



Eric Holcomb, Governor  
State of Indiana

*Division of Disability and Rehabilitative Services*  
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To: First Steps providers and stakeholders  
From: Christina Commons, First Steps Director  
Re: First Steps request for proposals for Central Reimbursement Office  
Date: November 19, 2018

The Division of Disability and Rehabilitative Services has released a request for proposals for the First Steps Central Reimbursement Office. Through this RFP, DDRS/First Steps is seeking a vendor to implement a web-based transfer solution from another state or a commercial-off-the-shelf solution that meets state and federal requirements related to early intervention services under Part C of the Individuals with Disabilities Education Act.

The vendor must implement a solution with robust case management, payment and fund recovery, and provider enrollment and credentialing components to support the state's various early intervention stakeholder groups, including System Point of Entry staff, early intervention service providers, state staff and program clients (i.e., children and families). The vendor's solution must provide reporting and analytics capabilities across the main components to support state and federal reporting needs and provide program insights to stakeholders.

The RFP and all related documents can be found by [clicking here](#). See below for a table of key dates.

Activity	Date
Issue of RFP	November 13, 2018
Pre-proposal conference	November 29, 2018
Deadline to submit written questions	December 5, 2018
Deadline to submit intent to respond (optional)	December 5, 2018
Response to written questions/RFP amendments	December 18, 2018
Submission of proposals	February 12, 2019

