7) days whenever possible,
 - e. DCS reviews the quotations and makes an award after quotations are received by the bidders and they have responded,
 - f. A purchase order (PO) is issued upon an award, and
 - g. DCS will make payment for POs within this dollar amount by claim voucher.
 2. RFQs of more than \$2,500 but less than \$75,000:
 - a. Are solicited by DCS,
 - b. DCS determines the need and writes the specifications and then selects at least three (3) known bidders to send the RFQ along with the specifications,
 - c. DCS must allow the solicitation to remain open for at least seven (7) days whenever possible,
 - d. DCS reviews the quotations from the bidders, and then DCS awards the quote and creates the PO up to their authority,

- e. DCS sends the request with all necessary paperwork to ASC&P for processing if the solicitation is above their authority. An ASC&P Purchasing Administrator reviews the quotations and makes an award,
 - f. A PO is issued upon an award, and
 - g. DCS will make payment for the PO created by a claim voucher of up to \$75,000. If the PO is above the delegation, the funds will be encumbered with the Auditor of State by ASC&P.
3. Negotiated bids under \$75,000:
- a. Are used in instances where pricing is the only consideration,
 - b. Are a form of sealed bidding in which written discussions may be conducted with bidders after submission in order to obtain a lower price for the State, provided such discussions are conducted uniformly, and
 - c. The lowest cost respondent is awarded the contract after the final round of discussions.
- B. The identified program team is responsible for the following procurement related activities and processes:
- 1. Identification and assessment of need;
 - 2. Collaboration with the ASC&P Team to create the suite of necessary procurement documents (e.g., specifications, terms and conditions, and evaluation documents);
 - 3. Creation of the Request for Proposal (RFP) event and documentation in the case management system (details provided by the identified program team);
 - 4. Facilitation of the evaluation and awardee selection steps in the procurement process; and
 - 5. Creation and maintenance of Service Codes in the DCS system.
- C. The ASC&P Team is responsible for the following procurement related activities and processes:
- 1. Facilitation of the entire procurement process including pre-proposal conferences, vendor outreach, and protest periods;
 - 2. Facilitation of the collaborative process and approvals for procurement templates and forms;
 - 3. Development of procurement templates;
 - 4. Creation of bidder profiles and assisting vendors with various registration requirements;
 - 5. Assistance to the vendor/provider community with: Auditor of State status, W-9's, Department of Revenue (DOR) and Department of Workforce Development (DWD) clearance issues, and direct deposits;
 - 6. Creation of contracts in the DCS system and the PeopleSoft SCM system;
 - 7. Execution in the system of contract amendments, extensions, and renewals;
 - 8. Creation and modification of requisitions and purchase orders;
 - 9. Processing of invoices; and
 - 10. Creation of requisitions, sourcing events, purchase orders, and modifications in the PeopleSoft Financials system.

- D. The Legal Team is responsible for the following procurement related activities and processes:
 - 1. Creation of sample contracts to be included in the initial solicitation document suite;
 - 2. Negotiation of terms during the contract award process;
 - 3. Resolution of vendor performance issues during the term of the contract;
 - 4. Consult with the Office of the Attorney General as needed;
 - 5. Participation in an advisory role in the event of a protest; and
 - 6. Participation in an advisory role in the creation of vendor communications.

- E. The Systems Team is responsible for the following procurement related activities and processes:
 - 1. Creation of certain solicitation events and documents in the case management system (details provided by the identified program team);
 - 2. Assistance to the identified program team with the creation of contracts in the case management system; and
 - 3. Creation of bulk contracts and templates in the case management system.

- F. The Fiscal Team is responsible for the following procurement related activities and processes:
 - 1. Conducting a budget feasibility study during the needs assessment phase;
 - 2. Assisting the identified program team with demand forecasting;
 - 3. Conducting periodic contract audits relative to payments;
 - 4. Conducting periodic trend analysis for key categories;
 - 5. Reviewing and approving the final negotiated contract budgets;
 - 6. Reviewing and approving contract amendments; and
 - 7. Engaging in rate setting for contracts.

V. FORMS AND OTHER DOCUMENTS

N/A

APPROVED: April 7, 2021
Aaron Atwell, Chief Financial Officer (CFO)
Department of Child Services

A signed copy is on file.