****

**STATE OF INDIANA**

**Request for Services #24-77045**

**INDIANA DEPARTMENT OF ADMINISTRATION**

**On Behalf Of**

**The Division of Mental Health and Addiction (DMHA) of the Family and Social Services Administration (FSSA)**

**Solicitation For:**

**Community Behavioral Health Clinics (CCBHC) Demonstration Sites**

**Request for Services**

**Submission Due Date and Time:**

**November 15, 2023, 3:00 PM ET**

Teresa Deaton-Reese, CPPB, CPPO, Procurement Consultant

tdeaton@idoa.in.gov

Indiana Department of Administration

Procurement Division

402 W. Washington St., Room W468

Indianapolis, Indiana 46204

Contents

[**Section One  
General Information and Requested Products/Services 3**](#_heading=h.30j0zll)

[1.1 Introduction 3](#_heading=h.1fob9te)

[1.2 Definitions and Abbreviations 4](#_heading=h.3znysh7)

[1.3 Purpose of the RFS 5](#_heading=h.tyjcwt)

[1.4 Summary Scope of Work 6](#_heading=h.3dy6vkm)

[1.4.1 Scope of Work 6](#_heading=h.1t3h5sf)

[1.5 RFS Outline 6](#_heading=h.4d34og8)

[1.6 Pre-Proposal Conferences 7](#_heading=h.2s8eyo1)

[1.7 Question/Inquiry Process 7](#_heading=h.17dp8vu)

[1.8 Due Date for Proposals 7](#_heading=h.3rdcrjn)

[1.9 Modification or Withdrawal of Offers 9](#_heading=h.26in1rg)

[1.10 Proposal Clarifications 9](#_heading=h.1ksv4uv)

[1.11 Type and Term of Contract 9](#_heading=h.1y810tw)

[1.12 Confidential Information 9](#_heading=h.4i7ojhp)

[1.13 Taxes 10](#_heading=h.2xcytpi)

[1.14 Procurement Division Registration 10](#_heading=h.1ci93xb)

[1.15 Secretary of State Registration 10](#_heading=h.2bn6wsx)

[1.16 Compliance Certification 11](#_heading=h.qsh70q)

[1.17 Americans with Disabilities Act 11](#_heading=h.3o7alnk)

[1.18 Summary of Milestones 11](#_heading=h.23ckvvd)

[1.19 Conflict of Interest 12](#_heading=h.1hmsyys)

[1.20 Procurement Protest Policy 12](#_heading=h.41mghml)

[**Section Two  
Proposal Preparation Instructions 14**](#_heading=h.vx1227)

[2.1 General 14](#_heading=h.3fwokq0)

[2.2 Executive Summary 14](#_heading=h.1v1yuxt)

[2.2.1 Summary of Ability and Desire to Supply the Required Products or Services 14](#_heading=h.4f1mdlm)

[2.2.2 Signature of Authorized Representative 14](#_heading=h.2u6wntf)

[2.2.3 Respondent Notification 15](#_heading=h.19c6y18)

[2.2.4 Secretary of State 15](#_heading=h.3tbugp1)

[2.2.5 Mandatory Requirements 15](#_heading=h.nmf14n)

[2.2.6 Other Information 15](#_heading=h.tqffhvhhcfm2)

[2.3 Business Proposal 15](#_heading=h.37m2jsg)

[2.3.1 Respondent’s Company Structure 15](#_heading=h.46r0co2)

[2.3.2 Respondent’s Diversity, Equity, and Inclusion Information 15](#_heading=h.111kx3o)

[2.3.3 Organization Financial Information 16](#_heading=h.3l18frh)

[2.3.4 Integrity of Organizational Structure and Financial Reporting 16](#_heading=h.206ipza)

[2.3.5 Contract Terms/Clauses 16](#_heading=h.4k668n3)

[2.3.6 Registration to do Business 17](#_heading=h.3ygebqi)

[2.3.7 Authorizing Document 18](#_heading=h.3cqmetx)

[2.3.8 General Information 18](#_heading=h.4bvk7pj)

[2.4 Technical Proposal 18](#_heading=h.1jlao46)

[**Section Three  
Proposal Evaluation 19**](#_heading=h.4h042r0)

[3.1 Proposal Evaluation Procedure 20](#_heading=h.2w5ecyt)

[3.2 Evaluation Criteria 20](#_heading=h.pkwqa1)

[3.2.1 Adherence to Requirements – Pass/Fail 22](#_heading=h.39kk8xu)

[3.2.2 Management Assessment/Quality 22](#_heading=h.1opuj5n)

# **Section One** **General Information and Requested Products/Services**

## 1.1 **Introduction**

In accordance with applicable Indiana Code provisions, Rules and Policies, the Indiana Department of Administration (IDOA), acting on behalf of the Indiana Family and Social Services (FSSA), Division of Mental Health and Addiction (DMHA) requires providers to serve as pilot Certified Community Behavioral Health Clinics (CCBHC) in the Substance Abuse and Mental Health Services Administration (SAMHSA)’s Demonstration Program, in the event that the State is selected to participate. Selection as a pilot through this process is not required to ultimately become a CCBHC in Indiana, it just enables a select number of providers to become one of the first State-designated/certified CCBHCs if the State is selected for the Demonstration Program.

