



STATE OF INDIANA

REQUEST FOR INFORMATION 20-082

INDIANA DEPARTMENT OF ADMINISTRATION

**ON BEHALF OF THE
FAMILY AND SOCIAL SERVICES ADMINISTRATION
DIVISION OF MENTAL HEALTH AND ADDICTION**

**SOLICITATION FOR:
STATEWIDE CHILD MENTAL HEALTH WRAPAROUND ACCESS SITE**

**RESPONSE DUE DATE:
JUNE 16, 2020 BY 3:00 PM ET**

Teresa Deaton-Reese, CPPO, Sr. Account Management
Indiana Department of Administration
Procurement Division
402 W. Washington St., Room W478
Indianapolis, Indiana 46204

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REQUEST FOR INFORMATION 20-082

INTRODUCTION

This is a Request for Information (RFI) issued by the Indiana Department of Administration (IDOA) on behalf of the Family and Social Services Administration Division of Mental Health and Addiction (FSSA/DMHA) regarding the Statewide Child Mental Health Wraparound (CMHW) Access Site.

It is the intent of IDOA to solicit responses to this Request for Information in accordance with the specifications contained in this document and associated attachments. Neither this RFI nor any response (proposal) submitted hereto is to be construed as a legal offer.

[THE STATE MAY ELECT TO LIMIT PARTICIPATION IN ANY FUTURE COMPETITIVE SOLICITATION TO VENDORS THAT RESPOND TO THIS RFI.](#)

BACKGROUND AND OBJECTIVE OF THE RFI

The Child Mental Health Wraparound Program (CMHW) is a 1915 (i) State Plan benefit operated by the Family and Social Service Administration (FSSA) through its Office of Medicaid Policy and Planning (OMPP) and Division of Mental Health and Addiction (DMHA). The program provides intensive home and community based services, utilizing the High Fidelity Wraparound (HFW) model for youth with Serious Emotional Disturbances (SED). HFW is a nationally recognized model of care planning that builds upon the strengths and needs of a team of committed individuals with the goal to development a plan of care that best meets the needs, vision and values of the youth and family.

Approximately 1200 children, across the state, receive services through the CMHW program each year and data indicates that another 2400 children may be eligible. Youth and families interested in applying for the CMHW program do so by contacting their local Access Site. Currently there are 26 Access Sites across the state that are responsible for partnering with families to gather information needed to apply for the CMHW program. Once the application packet is complete the Access Site electronically submits this information to DMHA who will determine the youths' eligibility for the program. Access Site are also responsible for conducting outreach and education activities in their catchment areas to promote and educate the community about the CMHW program.

DMHA is interested in gathering information about the feasibility of a Single Statewide Access Site for the CMHW program. Under a statewide model, the Access Site would serve as an independent primary point of access to services for the and would not function in the role of service provider. The Access Site would be responsible for partnering with families to gather information needed to apply for the CMHW program, link families to other services and supports as needed and market the program throughout the state. This RFI is open to social service agencies with experience conducting intake and assessments.

The goal of this RFI is to gather general functionality and general pricing structures from vendors for the development of a potential Request for Propoasl (RFP).

FSSA/DMHA is requesting information to formalize the scope of work for a potential RFP by allowing the vendor community to apprise the FSSA/DMHA on information that should be considered as part of the scope of work.

RESPONSE FORMAT AND ATTACHMENTS

Respondents should submit responses to the RFI, utilizing **Attachment A**, describing how they will meet the specific requirements of this RFI and the deliverables included within. All narrative responses must be provided to the State in Microsoft Word format. Respondents must structure their response according to the sections

outlined below to facilitate the State's review of the responses. **THE TOTAL RESPONSE SHOULD NOT BE MORE THAN 15-20 PAGES IN LENGTH.**

If you would like to provide a response/feedback to this RFI for a potential RFP for FSSA/DMHA you must provide your response to State as shown in the RFI Timeline and Response Submission section below.

RFI TIMELINE

The following timeline is only an illustration of this RFI process. The dates associated with each step are not to be considered binding.

Anticipated RFI Dates:

Activity	Date
Issuance of RFI	<i>May 12, 2020</i>
Deadline to Submit Written Questions (3:00PM Eastern Time)	<i>May 21, 2020</i>
Response to Written Questions/RFI Amendments	<i>May 29, 2020</i>
Due Date for Submissions	<i>June 16, 2020</i>

QUESTION / INQUIRY PROCESS

All questions/inquiries in regards to RFI 20-082 must be submitted in writing via email using **Attachment A**, Questions and Answers Template, by the deadline as stated in Anticipated RFI Dates to rfp@idoa.IN.gov. The email subject line should contain the following phrase:

“REQUEST FOR INFORMATION 20-082, QUESTION AND INQUIRIES.”

Following the question/inquiry due date, IDOA will compile a list of the questions/inquiries submitted by all Respondents. The responses will be posted to the IDOA website as soon as possible. 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 employee.

Please note that Teresa Deaton-Reese is the State's single point of contact for this RFI. **Inquiries are not to be directed to any other staff member of the FSSA/DMHA.** Such action may disqualify respondent from further consideration in this RFI and any subsequent RFP process.

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.

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 the Respondents. These discussions could include requests for additional information, requests for cost information or technical requirements response attachment revision, etc. Additionally, in conducting discussions, the State may use information derived from the responses submitted by competing Respondents only if the identity of the Respondent providing the information is not disclosed to others. The State will provide equivalent information to all Respondents which have been chosen for discussions.

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

CONFIDENTIALITY

It is important to note that all information submitted in Respondent's proposals to this RFI will be kept confidential and will not be made available to the public unless this RFI does not result in the release of a solicitation at a later date. If a solicitation results from this RFI, then the information contained in the proposal submissions for this RFI must be made available to the public once the resulting solicitation has been awarded and the protest period has ended.

Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (APRA), IC 5-14-3 et seq., and, after award, the entire solicitation file may be viewed and copied by any member of the public, including news agencies and competitors.

Please note citing "Confidential" on an entire section is not sufficient. The Public Access Counselor (PAC) provides guidance on APRA. Respondents are encouraged to read guidance from the PAC on this topic as this is the guidance IDOA follows:

- [18-INF-06; Redaction of Public Procurement Documents Informal Inquiry](#)

Respondents claiming a statutory exception to the APRA must indicate so on a separate attachment labeled "**Confidential Documentation Listing**". That document should include the following information:

- List all documents where claiming a statutory exemption to the APRA;
- Specify which statutory exception of APRA that applies for each document;
- Provide a description explaining the manner in which the statutory exception to the APRA applies for each document.

When claiming confidential information, respondents should submit two versions of their response:

- 1) A confidential version (for the State's review and evaluation)
 - a. Confidential Information must be clearly marked in a separate folder.
- 2) A redacted version (for public records requests)

If the Respondent does not identify the statutory exception, the Procurement Division will not consider the submission confidential. The State also reserves the right to seek the opinion of the PAC for guidance if the State has doubts the cited exception is applicable.

Prices are **NOT** confidential information.

RESPONSE SUBMISSION INSTRUCTIONS

Firms interested in providing information to IDOA should submit responses via email to rfp@idoa.IN.gov. All responses must be received no later than the dates and time specified in the Anticipated RFI Dates. The subject line of the email submission must clearly state the following:

"RESPONSE TO REQUEST FOR INFORMATION 20-082"

Any information received after the due date and time may not be considered.

No more than one proposal per Respondent may be submitted.

Template outlined in Attachment B must be returned in their native file format.

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

