



# DCS Community Based RFP 10000190

*October 22, 2024*

# **Request for Proposal (10000190) Community Based Services Child Welfare Services Division**





# AGENDA

October 22, 2024

- General Information
- Purpose of RFP
- Scope of Work
- Terms of Contract
- Key Dates
- Executive Summary
- Business Proposal
- Technical Proposal
- Other
- Specialized Services
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- Proposal Submission



# General Information



→ Please type name and organization in the chat for attendance



→ The pre-proposal presentation will be posted on the DCS [“Current Request for Proposal”](#)



→ In the event that a question is asked and responded to; any verbal response is not considered binding



→ Respondents must submit all questions formally in writing on the Q & A Template (Attachment F) to [childwelfareplan@dcs.in.gov](mailto:childwelfareplan@dcs.in.gov) by October 31, 2024 at 3:00 PM EDT.



# Purpose of the RFP

The purpose of this solicitation is to select a respondent that can satisfy the State's need for the provision of a comprehensive array of child welfare services to all 18 regions and the corresponding local offices in the state. It is the intent of DCS to contract with a respondent that provides quality community-based services in accordance with the DCS Service Standards (Attachment A).

Respondents may choose what services they are proposing for and the regions, and counties.



# Scope of Work

Contractors chosen will be expected to provide Community Based Services in a manner that is consistent with the Principles of Child Welfare Services (Attachment G). These specifications include but are not limited to: length, quality and type of services, qualifications of staff, documentation requirements, and program reports and evaluation.



# Terms of Contract

The term of the contract shall be for a period of (four) (4) years from the date of contract execution. There may be (one) (1) two-year renewal for a total of (six) (6) years at the states option.





# Key Dates

## *Key RFP Dates*

Activity	Date
Issue of RFP	Sept. 30, 2024
Pre-Proposal Conference	Oct. 22, 2024 1:00 PM EDT <a href="#">Virtual Meeting Link</a>
Deadline to Submit Written Questions	Oct. 31, 2024 by 3:00 PM EDT
Response to Written Questions/RFP Amendments	Nov. 13, 2024
Submission of Proposals	Dec. 11, 2024 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	Dec. 2024 – Feb. 2025
Proposal Discussions/Clarifications (if necessary)	Feb. 2025
Notification of Awards	Feb. 2025
Preparation of Contracts	Mar. – June 2025
Contract Start Date	July 1, 2025





# Executive Summary Letter

The Executive Summary must be in the form of a letter and address each component under Section 2.2 unless they are specifically identified as “optional”.

- Summarize your ability to supply the services.
- Ensure that the Executive Summary is signed by an authorized representative and includes the contact information.
- State your understanding of the respondent notification.
- Indicate status regarding the Secretary of State registration.
- Indicate that you have read, understood, and agree to the assurances (Attachment F).
- You may include additional information within the Executive Summary, if desired.



# Business Proposal – Attachment B

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

- 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 of Accreditation, Partnership, or Affiliation section of this RFP.
- Provide business information including contact information.
- Provide company’s structure and financial information.
- Provide experience serving state government or the like.
- Provide capacity and risk.
- Provide at least three (3) references.
- Acknowledge the review and understanding of the contract terms/clauses (Attachment A).



# Technical Proposal – Attachment E

The Technical Proposal must be divided into the sections as described 2.4. 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.

- One template per proposal, not per service.
- The yellow field will expand to accommodate content.
- Please “X” the services in the table and the counties able to be served. Respondents will also select the services in the KidTraks RFP 10000190. Discrepancies will default to the KT RFP 10000190.
- Please provide physical locations for your agency and capacity associated.
- Services that are identified to be served by respondent that require certifications will not be approved without appropriate documentation.
- If the service requires an evidence-based model, the specific models should be identified in response, and supporting documentation should be provided when pertinent.





# Other Updates of Note

- If response exceeds character limit, bidder can create a pdf document with the response labeled as the section (Technical Proposal 2.4.X) and upload it to the KidTraks proposal as “other”.
- Minor updates to the reporting forms (Attachment J) to add more information.
- Service Standards may be updated at any time to meet the needs of the state. Any changes that may be made would be to clarify the standard(s), not to change the restrictiveness or drastically impact the delivery of the service.
- Any questions regarding the sample contract should be submitted formally in writing, per instructions.



# Specialized Services – Attachment N

- The Specialized Service template should only be used if you are proposing for a service that is does not align with the current service standards.
- If completing, only utilize the yellow text boxes. The other sections are standard language.
- The template should be used to develop your service and will be utilized as the service standard, if approved.