It is the intent of IDOA to solicit responses to this RFS in accordance with the statement of work, proposal preparation section, and specifications contained in this document. This RFS is being posted to the IDOA Bidding Opportunities website, at <https://www.in.gov/idoa/procurement/current-business-opportunities/> for downloading. Neither this RFS nor any response (proposal) submitted hereto are to be construed as a legal offer.

**The State is Selecting Demonstration Application Partners, Not Determining Who Can Become a CCBHC**

CCBHCs are clinics which receive flexible funding, driven by community needs, to provide a coordinated, comprehensive array of evidence-based behavioral health services. To accomplish a statewide expansion to CCBHC, the State is applying for SAMHSA’s Demonstration Program in March 2024, which would offer enhanced federal matching funds and allow the State to implement CCBHC in selected pilot clinics.

Through this RFS, providers will apply to be considered as a demonstration site. Providers will be required to demonstrate how they meet, or will meet, state and federal requirements for CCBHCs. In the spirit of transparency and the State’s desire to incorporate community input throughout its planning process, the State issued an RFI in July to inform the development of the RFS and requirements for providers selected to participate in the demonstration program. In accordance with the RFI, the State will only review responses to this RFS from entities which responded to the RFI.

The State will use the information gained from this RFS, the RFI and State systems to competitively select the sites that are best suited to serve as pilot sites in SAMHSA’s Demonstration Program. The awarded sites will enter into a $0 contract with the State. The State will not make any financial awards through this RFS. In these contracts, the selected sites will commit to helping the State apply for the demonstration and serve as initial sites in the demonstration if selected. The contracts will not regulate or inform the provision of services as a CCBHC in the demonstration - that work will be informed, governed and paid by the designation agreement and/or certification as a CCBHC and through Medicaid.

**Providers With Multiple Sites - Applying Through This RFS**

Some prospective Respondents to this RFS may have multiple locations or other arrangements to accomplish service across a geographic area. For these Respondents, the State requests a single RFS proposal that, among other things, identifies all the prospective sites which the Respondent wishes to be considered for the Demonstration Application. As discussed in Section 3 below, prior to award selection the State may engage in conversations with these “multi-site” Respondents regarding their proposal and how the State’s Demonstration Application is best served with some or all of a Respondent’s sites.

**Additional Resources and Technical Assistance**

During the period that this RFS is live, as well as leading up to and throughout the Demonstration Program (if applicable), the State will release additional resources and tools and provide technical assistance to prospective CCBHCs. To that end, this Autumn, the State plans to share the procedure code crosswalk.

The State is committed to supporting and closely collaborating with prospective CCBHCs during the expansion to CCBHC, not just those sites selected through this RFS.

The State encourages Respondents to attend the Pre-Proposal Conferences (see section 1.6) and check the IDOA Bidding Opportunities website and DMHA’s CCBHC Webpage (<https://www.in.gov/fssa/dmha/certified-community-behavioral-health-clinic/>) to stay up to date. When available, the State will share where and how additional resources may be accessed.

## 1.2 **Definitions and Abbreviations**

Following are explanations of terms and abbreviations appearing throughout this RFS Other special terms may be used in the RFS, but they are more localized and defined where they appear, rather than in the following list.

|  |  |  |
| --- | --- | --- |
| Award Recommendation |  | IDOA’s summary, typically in letter format, of the RFS and suggestion on respondent selected for the purposes of beginning contract negotiations. |
| Contract Award |  | The acceptance of IDOA’s Award Recommendation by the agency being supported in conjunction with the public posting of the Award Recommendation. |
|  |  |  |
| IAC |  | Indiana Administrative Code |
|  |  |  |
| IC |  | Indiana Code |
|  |  |  |
| Other Governmental Body |  | An agency, a board, a branch, a bureau, a commission, a council, a department, an institution, an office, or another establishment of any of the following:   1. The judicial branch 2. The legislative branch 3. A political subdivision as defined in IC 5-22-2-22 and IC 36-1-2-13 (includes school corporations, municipal corporations, Legislative body, Taxing district, Town, Township, and Unit) 4. A State educational institution |
|  |  |  |
|  |  |  |
| Proposal |  | An offer as defined in IC 5-22-2-17 |
| Respondent |  | An offeror as defined in IC 5-22-2-18; and any entity or person who does business with the State and is registered as same. The State will not consider a proposal responsive if two or more offerors submit a joint or combined proposal. One entity or individual must be clearly identified as the company who will be ultimately responsible for performance of the contract. |
|  |  |  |
| Services |  | Work to be performed as specified in this RFS |
| State |  | The State of Indiana |
| State Agency |  | As defined in IC 4-13-1, “State Agency” means an authority, board, branch, commission, committee, department, division, or other instrumentality of the executive, including the administrative, department of State government |
|  |  |  |

