STATE OF INDIANA

Request for Information 18-078
Addendum 1

INDIANA DEPARTMENT OF ADMINISTRATION

On Behalf Of

Indiana Family and Social Services Administration, Office of Early Childhood and Out-of-School Learning

Solicitation For:

Technology Based In-Home Early Education Services

Response Due Date: April 2 ~~March 30~~, 2018

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REQUEST FOR INFORMATION 18-078 – Addendum 1

I. INTRODUCTION

This is a Request for Information (RFI) issued by the Indiana Department of Administration (IDOA) in conjunction with the Indiana Family and Social Services Administration (FSSA), Office of Early Childhood and Out-of-School Learning (OECOSL). This RFI requests responses from potential contractors with experience providing technology based in-home early education services to develop kindergarten readiness for prekindergarten age children. As a component of House Enrolled Act (HEA) 1004, FSSA is required to consider implementation of technology based in-home early education services for eligible children throughout Indiana. Indiana Code 12-17.2-7.5 outlines the mandatory requirements contained in HEA 1004 for the statewide technology based in-home early education services.

It is the intent of IDOA to solicit responses to this RFI in accordance with specifications contained in this document and the attached scope of work (Attachment A). The State reserves the right to directly award a contract for Technology Based In-Home Early Education Services based on responses to this RFI. If the State exercises this right, the State will award a contract to the Respondent whose proposal, conforming to this RFI, is most advantageous to the State, price and other factors considered. However, the State does not guarantee that a contract will result directly from this RFI. Neither this RFI nor any response (proposal) submitted hereto is to be construed as a legal offer.

II. BACKGROUND

Technology Based In-Home Early Education Services:
On April 26, 2017, Governor Holcomb signed an amendment to HEA 1004 into law. Indiana Code 12-17.2-7.5 outlines the requirements contained in HEA 1004 for the statewide technology based in-home early education services. The Contractor shall comply with the requirements of these State laws in addition to fulfilling all of the requirements of this RFI and resulting contract. In-home education services under this scope of work will be for prekindergarten children, and mean a technology based program of early education that meets the following criteria:

- Is designed to improve a child's transition into elementary education;
- Includes a parental engagement and involvement component;
- Is provided to a child at the child's home or a similar home setting; and
- Meets the design parameters for inclusion in the On-My-Way Pre-K program longitudinal study.

To be eligible to receive these educational services, children must meet specific eligibility requirements as outlined in Indiana Code 12-17.2-7.2-1 and 12-17.2-7.2-7.2. Eligible children will be four years old, but not yet five years old at the start of the program, and will be attending kindergarten in the school year following the program's completion. To remain eligible to participate in the technology based in-home early education program, children must participate in the program 85% of the days that the

program is provided. FSSA intends to provide technology based in-home early education services for roughly 350 eligible students. Preference will be given to students in counties with no Level 3 or Level 4 Paths to QUALITY programs.

The Contractor shall supplement the technology based in-home early education services by contracting with licensed early education providers throughout the State to provide in-person assessments of a child's learning and coach the family regarding how to support the child's learning. Families participating in the technology based in-home early education services program will be required to meet with a licensed early education provider who supports their child's learning.

The expected services for Technology Based In-Home Early Education Services include:

1) Early Education Software and Curriculum: In an effort to provide quality early education services to Indiana children without access to traditional early childhood education methods, the Contractor shall provide prekindergarten curriculum via an in-home education software to improve kindergarten readiness for prekindergarten age children.
2) Licensed Early Education Provider Participation: In an effort to increase participating children's social development and ensure continual advancement throughout the program, the Contractor shall supplement the technology based in-home early education services by contracting with licensed early education providers who will provide in-person assessments and coaching for participating children and their families.
3) Hardware and Internet Connection: The Contractor shall ensure that all eligible families are provided with all equipment and internet services necessary to participate in a technology based in-home early education program.
4) Parental Engagement Activities: The Contractor shall provide parental engagement activities key to program participation and effectiveness maximizing each participating child's prospects of success.
5) Training and Technical Support: The Contractor shall provide sufficient training and technical support in order to ensure families are properly prepared and equipped to participate in a technology based in-home early education program and licensed early education providers are prepared to support families throughout the program.
6) Program Administration: The Contractor shall perform program administration activities to inform the State on program developments and licensed early education provider check-ins.
7) Longitudinal Study: The Contractor shall contract with a third-party vendor to complete a longitudinal study that analyzes test and assessment results in grade 3 of 1) eligible children who participated in the technology based in-home early education program and 2) a control group whose parameters are determined by FSSA but whose participants are identified and selected by the third-party vendor that consists of children who did not participate in the technology based in-home early education program.

