|  |  |  |
| --- | --- | --- |
| StateSeal.JPG | **RFP–24-78007– First Steps System for Professional Development, Training, and Technical Assistance**  **Attachment F – Technical Proposal Template** | |
| **Respondent:** | |  |
| **Instructions:**  Request for Proposal (RFP) 24-78007 is a solicitation by the State of Indiana in which organizations are invited to compete for a 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 in Attachment K, Scope of Work (SoW), 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.  Please use the yellow shaded fields to indicate your answers to the following questions. The yellow fields will automatically expand to accommodate content. Every attempt should be made to preserve the original format of this form. **A completed Technical Proposal is a requirement for proposal submission. Failure to complete and submit this form may impact your proposal’s responsiveness.** Diagrams, certificates, graphics, and other exhibits should be referenced within the relevant answer field and included as legible attachments. | | |

|  |  |  |
| --- | --- | --- |
| **1** | **General Requirements and Definitions**  Please respond to each question detailed below:   * List any additional terms and definitions used by your company or industry that you would like the State to consider incorporating in the contract. The State will not accept terms and definitions introduced after award during contract finalization and implementation. * Confirm you have carefully reviewed all requirements listed in RFP Section 1.4 and the Scope of Work (Attachment K). Should your company have any exceptions, substitutions, or conditions for the State’s consideration, please list them below. The State will not accept exceptions, substitutions, or conditions introduced after award, during contract finalization and implementation. | |
|  | | |
| **2** | **SoW Overview and Background**  Provide an overview of your proposal and describe how you currently meet and/or propose to meet the requirements in the SoW Purpose Section in their entirety including, but not limited to, the specific elements highlighted below. Please reference relevant experience, where applicable.   * Describe why you are best suited to provide these services to the State. * Provide an executive summary of your proposed approach to deliver the Scope of Work and at a high level, demonstrate your understanding of the Professional Development System. * Describe how you will provide high-quality, innovative services that will improve Indiana’s First Steps program. * Describe how you will incorporate the latest research-based best practices into trainings. | |
|  | | |
| **Component 1: Professional Development** | |  |
| **3** | **SoW Section A – Programmatic Training**  Describe how you plan to execute SoW Component 1 Section A in its entirety. Your response should include, but not be limited to, the specific elements highlighted below and reference relevant experience, where applicable:   * Describe how you will develop and implement online modules, virtual learning webinars, and in-person professional development opportunities for First Steps personnel. * Describe the development phases and plans in creating and implementing online modules, virtual learning webinars, and in-person professional development opportunities for First Steps. * Describe how you will ensure that these trainings align with Indiana’s State Systemic Improvement Plan (SSIP). * Describe how you plan to collaborate with Indiana University’s Indiana Institute on Disability and Community’s (IIDC) Early Childhood Center (ECC) to remain knowledgeable about the FGRBI framework and principles and incorporate both into trainings. * Describe how you plan to incorporate LifeCourse framework, tools, and principles into trainings. * Outline how often you plan to conduct trainings and how you will ensure that trainings occur at a regular cadence throughout each calendar year. * Describe how you plan to maintain the trainings outlined in Component 1 Section A. * List all of the trainings that you plan to create and implement, including which topics you plan to prioritize. Please also include the total number of trainings that you will facilitate. * Describe how you will plan and implement the annual First Steps Conference each contract year. * Describe how you will collaborate with the BCDS to identify appropriate speakers and topics for the National Webinar Speaker Series. * Provide a detailed explanation as to how you will measure the quality of trainings. Please include the desired outcomes and how these outcomes will be measured and evaluated. * Describe how you will ensure that the professional development materials will be equitable, accessible, and inclusive for the learners. | |
|  | | |
| **4** | **SoW Section B – On-Boarding Modules**  Describe how you propose to execute SoW Component 1 Section B in its entirety. Your response should include, but not be limited to, the specific elements highlighted below and reference relevant experience, where applicable:   * Describe how you will fulfill the responsibilities of on-boarding trainings as detailed in Component 1 Section B of the Scope of Work. * Describe how you will continuously evaluate the trainings detailed in Component 1 Section B of the Scope of Work for their relevancy and efficacy and update these trainings as needed. * Detail how you will address the diverse needs of all provider disciplines and roles (i.e., Assessment Team providers, ancillary providers, etc.). | |
|  | | |
| **5** | **SoW Section C – Topical Modules**  Describe how you plan to execute SoW Component 1 Section C in its entirety. Your response should include, but not be limited to, the specific elements highlighted below and reference relevant experience, where applicable:   * Describe how you will fulfill the responsibilities of topical trainings as detailed in Component 1 Section C of the Scope of Work. * Describe your process for determining training needs and topics. Detail how you will address the diverse needs of all provider disciplines and roles (i.e., Assessment Team providers, ancillary providers, etc.) | |
|  | | |