## 1.3 **Purpose of the RFS**

The purpose of this RFS is to select provider sites to serve as pilot Certified Community Behavioral Health Clinics (CCBHCs) in the Substance Abuse and Mental Health Services Administration (SAMHSA)’s Demonstration Program, in the event that the State is selected to participate.

The RFS will assess, among other things, a site’s readiness to become a CCBHC in time for the Demonstration in 2024.

## **Summary Scope of Work**

## 1.4.1 **Scope of Work**

The detailed scope of work is provided in RFS Attachment A. This Scope of Work will govern the responsibility for selected partners to support the Demonstration Application.

It will not govern a CCBHC’s provision of services or payment for those services.

## 1.5 **RFS Outline**

The outline of this RFS document is described below:

|  |  |
| --- | --- |
| **Section** | **Description** |
| Section One – General Information and Requested Services | This section provides an overview of the RFS, general timelines for the process, and a summary of the services being solicited by the State via this RFS |
| Section Two – Proposal Preparation Instruction | This section provides instructions on the format and content of the RFS including an Executive Summary, Business Proposal, and Technical Proposal |
| Section Three – Proposal Evaluation Criteria | This section discusses the evaluation criteria to be used to evaluate Respondents’ proposals |
| Attachment A | Scope of Work |
| Attachment B | Sample Contract |
| Attachment C | Business Proposal Template |
| Attachment D | Technical Proposal Template |
| Attachment E | Certification Criteria Response Template |
| Attachment F | Quality Metrics Response Template |
| Attachment G | Evidence Based Practices, Assessments, and Screeners Response Template |
| Attachment H | Q&A Template |
| Attachment I | Attestation Form |
| Attachment J | Financial Document List |

## 1.6 **Pre-Proposal Conferences**

To promote transparency and answer questions, IDOA and DMHA will host a series of pre-proposal conferences to be held at the dates, times, and virtual locations specified in [Section 1.](#_heading=h.23ckvvd)18.

One conference will be dedicated to the instructions for the preparation and submission of a proposal in response to this RFS. The others will be additional opportunities for prospective Respondents to ask questions. All conferences will be recorded, and the recordings posted on the IDOA website where this RFS is posted.

At these conferences, potential Respondents may ask questions about the RFS and the RFS process. Respondents are reminded that no answers or information issued verbally at the conferences are binding on the State, unless later issued in writing.

## 1.7 **Question/Inquiry Process**

The State is also accepting written questions and inquiries regarding this RFS. All written questions or inquiries must be submitted by the date and time outlined in Section 1.18. Questions/Inquiries may be submitted in **Attachment H**, Q&A Template, via email to[tdeaton@idoa.in.gov](mailto:tdeaton@idoa.in.gov) and must be received by the time and date indicated in Section 1.18.

The subject line of the email submissions must clearly state the following:

“**RFS 24-77045 Questions/Inquiries – [*INSERT RESPONDENT NAME*]**”.

Following the written question/inquiry due date, Procurement Division personnel will compile a list of the questions/inquiries submitted by all Respondents, redacting the name of the entity who submitted the question. The responses will be posted to the IDOA website according to the timetable established in Section 1.18. Only answers posted on the IDOA website will be considered binding 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.

If it becomes necessary to revise any part of this RFS, or if additional information is necessary for a clearer interpretation of provisions of this RFS prior to the due date for proposals, an Addendum will be posted on the IDOA website. If such Addenda issuance is necessary, the Procurement Division may extend the due date and time of proposals to accommodate such additional information requirements, if required.

## 1.8 **Due Date for Proposals**

All proposals must be received through the Supplier Portal at the link below by the Procurement Division no later than the date and time outlined in Section 1.18 Summary of Milestones.  The proposal will be considered the official response in evaluating responses for scoring and may be posted on the IDOA website, <https://www.in.gov/idoa/procurement/award-recommendations/> if recommended for selection. The proposal must follow the format indicated in Section 2 of this document. No other method of submission will be accepted.  Unnecessarily elaborate brochures or other presentations, beyond those necessary to present a complete and effective proposal, are not desired.