# Proposal Preparation



→ Read the RFP and pay close attention to the key dates.



→ Review each attachment.



→ Use the templates provided for the selected responses.



→ Do NOT alter the any templates.





# Submission Requirements

## Official Community Based RFP Questions and Answer Submission

- Use the Q & A Template (Attachment F)
- Submit questions by October 31, 2024, by 3:00 PM EDT to:  
[CHILDWELFAREPLAN@DCS.IN.GOV](mailto:CHILDWELFAREPLAN@DCS.IN.GOV)

## Official Proposal Submission

- Due, December 11, 2024, by 3:00 PM EST.
- Submission MUST be made in KidTraks.



# Evaluation of Proposals

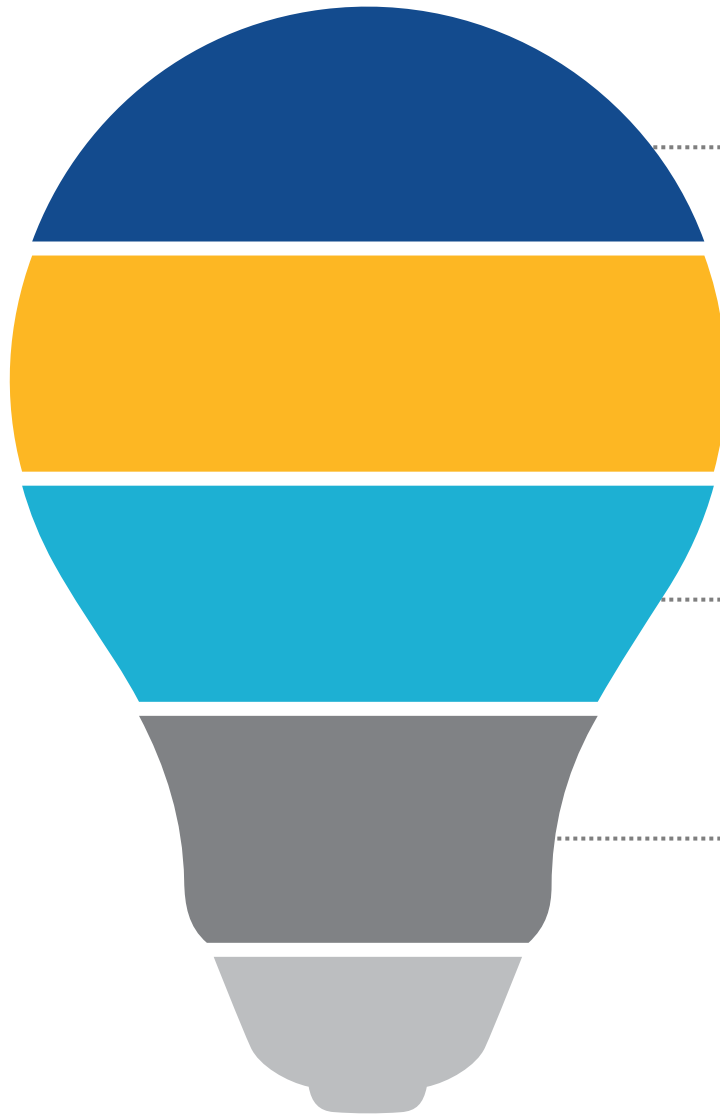
- Each proposal will be evaluated for adherence to requirements on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to the requirements may be eliminated from consideration.
- Each proposal will be evaluated on the basis of the categories included in Section 3.2.
- Proposals will be evaluated based on proven ability of respondent to satisfy the requirements of the RFP.

## *Summary of Evaluation Criteria:*

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (MAQ) (Business and Technical Proposal)	100 available points
<b>Total</b>	<b>100</b>



# Closing and Questions



1

REMINDER: Any questions asked and answered are not considered binding.

2

All questions need to be formally submitted through the process outlined in 1.7 of the RFP document.

3

A copy of this power point presentation will be posted on the Current Requests for Proposal web page.

4

Reminder: Please sign the sign-in via the chat.







# *QUESTIONS*

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# Austin Hollabaugh

Assistant Director of Child Welfare Services

Contact Email: [Austin.Hollabaugh@dcs.in.gov](mailto:Austin.Hollabaugh@dcs.in.gov)

Formal contact for RFP: [childwelfareplan@dcs.in.gov](mailto:childwelfareplan@dcs.in.gov)

