REQUEST FOR PROPOSALS

for

The Development of a Residential Treatment Facility
For the Opioid Addiction Recovery Pilot Program for
Pregnant Women and Women With Newborns

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY
30 South Meridian Street, Suite 1000
Indianapolis, IN 46204
http://www.in.gov/ihcda/

317-232-7777

ISSUE DATE: March 2, 2018

RESPONSE DEADLINE: March 23, 2018
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PART 1

SCOPE OF THIS REQUEST

1. PURPOSE OF THIS REQUEST FOR PROPOSALS (“RFP”)

The Indiana Housing and Community Development Authority (IHCDA) is seeking to select Eligible Respondent(s) (as described in Section 2 of Part 2 of this RFP) to participate in the Opioid Addiction Recovery Pilot Program for Pregnant Women and Women With Newborns which involves the acquisition and/or rehabilitation of a building that will be used as a residential treatment facility that will assist pregnant women and women with newborns by providing substance abuse and addiction treatment in Southern Indiana. The selected respondent(s) must be able to work with the local units of government and select an existing building that can be adapted for use as a residential treatment facility in accordance with IC 16-35-10.

The selected respondent(s) will be eligible to apply for Affordable Housing and Community Development Fund funding (“Development Funds”) in the form of a loan from IHCDA to use for the purposes of financing the acquisition and/or rehabilitation of the facility. Therefore, the Respondent will be required to submit a Development Fund application along with its response to this RFP. The Development Fund application is located on IHCDA’s website at the following link: http://www.in.gov/myihcda/files/2017%20Development_Fund_Application%20v.11.28.17.xlsx. The Respondent’s application that is submitted for Development Funds must include all applicable attachments, required by the revised Indiana Affordable Housing & Community Development Fund Application Process, Underwriting Guidelines, & Compliance Requirements published on January 2, 2018. The Development Fund application must pass Development Fund eligibility review, underwriting and must be approved by IHCDA’s Board of Directors. The selected respondent(s) also must be able to work with local units of government and select existing buildings that can be adapted for use as a residential treatment facility in accordance with IC 16-35-10.

2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

VISION
IHCDA envisions an Indiana with a sustainable quality of life for all Hoosiers in the community of their choice.

MISSION
The Indiana Housing and Community Development Authority’s (“IHCDA”) mission is to provide housing opportunities, promote self-sufficiency, and strengthen communities.

OVERVIEW (for more information visit http://www.in.gov/ihcda/)
IHCDA was created in 1978 by the Indiana General Assembly and is a quasi-public financially self-sufficient statewide government agency. IHCDA’s programs are
successful in large part because of the growing network of partnerships IHCDA has established with local, state, and federal governments, for-profit businesses and not-for-profit organizations. For-profit partners include, but are not limited to, investment banks, mortgage lenders, commercial banks, corporate investment managers and syndicators, apartment developers, investors, homebuilders and realtors. Not-for-profit partners include, but are not limited to, community development corporations, community action agencies, and not-for-profit developers.

BACKGROUND
IHCDA administers the Affordable Housing & Community Development Fund (“Development Fund”). The Development Fund was established in 1989 to provide financing options for the creation of safe, decent, and affordable housing and for economic development projects in Indiana Communities. Development Fund regulations may be found in IC 5-20-4.

3. SCOPE OF SERVICES
The selected Respondent will be engaged by IHCDA to develop a residential treatment facility, as described herein, in Southern Indiana. Respondent will work with the local unit of government and will select existing buildings which can be adapted for use as residential treatment facilities. Services must be provided to the pregnant women who are addicted to opioids, both in the residential treatment facility and through home visits following completion of the treatment program.

Eligible participants in this program are:
1. A pregnant woman; or
2. A woman with a newborn child;
3. Seek assistance for recovery from an opioid addiction.

Additional requirements related to the proposed residential treatment facility are set forth in Section 2 of Part 2 of this RFP.