Multi-Factor Authentication:

<https://www.in.gov/iot/customer-service/myshareingov/multi-factor-authentication/>

Supplier Portal:

<https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/>

Instructions on to submit an electronic bid:

<https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/manage-my-bidder-profile/submitting-a-bid/>

Important notes:

Remember that you cannot update the primary contact’s email address and use it to sign into the Supplier Portal on the same day.

No more than one proposal per Respondent may be submitted.

Responses may no longer be sent in on flash drives.

The State encourages Respondents to break down their proposals into small file sizes and use compressed zip files, where possible.  Uploading large files may lengthen the time to successfully submit your proposal.  Checking file sizes of the proposal documents by viewing file properties is also recommended to reduce risks when uploading files.

A bidder ID and password are required to submit a response. For more information on that process, visit: <https://www.in.gov/idoa/wbt/SupplierPortal/index.html>.  Bidder ID and password issues are handled by submitting a request for assistance to the State of Indiana Office of Technology and are handled in the order in which they are received.  IDOA is not able to assist with these types of issues and they are not justification to miss the submission deadline.

The State strongly encourages Respondents to allow plenty of time when electronically submitting their proposals.  Waiting until the last day is not recommended.  The Supplier Portal allows documents to be edited until the proposal due date.  Therefore, documents could be loaded over several days.  The Supplier Portal will not accept proposals once the proposal due date and time has expired, even if a Respondent has already begun uploading bid documents.

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

## 1.9 **Modification or Withdrawal of Offers**[[1]](#footnote-2)

Responses may be modified by Respondents until the time and date the response is due. The Respondent’s authorized representative may withdraw the proposal prior to the due date by sending notice to the address listed above in Section 1.8.

## 1.10 **Proposal Clarifications**

The State may request clarifications, in writing, on proposals submitted. These clarifications could include, but are not limited to, requests for additional information. The State will provide equivalent information to all Respondents which have been chosen for clarifications.

A sample contract is provided in **Attachment B**. Any requested changes to the sample contract must be submitted with your response (See Section 2.3.5 for details). The State may reject any of these requested changes. It is the State’s expectation that any material elements of the contract will be substantially finalized prior to contract award.

## 1.11 **Type and Term of Contract**

The State intends to sign a contract with one or more Respondent(s) to fulfill the requirements in this RFS.

The term of the contract shall be for a period of 4.5 years, with an anticipated start date of January 1, 2024.

If the State is not selected for the federal Demonstration Program, the contracts awarded through this RFS may be terminated.

## 1.12 **Confidential Information**

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 the contract award, the entire RFS file will be posted on the IDOA website and may be viewed and copied by any member of the public, including news agencies and competitors. The responses are deemed to be “public records” unless a specific provision of IC 5-14-3 protects it from disclosure. Respondents claiming a statutory exception to the APRA **must indicate so per Attachment I** which specific provision applies to which specific part of the response.

Please note citing “Confidential” on an entire section is not sufficient or acceptable.

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](https://www.in.gov/pac/informal/files/18-INF-06.pdf)

If the Respondent does not identify the statutory exception, the Procurement Division will not consider the submission confidential. The State also may seek the opinion of the PAC for guidance.

## 1.13 **Taxes**

Proposals should not include any tax from which the State is exempt.

## 1.14 **Procurement Division Registration**

In order to submit a proposal per Section 1.8, Respondents must be registered as a bidder with the Department of Administration, Procurement Division.

At Bidder Profile Registration, <https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/> the following may be completed.

* To register, follow instructions provided in Section 2.3.6.
* If registered, a Bidder ID # list is available to complete the Submission Form per Section 2.1.

## 1.15 **Secretary of State Registration**

If awarded the contract, the Respondent will be required to register, and be in good standing, with the Secretary of State. The registration requirement is applicable to all limited liability partnerships, limited partnerships, corporations, S-corporations, nonprofit corporations, and limited liability companies. Information concerning registration with the Secretary of State may be obtained by contacting:

Secretary of State of Indiana

Corporation Division

402 West Washington Street, E018

Indianapolis, IN 46204

(317) 232-6576

[www.in.gov/sos](http://www.in.gov/sos)

## 1.16 **Compliance Certification**

Responses to this RFS serve as a representation that the Respondent has no current or outstanding criminal, civil, or enforcement actions initiated by the State, and it agrees that it will immediately notify the State of any such actions. The Respondent also certifies that neither it nor its principals are presently in arrears in payment of its taxes, permit fees or other statutory, regulatory, or judicially required payments to the State. The Respondent agrees that the State may confirm, at any time, that no such liabilities exist, and, if such liabilities are discovered, that State may bar the Respondent from contracting with the State, cancel existing contracts, withhold payments to setoff such obligations, and withhold further payments or purchases until the entity is current in its payments on its liability to the State and has submitted proof of such payment to the State.

