



INDIANA
DEPARTMENT OF
CHILD
SERVICES

Bidders' Conference
Prevention Services
March 18, 2016

Thank you for joining us! We will be starting momentarily.
All participants have been muted upon entry to the Webinar.

Purpose of Webinar

- Describe the services in the RFP
- Review milestones
- Review changes
- All questions must be submitted electronically to : DCSPreventionquestions@dcs.IN.gov using Attachment M



Available RFP's

- Healthy Families Indiana
- Healthy Families Indiana Think Tank Advisory Committee

Contract period:

September 1, 2016 to August 31, 2018



Healthy Families Indiana

- HFI Program Overview
 - Purpose
 - HFI is a voluntary program designed to promote healthy families and healthy children through a variety of services.
 - Prevention of child abuse and/or neglect.
 - Agencies must be nationally accredited by Healthy Families America (HFA).
 - Services provided in a manner consistent with HFA's Critical Elements (see Attachment A).



Think Tank Advisory Committee

- Think Tank Overview
 - Purpose
 - Think Tank is the Advisory Committee for HFI.
 - The HFI Think Tank shall provide recommendations to the State for the on-going development and implementation of the HFI home visitation program.
 - The contractor will provide meeting facilitation.
 - Facilitate 4 to 6 meetings per year.
 - Lead the committee to produce outcomes as defined by HFA.
 - Collaborate with the committee to identify and enlist additional Stakeholders to participate in the meetings, as defined by HFA.



Timeline

- Timeline for HFI and Think Tank
 - Opened March 15th
 - Question Deadline: March 22nd at 10 a.m. EST
 - DCS posts answers to questions: estimated April 8th
 - Submission Deadline: April 22nd at 10 a.m. EST
 - Contract Activation: September 1, 2016



Q&A

- Questions
 - Use Required Question Form posted with the RFP documents
 - Must be submitted electronically to DCSPreventionquestions@dcs.IN.gov
- Answers posted to DCS website on or around 4/8/16
- Please note, inquires are not to be directed to any staff member of DCS. Such action may disqualify Respondent from further consideration for a contract resulting from this RFP.



Updates

- New this year:
 - No Provider Narrative needed
 - Updated Service Narrative
 - Updated Scoring Tool
 - Updated Kidtraks Proposal User Guide
 - Updated Child Welfare Principles
 - Updated Sample Contracts
 - Electronic Submissions



Electronic Submission

No hard copies, everything is electronic in Kidtraks.

Please consult the Kidtraks Proposal User Guide and the applicable RFP document and attachments. There are specific instructions related to each RFP.

One Proposal submission should be completed per county.

Remember to:

- Complete the online proposal application
- Upload Service Narrative(s)
- Upload Budget(s)
- Upload Actual Cost Report (HFI only)
- Upload Signed application
- Change proposal status to submitted.



Child Welfare Principles

- Services must be provided in accordance with the Principles of Child Welfare Services.

All services are provided through the lens of child safety. As part of service provision, it is the responsibility of the service provider to understand the child safety concerns and protective factors that exist within the family. Continual assessment of child safety and communication with the Local DCS Office is required. It is the responsibility of the service provider to report any safety concerns, per state statute, IC 31-33- 5-1. All service plans should include goals that address issues of child safety and the family's protective factors.



Assurances

- In order to improve outcomes for LGBTQ youth, service providers will provide a culturally competent, safe, and supportive environment for all youth regardless of sexual orientation. All staff must be sensitive to the sexual and/or gender orientation of the family members, including lesbian, gay, bisexual, transgender or questioning (LGBTQ) children/youth. Services to youth who identify as LGBTQ must also be provided in accordance with the principles in the Indiana LGBTQ Practice Guidebook. Staff will use neutral language, facilitate a trust based environment for disclosure, and will maintain appropriate confidentiality for LGBTQ youth.
 - The LGBTQ Practice Guidebook and LGBTQ Computer Assisted Training (CAT) are both available online.



Assurances

- All DCS child welfare service agencies are required to have all of their new staff understand the information in the LGBTQ Practice Guidebook within 30 days of start date.
- **New** The Guidebook is located at: <http://www.in.gov/dcs/files/LGBTQPracticeGuidebookFinalforOnlineViewing.pdf>
- All DCS child welfare service agencies are required to have all of their new staff complete the LGBTQ Computer Assisted Training (CAT) within 30 days of start date. The training is located at: <http://childwelfare.iu.edu/cat/DCS09030/>



Background Checks

- Contract Requirements
 - For employees and subcontractors
 - DCS website: <http://www.in.gov/dcs/2363.htm>
 - Required Agency Spreadsheet
 - Required Exhibit 1 RFP document and listed as Exhibit 3 in Sample Contract
 - Questions: Background.CheckUnit@dcs.IN.gov



HFI Rates and Allocations

- Estimated county allocations have been posted for SFY16.
- An Actual Cost Report & purposed budget are being requested for each county proposed.
- DCS will determine the unit rate for services and inform the awarded Respondents the unit rate assigned during the contracting process.



Think Tank Budget

- Respondent should submit a proposal budget for delivering the services outlined in the scope of work which details Personnel, Travel, and other material/supplies costs as an annualized projection.
- Contracted rate will be determined during contract negotiations.



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Questions?

- Please submit your questions!
- Reminder:
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