For Technology Based In-Home Early Education Services, the State is interested in soliciting information from qualified technology based in-home education vendors capable of leveraging experience with other state government agencies, education institutions, and/or technology vendors to provide the services described.

III. RESPONSE FORMAT AND ATTACHMENTS

Respondents should submit responses to the RFI describing how they will meet the specific requirements of this RFI and the detailed scope of work (Attachment A).

The State has a strong desire to receive and review condensed, content rich responses. To maintain this objectivity and brevity, we have established a structured review process and format for Respondent responses to the RFI requirements.

All narrative responses must be provided to the State in the Business and Technical Proposal Response Template in Attachment C. Although we encourage Respondents to present their strongest case, Respondents must structure their response according to the sections outlined in Attachment C to facilitate the State's evaluation of the responses we expect to receive. Narrative responses shall be limited to thirty-five (35) core pages written with a font size no smaller than 10 pt, excluding the appendix, Transmittal Letter and Cost Proposal.

The following attachments are included with this RFI, and must be incorporated into your response as applicable.

Attachment	Description
Attachment A	Scope of Work
Attachment B	Cost Proposal Response Template (RESPONSE REQUIRED)
Attachment C	Business and Technical Proposal Response Template (RESPONSE REQUIRED)
Attachment D	Question and Answer Template (OPTIONAL)
Attachment E	Sample Contract (ACCEPTANCE REQUIRED IN TRANSMITTAL LETTER)

All Respondents must complete Attachment B (Cost Proposal Response Template), Attachment C (Business and Technical Proposal Response Template), and include a signed Transmittal Letter. The Transmittal Letter requires acceptance of the Sample Contract Attachment E. If a Respondent cannot accept the Sample Contract Attachment E as written, the Transmittal Letter must clearly identify for the State's consideration any proposed changes to the Sample Contract (Attachment E). This contract contains both mandatory and non-mandatory clauses. Mandatory clauses are listed below and are non-negotiable. Other clauses are highly desirable. It is the State's expectation that the final

contract (if awarded) will be substantially similar to the Sample Contract provided in Attachment E. In your Transmittal Letter please indicate acceptance of these mandatory contract terms described below. Additionally, please review the rest of the contract and indicate your acceptance of the non-mandatory contract clauses in your Transmittal Letter. If a non-mandatory clause is not acceptable as worded, suggest specific alternative wording to address issues raised by the specific clause. If you require additional contract terms please include them in your Transmittal Letter. To reiterate, it is the State's strong desire to not deviate from the Sample Contract provided in Attachment E and as such the State reserves the right to reject any and all of these requested changes.

The mandatory contract terms are as follows:

- Duties of Contractor, Rate of Pay, and Term of Contract
- Authority to Bind Contractor
- Compliance with Laws
- Drug-Free Workplace Provision and Certification
- Employment Eligibility
- Funding Cancellation
- Governing Laws
- Indemnification
- Information Technology
- Non-Discrimination Clause
- Ownership of Documents and Materials
- Payments
- Penalties/Interest/Attorney's Fees
- Termination for Convenience
- Non-Collusion and Acceptance

Any or all portions of this RFI and any or all portions of the Respondent's response may be incorporated as part of the final contract.

IV. RESPONSE SUBMISSION INSTRUCTIONS

Vendors interested in providing information to IDOA and FSSA should submit responses via email to Teresa Deaton-Reese at tdeaton@idoa.in.gov.

All responses must be received no later than **3:00 p.m. Eastern Time on April 2 ~~March 30~~, 2018.** The subject line of the email submission must clearly state the following:

"RESPONSE TO REQUEST FOR INFORMATION 18-078"

Any proposals received after the due date and time will not be considered.

Responses will be considered public information once a contract(s) is awarded. If a contract is not awarded, the responses are considered public once the decision is made.

No more than one proposal per Respondent may be submitted.

The State accepts no obligations for costs incurred by Respondents in anticipation of being awarded a contract.

Question/Inquiry Process: All questions/inquiries regarding this RFI must be submitted in writing by the deadline of **3:00 p.m. Eastern Time** on **March 9, 2018**. Questions/Inquiries may be submitted in Attachment D, Question and Answer Template, via email to tdeaton@idoa.in.gov and must be received by Procurement Division by the time and date indicated above. Respondents are encouraged to submit questions/inquiries prior to the deadline specified above.

The Procurement Division personnel will compile a list of the questions/inquiries submitted by all Respondents. The responses will be posted to the IDOA website. The question/inquiry and answer link will become active after initial responses to questions have been compiled. Only answers posted on the IDOA 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 employees.