## 1.17 **Americans with Disabilities Act**

The Respondent specifically agrees to comply with the provisions of the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 *et seq*. and 47 U.S.C. 225).

## 1.18 **Summary of Milestones**

The following timeline is only an illustration of the RFS process. Not all the dates below are binding.[[2]](#footnote-3) Due to the unpredictable nature of the evaluation period, these dates are commonly subject to change. At the conclusion of the evaluation process, all Respondents will be informed of the evaluation team’s findings.

**Key Dates**

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Issue of RFS | October 6, 2023 |
| Pre-Proposal Conference #1 -  This is the conference which will focus on proposal submission instructions. | October 17, 2023  at 2:00 PM EST  [Link to Virtual Meeting on Microsoft Teams](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2Fl%2Fmeetup-join%2F19%3Ameeting_OGY4Zjk5NTYtNmJiMS00OWMzLTk5YzYtYmJiMmMwZThjMTJi%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%25222199bfba-a409-4f13-b0c4-18b45933d88d%2522%252c%2522Oid%2522%253a%2522167d95ab-24c2-4917-b52f-25feeb9944c4%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=8aea5f55-0fd5-448a-b846-36fc9bcfa39d&directDl=true&msLaunch=true&enableMobilePage=false&suppressPrompt=true) |
| Pre-Proposal Conference #2 | October 19, 2023  at 1:00 PM EST  [Link to Virtual Meeting on Microsoft Teams](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2Fl%2Fmeetup-join%2F19%3Ameeting_NjlmOGZlMmUtMmY1YS00ODRhLTg5MGEtMmJiYmUyYWIyZTFi%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%25222199bfba-a409-4f13-b0c4-18b45933d88d%2522%252c%2522Oid%2522%253a%2522167d95ab-24c2-4917-b52f-25feeb9944c4%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=07a3c5a2-f8c8-4e4d-983a-e28d361f9c0e&directDl=true&msLaunch=true&enableMobilePage=false&suppressPrompt=true) |
| Pre-Proposal Conference #3 | October 24, 2023  at 11:00 AM EST  [Link to Virtual Meeting on Microsoft Teams](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2Fl%2Fmeetup-join%2F19%3Ameeting_ZDkwOTM1M2YtMDk3ZC00OTM2LWEyMzAtNWViNjBhMGU5Mzkz%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%25222199bfba-a409-4f13-b0c4-18b45933d88d%2522%252c%2522Oid%2522%253a%2522167d95ab-24c2-4917-b52f-25feeb9944c4%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=45143655-5d22-4f9e-803d-3c80c97a4281&directDl=true&msLaunch=true&enableMobilePage=false&suppressPrompt=true) |
| Pre-Proposal Conference #4 | October 30, 2023  at 2:00 PM EST  [Link to Virtual Meeting on Microsoft Teams](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2Fl%2Fmeetup-join%2F19%3Ameeting_MGUyMzE1ZjktZmI2NC00ZWFlLWE5ZTAtMjc5YjhkMGQxNDRj%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%25222199bfba-a409-4f13-b0c4-18b45933d88d%2522%252c%2522Oid%2522%253a%2522167d95ab-24c2-4917-b52f-25feeb9944c4%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=e1404649-3b0d-45ce-884b-a5f271053fd8&directDl=true&msLaunch=true&enableMobilePage=false&suppressPrompt=true) |
| Deadline to Submit Written Questions | October 30, 2023  by 3:00 PM Eastern Time |
| Response to Written Questions/RFS Amendments | November 6, 2023  by 3:00 PM Eastern Time |
| Submission Due Date/Time | November 15, 2023  by 3:00 PM Eastern Time |
| ***The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.*** | |
| Proposal Evaluation | November - December 2023 |
| Proposal Discussions/Clarifications (if necessary) | December 2023 |
| Oral Presentations (if necessary) | December 2023 |
| RFS Award Recommendation | January 2024 |
| Anticipated Contract Effective Date | January 1, 2024 |

## 1.19 **Conflict of Interest**

Any person, firm or entity that assisted with and/or participated in the preparation of this RFS document is prohibited from submitting a proposal to this specific RFS. For the purposes of this RFS, a “person” means a State officer, employee, special State appointee, or any individual or entity working with or advising the State or involved in the preparation of this RFS. This prohibition would also apply to an entity who hires, within a one-year period prior to the publication of this RFS, a person that assisted with and/or participated in the preparation of this RFS.

