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**STATE OF INDIANA**

**Request for Proposal 22-69116**

**Respondent Clarifications and Best and Final Offer (BAFO)**

**INDIANA DEPARTMENT OF ADMINISTRATION**

***On Behalf Of***

**Indiana Department of Child Services**

***Solicitation for:***

**Adoption and Guardianship Support Services**

**Response Due Date: Wednesday, February 3, 2022 by 3:00 PM Eastern Time**

Teresa Deaton-Reese, Strategic Sourcing Analyst

Indiana Department of Administration

Procurement Division

402 W. Washington St., Room W468

Indianapolis, Indiana 46204

1. **Respondent Clarifications:** The State requests responses to the following questions. All clarifications must be answered in writing and submitted by no later than the due date listed on page 1. Written responses should be submitted via email to Teresa Deaton-Reese at [tdeaton@idoa.IN.gov](mailto:tdeaton@idoa.IN.gov).   
   1. Describe your organization’s understanding of the needs and challenges specific to LGBTQ+ children and families. How does your organization propose to accommodate those children and families?
   2. Are in-home services available on demand to families in crisis?
   3. What is your proposed process for assessing a child’s readiness for permanency if they are already placed with their adoptive or guardianship family?
   4. What would you propose the Service and Prevention plan submitted to DCS look like and include?
   5. Who will be responsible for the payment of formal respite care?
   6. Will there be in-person crisis intervention or will it be conducted via phone call?
   7. How will your staff manage caseloads with the addition of adoption and guardianship support cases and additional training demands, on top of their existing workload?
   8. Can you please explain the assumptions used to calculate your Pre-Adoption and Pre-Guardianship Support Services Proposed Hours per Month per Referral for each age group? Also, please explain why the hours for the age 5-13 group is higher than the two other age groups.
2. **Best and Final Offer (BAFO):** The State is giving Respondents an opportunity to improve their pricing in order to score higher on their cost proposals. Elimination of positions, or any other modifications to the scope and services initially proposed will not be permitted.

Additionally, the Proposed Hourly Cost per Referral may not be increased from the original proposal (in either the Pre-Adoption and Pre-Guardianship or Post-Adoption and Post-Guardianship tabs), even if the newly proposed Total Four Year Bid Amount is lower than the originally proposed Total Four Year Bid Amount.

Respondents may reduce their Proposed Hourly Cost per Referral and/or alter their Proposed Hours per Month per Referral in both the Pre-Adoption and Pre-Guardianship and Post-Adoption and Post-Guardianship tabs.

Please use Attachment D – Cost Proposal for your BAFO submission. All potential costs and charges for the resultant Contract must be reflected, in full, in the “Total Four Year Bid Amount” amount on the Cost Proposal Summary tab. This figure represents the maximum amount the State will pay the resulting Contractor. Please also include updated Attachments A and A1 as well as updated commitment letters for Attachments A and A1 with your BAFO response. BAFO responses should be submitted via email to Teresa Deaton-Reese at [tdeaton@idoa.in.gov](mailto:tdeaton@idoa.in.gov) by the deadline listed on page 1.