|  |  |
| --- | --- |
| **6** | **SoW Section D – First Steps Newsletter**  Describe how you propose to execute SoW Component 1 Section D in its entirety. Your response should include, but not be limited to, the specific elements highlighted below and reference relevant experience, where applicable:   * Describe how you will develop two relevant articles per year to be included in the First Steps Newsletter and how you will ensure that they are submitted 30 business days prior to the release of the newsletter. |
|  | |
|  | |
| **Component 2: Tiered Technical Assistance** | |
| **7** | **Tiered Technical Assistance**  Describe how you plan to execute SoW Component 2 in its entirety. Your response should include, but not be limited to, the specific elements highlighted below and reference relevant experience, where applicable:   * Detail your plan to provide technical assistance in the three-tiered approach as outlined in Component 2 of the Scope of Work. |
|  | |  |
| **Component 3: Governor’s Interagency Coordinating Council (ICC) Coordination** | |
| **8** | **Governor’s Interagency Coordinating Council (ICC) Coordination**  Describe how you propose to execute SoW Component 3 in its entirety. Your response should include, but not be limited to, the specific elements highlighted below and reference relevant experience, where applicable:   * Describe your plan to coordinate the ICC as outlined in Component 3 of the Scope of Work. * Provide a detailed explanation as to how you will measure the quality of each scheduled meeting. Please include the desired outcomes and how these outcomes will be measured and evaluated. |
|  | |
| **Component 4: General Contract Requirements** | |
| **9** | **SoW Section A – Fiscal Administration**  Describe how you plan to execute SoW Component 4 Section A in its entirety. Your response should include, but not be limited to, the specific elements highlighted below and reference relevant experience, where applicable:   * Describe how you plan to build and maintain a network of subcontractors and collaborating entities. * Describe how you will fulfill all fiscal administration requirements for each responsibility related to First Steps Programmatic Training outlined below:   + Hiring personnel   + Fiscal management for the provision of training development   + Management and implementation   + Recruitment of and contracting with trainers   + Securing training locations   + Contract reporting   + Claims submission * Describe how you will perform fiscal administration for the Interagency Coordinating Council (ICC). |
|  | |  | |
| **10** | **SoW Section B – Staffing**  Describe how you plan to execute SoW Component 4 Section B in its entirety. Your response should include, but not be limited to, the specific elements highlighted below and reference relevant experience, where applicable:   * Demonstrate how your proposed staffing plan will meet the requirements outlined in Component 4 Section B of the Scope of Work. * Please provide resumes and job descriptions for all key personnel involved in this Scope of Work. * Describe how the Programmatic Training Coordinator will fulfill the responsibilities outlined in Component 4 Section B of the Scope of Work. * Describe how the Technical Assistance Coordinator will fulfill the responsibilities outlined in Component 4 Section B of the Scope of Work. * Describe how the ICC Coordinator will fulfill the responsibilities outlined in Component 4 Section B of the Scope of Work. * Describe how you will remain current on changes to Part C federal and state rules and how this information will be shared to training participants and other facilitators. * Provide examples of a variety and alternative modes of training that will be offered to participants (such as webinars or other formats). * Describe how you plan to stay current on trending best practices in Early Intervention and Early Childhood Education and how this information will be shared to training participants and other facilitators. * Describe your strategies for staying current with adult learning theory and practice. |
|  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **11** | | **SoW Section C – Respondent Professional Development and Technical Assistance**  Describe how you plan to execute SoW Component 4 Section C in its entirety. Your response should include, but not be limited to, the specific elements highlighted below and reference relevant experience, where applicable:   * Describe how you will assist the ICC and BCDS to access national technical assistance resources aimed at defining and improving their mission, scope, and function. * Describe how you will build partnerships with Institutions of Higher Education to support in-service education for personnel. | |
|  | | | |
| **12** | | **SoW Section D – Quality Assurance and Reporting**  Describe how you propose to execute SoW Component 4 Section D in its entirety. Your response should include, but not be limited to, the specific elements highlighted below and reference relevant experience, where applicable:   * Detail how you plan to monitor, measure, and report your performance on all training endeavors. * Detail how you plan to monitor, measure, and report your performance on all technical assistance provided. * Describe how you will ensure that your staff gain a comprehensive and holistic understanding of Indiana’s First Steps Program landscape and how they will continue to improve their knowledge base. * Describe how you plan to administer and analyze a satisfaction survey to be sent to all participants after the completion of each training. | |
|  | | | |

|  |  |
| --- | --- |
| **13** | **SoW Section E – Implementation, Transition, and Contract Turnover**  Describe how you propose to execute SoW Component 4 Section E in its entirety. Your response should include, but not be limited to, the specific elements highlighted below and reference relevant experience, where applicable:   * Outline how you plan to work with the incumbent vendor to implement and transition this Scope of Work. * Describe any innovations that you recommend for the improvement of future processes, outcomes, and/or costs associated with First Steps and how these innovations will be implemented. You are encouraged to expand upon any lessons drawn from previous experiences as they relate to current First Steps processes. * Detail the amount of time and the types of support that you will need to assume contract responsibilities. * Describe how you will cooperate with a successor upon contract expiration to transition services without interruption. |
|  | |