## 1.20 **Procurement Protest Policy**

The State’s procurement protest policy can be found at <https://www.in.gov/idoa/files/ProcurementProtestPolicy.pdf>. Per the policy, there are two periods of protest allowable for the RFS:

* Specifications Protest - written letter of protest regarding inadequate, unduly restrictive, or ambiguous requirements or specifications must be received by IDOA by the close of business not less than ten (10) business days (as defined by the State work calendar) prior to the proposal due date.
* Award Recommendation Letter Protest - written letter of protest regarding the procurement methods and/or procedures used during the procurement process must be received by IDOA by the close of business within five (5) business days (as defined by the State work calendar) after the date of the Award Recommendation Letter.

Additional details as to the required content in the letter and the steps involved in a protest can be found in the State’s Procurement Protest Policy at <https://www.in.gov/idoa/files/ProcurementProtestPolicy.pdf>.

# **Section Two Proposal Preparation Instructions**

## 2.1 **General**

To facilitate the timely evaluation of proposals, a standard format for proposal submission has been developed and is described in this section. This includes, as discussed herein, templates which must be completed by all Respondents which have been included as Attachments to this RFS. All Respondents are required to format their proposals in a manner consistent with the guidelines described below:

* Proposals will be disqualified if received after 1.18 Summary of Milestones, Due Date.
* Each item must be addressed in the Respondent’s proposal.
* The Executive Summary must be in the form of a letter.
* Each item, Executive Summary, and attachments must be separate standalone electronic files. Please do not submit your proposal as one large file.
* A Bidder ID is required. See 1.8 Due Date for Bid Responses.
* Please submit all attachments in their original format. Any attempt to manipulate the format of the documents that deviates from the current format will put your proposal at risk of disqualification.
* Confidential Information must also be clearly indicated in Attachment I, Attestation Form and a redacted file provided (See 1.12 Confidential Information).

## 2.2 **Executive Summary**

The Executive Summary must address the following topics except those specifically identified as “optional.” The Executive Summary is to be attached to the Submission Form by the response due date and Eastern time.

### 2.2.1 Summary of Ability and Desire to Supply the Required Products or Services

The Executive Summary must briefly summarize the Respondent’s ability to operate as a CCBHC and in alignment with the State’s expectations outlined in the RFS by the start of the Demonstration.

### 2.2.2 Signature of Authorized Representative

A person authorized to commit the Respondent to its representations and who can certify that the information offered in the proposal meets all general conditions including the information requested in Section 2.3.7, must sign the Executive Summary. **In the Executive Summary, please indicate the principal contact for the proposal along with an address, telephone, and e-mail address, if that contact is different than the individual authorized for signature.**

### 2.2.3 Respondent Notification

Unless otherwise indicated in the Executive Summary, Respondents will be notified via e-mail.

It is the Respondent’s obligation to notify the Procurement Division of any changes in any address that may have occurred since the origination of this RFS. The Procurement Division will not be held responsible for incorrect vendor, contractor or respondent addresses.

### 2.2.4 Secretary of State

The Respondent shall indicate their status with respect to the Office of the Indiana Secretary of State.

### 2.2.5 Mandatory Requirements

The Respondent shall confirm that it meets the Mandatory Requirements set forth in Section 3.2 below.

### 

### 2.2.6 Other Information

This item is optional. Any other information the Respondent may wish to briefly summarize will be acceptable. (Maximum 1000 words for Optional item 2.2.6)

## 2.3 **Business Proposal**

The Business Proposal must address the following topics except those specifically identified as “optional.” **The Business Proposal Template is Attachment C.** Please provide your responses in this attachment.

Any attempt to manipulate the format of the document that deviates from the current format will put your proposal at risk for disqualification.

### 2.3.1 Respondent’s Company Structure

Please include in this section the legal form of the Respondent’s business organization, the state in which it is formed (accompanied by a certificate of authority), the types of business ventures in which the organization is involved, and a chart of the organization.

### 2.3.2 Respondent’s Diversity, Equity, and Inclusion Information

With the Cabinet appointment of a Chief Equity, Inclusion and Opportunity Officer, on February 1, 2021, the State of Indiana sought to highlight the importance of this issue to the state. Please share leadership plans or efforts to measure and prioritize diversity, equity, and inclusion. Also, what is the demographic composition of Respondents’ Executive Staff and Board Members, if applicable.

### 2.3.3 Organization Financial Information

This section must include documents to demonstrate the Respondent’s financial stability. Examples of acceptable documents include the Respondent’s most recent Single Audit (if applicable) or other audited financial statements for the two (2) most recently completed fiscal years. If neither of these can be provided, explain why, and include an income statement and balance sheet, for each of the two most recently completed fiscal years.