Please note that Teresa Deaton is the State's single point of contact for this RFI. **Inquiries are not to be directed to any staff member of FSSA.** Such action may disqualify the Respondent from further consideration for a contract resulting from this RFI.

If it becomes necessary to revise any part of this RFI, or if additional information is necessary for a clearer interpretation of provisions of this RFI prior to the due date for submissions, an addendum will be posted on the IDOA website.

Pricing: Pricing on this RFI must be firm and remain open for a period of not less than 180 days from the submission due date.

Please provide your pricing proposal by populating the Cost Proposal (Attachment B). Submit Attachment B in Microsoft Excel format.

References: Please include two references (name, organization, phone, title, email) in the Business and Technical Proposal template response (Attachment C). The provided references should be able to speak to the Respondent's experience providing services similar to this scope of work in a timely manner and within budget.

Clarifications and Discussions: The State reserves the right to request clarifications on information submitted to the State. The State also reserves the right to conduct discussions, either oral or written, with Respondents. These discussions could include requests for additional information, requests for Cost Proposal or Business and Technical Proposal 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. Discussions, along with negotiations with Respondents may be conducted for any appropriate purpose.

The Procurement Division will schedule all discussions. Any information gathered through oral discussions must be confirmed in writing.

A Sample Contract is provided in Attachment E. Respondents must indicate their acceptance of the Sample Contract in the Transmittal Letter. Any requested changes to the Sample Contract must be submitted with your response and included in your Transmittal Letter. The State reserves the right to reject any of these requested changes.

The State may request best and final offers (BAFO) from those Respondents determined by the State to be reasonably viable for contract award. However, the State reserves the right to award a contract on the basis of initial proposals received. Therefore, each proposal should contain the Respondent's best terms from a price and technical standpoint.

Following evaluation of the best and final offers, the State may select for final contract negotiations/execution the offers that are most advantageous, considering cost and the evaluation criteria in this RFI.

Key Dates: The following timeline shows key dates for this RFI process. The State reserves the right to adjust dates as necessary.

Anticipated RFI Dates:

Activity	Date
Issue of RFI	March 1, 2018
Deadline to Submit Written Questions (3pm Eastern Time)	March 9, 2018
Final response to Written Questions/RFI Amendments	March 19, 2018
Due Date for Submissions	April 2 ~~March 30~~, 2018
The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.	
Oral Presentations (If deemed necessary)	May 9, 2018
Contract Award (If awarded)	May 25, 2018

V. EVALUATION CRITERIA

Proposals will be evaluated based upon the proven ability of the Respondent to satisfy the requirements of the RFI in a cost-effective manner. 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 (total maximum points = 100). If any one or more of the listed criteria on which the responses to this RFI 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.

Summary of Evaluation Criteria:

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	**80 points**
3. Pricing (Cost Proposal)	**20 points**

Step 1

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

Step 2

The proposals that meet the Mandatory Requirements will then be scored based on Criteria 2 and 3. This scoring will have a maximum possible score of 100 points. All proposals will be ranked on the basis of their combined scores for Criteria 2 and 3. This ranking 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 and/or written) focused on cost and other proposal elements.

Note on Oral Presentations: If the State deems it necessary, proposal discussions may include oral presentations. If the State holds oral presentations, only Respondents invited by the State may attend. All Respondents submitting a proposal must be available for oral presentations on the date specified in the Key Dates section of this RFI (**This date is subject to change**). Oral presentations will be held at the Indiana Government Center South at 402 W. Washington St., Indianapolis, IN.

Step 3

If the State conducts additional rounds of discussions and a BAFO round which lead to changes in either the Business and Technical Proposal or Cost Proposal for the short-listed Respondents, their scores will be recomputed.

The section below describes the different evaluation criteria.

Adherence to Requirements – Pass/Fail
Respondents passing this category move to Phase 2 and proposal is evaluated for Management Assessment/Quality and Cost.

Management Assessment/Quality - **80** points
Management Assessment/Quality will be scored based on the responses provided in the Business and Technical Proposal (Attachment C). Points will be allocated based on the responses provided by the Respondent to each section of the Business and Technical Proposal.

Pricing – **20** points
Pricing will be scored based on the not-to-exceed (NTE) costs for the total contract term for a total maximum of 20 points. Proposals will be scored on a graduated scale, with maximum points going to the Respondent with the lowest cost. Points will be allocated to the other Respondents proportionately. Proposals cannot exceed the designated Program Budget of $800,000. If pricing exceeds this maximum amount, the Cost Proposal Response Template (Attachment B) will display an error message.

The Secretary of FSSA will, in the exercise of her sole discretion, determine which RFI submission(s) offer the best means of servicing the interests of the State. The exercise of this discretion will be final.