**Respondent:**

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**Instructions:**

Request for Proposal (RFP) 20-010 is a solicitation by the State of Indiana in which organizations are invited to compete for contract amongst other respondents in a formal evaluation process. Please be aware that the evaluation of your organization’s proposal will be completed by a team of State of Indiana employees and your organization’s score will be reflective of that evaluation. The evaluation of a proposal can only be based upon the information provided by the Respondent in its proposal submission. Therefore, a competitive proposal will thoroughly answer the questions listed. The Respondent is expected to provide the complete details of its proposed operations, processes, and staffing for the scope of work detailed in the RFP document and supplemental attachments.

Please review the requirements outlined in section 1.4 - Scope of Work carefully. Please describe your relevant experience and explain how you propose to perform the work. For all areas in which subcontractors will be performing a portion of the work, clearly describe their roles and responsibilities, related qualifications and experience, and how you will maintain oversight of the subcontractors’ activities.

Respondents must organize their proposal in the exact order of questions provided in this document followed by their answers. While text boxes have been provided below, the Respondent may respond in the format of their choosing provided their response maintains the order proposed in this template. **A completed Technical Proposal is a requirement for proposal submission. Failure to complete and submit this form may impact your proposal’s responsiveness.**

MANDATORY REQUIREMENT:

Respondent must match funds as outlined in the cost proposal instructions, Attachment D. Please acknowledge that this requirement can and will be met.

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1. Please describe the extent of the need for evidence-based prevention programming in the schools within your chosen region.

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1. Describe your experience in providing school-based prevention services for students, teachers, parents/caregivers, and the community, including at least substance abuse prevention and mental health promotion.

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1. Describe your organization’s experience and familiarity with the region you are proposing to serve.

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1. List the counties and schools you are proposing to serve.

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1. Describe your agency’s capacity to deliver school-based services across the selected region, including a description of current and proposed partnerships/subcontractors.

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1. Provide a timeline to meet the needs of the planning phase, including relationship development, readiness assessments, and logic model development.

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1. Describe your plan of operation, including the evidence-based program(s) you intend to implement.

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1. Provide a timeline with goals and outcomes for the implementation phase, including entities responsible for meeting outcomes or goals.

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1. Identify the target population(s) to be served by the program(s) as supported by disaggregated data. Target population(s) must include elementary, middle and/or high school students and their parents/caregivers, teachers, and the community.

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1. Provide outcomes from similar programs that you have implemented and/or intended outcomes of selected program(s).

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1. Describe your experience and/or understanding of multi-tiered systems of support (MTSS) and schools’ MTSS teams.

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1. Provide an overview of your current and proposed staff/organization that would allow for program implementation.

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1. Provide a background of your organization. Include any pertinent information that will give the state a better understanding of the scope of your business.

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1. Describe your current and proposed funding structure that will allow you to meet the match requirement.

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1. Describe your experience with independent evaluation of school-based services and provide an overview of your plan to evaluate the proposed programs for this contract.

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