If the documents being provided by the Respondent are those of a parent or holding company, additional information should be provided for the entity/organization directly responding to this RFS. That additional information **should explain the business relationship between the entities and demonstrate the financial stability of the entity/organization which is directly responding to this RFS.**

### 2.3.4 Integrity of Organizational Structure and Financial Reporting

This section must include a statement indicating that the CEO and/or CFO, of the responding entity/organization, has taken personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal. The areas of interest to the State in considering corporate responsibility include the following items: separation of audit functions from corporate boards and board members, if any, the manner in which the organization assures board integrity, and the separation of audit functions and consulting services. The State will consider the information offered in this section to determine the responsibility of the Respondent under IC 5-22-16-1(d).

### 2.3.5 Contract Terms/Clauses

A sample contract that the State expects to execute with the successful Respondent(s) is provided in **Attachment B**. This contract contains mandatory clauses. Mandatory clauses are listed below and are non-negotiable. Other clauses are substantively required. It is the State’s expectation that the final contract will be substantially similar to the sample contract provided in **Attachment B**.

Please review the contract and indicate per **Attachment I,** your acceptance of mandatory contract clauses. If a non-mandatory clause is not acceptable as worded, suggest specific alternative wording to address issues raised by the specific clause in **Attachment C**. If you require additional contract terms, please include them in this section. To reiterate it’s the State’s strong desire to not deviate from the contract provided in the attachment and as such the State may reject all requested changes.

The mandatory contract terms are as follows:

* Authority to Bind Contractor
* Compliance with Laws
* Drug-Free Workplace Certification
* Employment Eligibility Verification (E-Verify)
* Funding Cancellation
* Governing Law
* Indemnification
* Information Technology Enterprise Architecture Requirements
* Nondiscrimination Clause
* Penalties/Interest/Attorney’s Fees
* Termination for Convenience
* Non-Collusion and Acceptance

The substantively required terms are as follows:

* Duties of Contractor, Consideration, and Term of Contract
* Ownership of Documents and Materials
* Payments

This RFS and all portions of the Respondent’s response will be incorporated as part of the final contract.

### 2.3.6 Registration to do Business

Secretary of State

Respondents providing the services required by this RFS must be registered to do business within the State by the Indiana Secretary of State. This process must be concluded prior to contract negotiations with the State. It is the successful Respondent’s responsibility to complete the required registration with the Secretary of State at [www.in.gov/sos](http://www.in.gov/sos). The Respondent must indicate the status of registration, in the Executive Summary.

Department of Administration, Procurement Division

To complete the on-line Bidder registration, go to the Bidder Profile Registration website at <https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/>. The Bidder registration offers email notification of upcoming RFS opportunities, corresponding to the Bidder’s area(s) of interest, selected during the registration process. Respondents need to be registered to submit a proposal.  Completion of the Bidder registration will result in your name being added to the Bidder’s Database, for email notification.  The Bidder registration requires some general business information, an indication of the types of goods and services you can offer the State of Indiana, and locations(s) within the state that you can supply or service. There is no fee to be placed in Procurement Division’s Bidder Database.

### 2.3.7 Authorizing Document

Respondent personnel signing the Executive Summary of the proposal must be legally authorized by the organization to commit the organization contractually. This section shall contain proof of such authority. A copy of organization bylaws or an organizational resolution adopted by the board of directors indicating this authority will fulfill this requirement.

### 2.3.8 General Information

Please provide the contact and other information requested in this section of Attachment C.

### 

## 2.4 **Technical Proposal**

A Respondent’s Technical Proposal must be prepared using the following attachments:

* **Technical Proposal Template Attachment D**
* **Certification Criteria Response Template Attachment E**
* **Quality Metrics Response Template Attachment F**
* **Evidence Based Practices, Assessments, and Screeners Response Template Attachment G**

Please note, **Attachment J** is referenced in **Attachment D**. **Attachment J** is not a response template - a Respondent’s acceptance or feedback of this attachment is provided in **Attachment D**.

The Technical Proposal must be prepared using the **Attachments D, E,** **F,** and **G.** Every point made in each template must be addressed in the order given and in the spaces designated for responses. Where appropriate or requested, supporting documentation may also be included provided it is referenced in the response template. However, when this is done, the response area in the Template must contain a meaningful summary of the referenced material. **The referenced document must be included as an appendix to the template with referenced sections clearly marked**. If there are multiple references or multiple documents, these must be listed and organized for ease of use by the State.

Any attempt to manipulate the format of the templates that deviates from the current format will put your proposal at risk of disqualification.

# **Section Three Proposal Evaluation**

## 3.1 **Proposal Evaluation Procedure**

The State has selected a group of personnel to act as a proposal evaluation team. Subgroups of this team, consisting of one or more team members, will be responsible for evaluating proposals with regard to compliance with RFS requirements. All evaluation personnel will use the evaluation criteria stated in Section 3.2.

The procedure for evaluating the proposals against the evaluation criteria will be as follows:

3.1.1 Each proposal will be evaluated for adherence to mandatory requirements, per Section 3.2, Step 1, on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration. Further any proposals not meeting the Mandatory Requirements listed in Section 3.2, Step 1 and noted in **Attachment I** will be disqualified.

3.1.2 Each proposal will be evaluated based on the categories included in Section 3.2. A point score has been established for each category.

3.1.3 Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to the State may be selected by IDOA and FSSA for further action, such as contract negotiations. If, however, IDOA and FSSA decide that no proposal is sufficiently advantageous to the State, the State may take whatever further action is deemed necessary to fulfill its needs. If, for any reason, a proposal is selected and it is not possible to consummate a contract with the Respondent, the State may begin contract preparation with another Respondent or determine that no such alternate proposal exists.

## 3.2 **Evaluation Criteria**

Proposals will be evaluated based upon the proven ability of the Respondent to provide services as a CCBHC as part of the State’s Demonstration Application. In effect, Proposals will be scored on CCBHC readiness. Specifically, the State will consider the following goals/priorities when evaluating Proposals:

* Respondents proposed and present use of Evidence Based Practices (EBPs)
* Whether the Proposal is trauma-informed
* Whether the Proposal is culturally responsive
* Use of Designated Collaborating Organizations, as appropriate
* How the Respondent will partner and collaborate with its community
* How the Respondent is serving or will serve the needs of its community

Proposals will be scored with a maximum of 100 points. This includes the evaluation of the Technical Proposal and Business Proposal.

If any one or more of the criteria on which the responses to this RFS 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 considering 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) | **100 available points** |
| **Total** | **100** |

All Proposals will be evaluated using the following approach.

**Step 1**

In this step proposals will be evaluated only against Criteria 1 to ensure that they adhere to Mandatory Requirements. The Mandatory Requirements are:

1. Pursuant to Section 223(a)(2)(F) of the Protecting Access to Medicare Act of 2014 (PAMA, P.L. 113-93), a CCBHC must be (and thus, Respondent must be): “a nonprofit or part of a local government behavioral health authority or operated under the authority of the Indian Health Service, an Indian Tribe, or Tribal organization pursuant to a contract, grant, cooperative agreement, or compact with the Indian Health Service pursuant to the Indian Self-Determination Act (25 U.S.C. 450 et seq.), or an urban Indian organization pursuant to a grant or contract with the Indian Health Service under title V of the Indian Health Care Improvement Act (25 U.S.C. 1601 et seq.).”
2. Respondent must have previously submitted a response to RFI 24-76106.
3. Respondent must have submitted an Executive Summary, **Attachment C** Business proposal, **Attachment D** Technical Proposal Template, **Attachment E** Certification Criteria Response Template, **Attachment F** Qualify Metrics Response Template, and **Attachment G** Evidence Based Practices, Assessments, and Screeners Response Template.
4. Respondent must have submitted an **Attachment I** Attestation Form, complete with all requested supporting documents.

Any proposals not meeting the Mandatory Requirements will be disqualified.

**Step 2**

The proposals that fulfill the Step 1 Mandatory Requirements will then be scored based on Criteria 2. All proposals will be ranked based on their score. This ranking may be used to create a “short list”. Any proposal not making the “short list” will not be further evaluated.

Step 2 may include one or more rounds of proposal discussions, oral presentations, clarifications, and/or demonstrations focused on proposal elements. Step 2 may include additional “short lists” at the State’s sole discretion.

**Step 3**

The short-listed proposals will then be evaluated based on the entire evaluation criteria outlined in the table above.

If the State conducts additional rounds of discussions which lead to changes in either the technical proposal or business proposal for the short-listed Respondents, their scores will be recomputed.

The section below describes the different evaluation criteria.

### 3.2.1 Adherence to Requirements – Pass/Fail

Respondents passing this category move to Phase 2 and proposal is evaluated for Management Assessment/Quality

**The following category cannot exceed 100 points.**

### 3.2.2 Management Assessment/Quality

100 available points

### 

The Commissioner of IDOA or their designee will, in the exercise of their sole discretion, determine which proposal(s) offer the best means of servicing the interests of the State. The exercise of this discretion will be final.

1. Please note if the State elects to cancel the RFS, all submitted responses would remain confidential, until the replacement RFS is concluded, and an Award Recommendation made. [↑](#footnote-ref-2)
2. Submission dates for Proposals to the State ARE binding and not subject to change. [↑](#footnote-ref-3)