4. RFP TIMELINE
March 2, 2018 Responses due to IHCDA by 5:00 PM ET
March 23, 2018 Announcement of selected Respondent

PART 2 RFP PROCESS

1. SELECTION PROCESS
Evaluation of all qualifications will be completed by a selection committee consisting of staff from IHCDA. Respondent must be responsive and responsible as described in Sections 2 and 4 below. Selection is at the sole discretion of the selection committee.

2. MINIMUM REQUIREMENTS/RESPONSIVE RESPONDENT
Respondent must meet the following minimum requirements to be deemed Eligible and responsive to this RFP:

A. Must be a non-profit organization which is able to provide services in a residential treatment facility.
B. Must have more than two (2) years of documented experience implementing an American Society of Addiction Medicine, Level 3.1 residential addictions treatment program for mothers that are allowed to keep their newborn babies with them while they receive treatment.
C. Must be able to accommodate up to two children per mother in the residential treatment facility.
D. Must offer Medication Assisted Treatment (“MAT”) services.
E. Must provide residential treatment services in Southern Indiana.
F. Respondent’s proposal must include documentation that demonstrates that the local unit of government where the residential treatment facility would be located approves of the proposed residential treatment facility.
G. The residential treatment facility must provide the following services:
   1) Treatment in the residential treatment facility for recovery from opioid addiction for a pregnant woman or a woman with her newborn, including:
      a. Addiction treatment, including, if appropriate, medication assisted treatment with a long acting non-addictive medication approved by the federal Food and Drug Administration for the treatment of opioid or alcohol dependence;
      b. Counseling;
      c. Life skills classes;
      d. Parenting skills classes; and
      e. Other services designed to prepare the woman for life with a newborn outside the residential care facility and
   2) Ongoing home visits with a pregnant woman or woman with a newborn, including the provision of:
      a. Addiction treatment, including, if appropriate, medication assisted treatment with a long acting, non-addictive medication approved by the federal Food and Drug Administration for the treatment of opioid or alcohol dependence;
      b. Life skills education;
      c. Parenting skills education;
      d. Counseling; and
      e. Any other appropriate assistance following the woman’s discharge from the residential care facility.

3. QUALIFICATIONS EVALUATION CRITERIA

All Respondents meeting the minimum requirements outlined above will be given consideration by the selection committee. The following will be the primary considerations in the selection process:
   1. Compliance with the requirements of this RFP.
2. An assessment of the Respondent’s ability to deliver the indicated services in accordance with the specifications described in this RFP.
3. Experience providing the scope of services outlined above, as demonstrated by a narrative summary of the Respondent’s experience, resumes of key staff identified as responsible for performing the work under any contract with IHCDIA, if Respondent is selected.
4. Strength of client references.
5. Proposed lead time to provide site specific information on a site in Southern Indiana.
6. Evidence to indicate approval of the location of the residential treatment facility by the local unit of government.
7. Evidence that the historic review process has been started on each selected site. This is a requirement of the Development Fund.
8. Past experience with IHCDIA.

4. RESPONSIBLE RESPONDENT REQUIREMENTS

IHCDIA shall not award any contract until the selected respondent has been determined to be responsible. A responsible respondent must:
1. Have adequate financial resources to perform the project, or the ability to obtain them;
2. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the Respondent’s existing commitments;
3. Have a satisfactory performance record with IHCDIA;
4. Have a satisfactory record of integrity and business ethics;
5. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
6. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them;
7. Have supplied all requested information;
8. Be legally qualified to contract in the State of Indiana and if it an entity described in IC Title 23, is properly registered, and owes no outstanding reports to the Indiana Secretary of State (There is a fee to register with the Secretary of State); and
9. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not being suspended or debarred. If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official file for this RFP, and the respondent shall be advised of the reasons for the determination.

5. RFP SUBMISSION ITEMS

Respondent must submit documentation in response to the requirements listed in each category heading summarized below. The Respondent must also submit the Qualifications Coversheet and the Certification of Company forms located at the end of this RFP document.
Checklist of Submission Requirements:

1. Qualifications Coversheet (required template included in this RFP packet)
2. Certification of Company (required template included in this RFP packet)
3. Narrative summary of the Respondent’s experience providing the services described above, specifically services provided by the treatment program. The narrative must identify the staff members who will be responsible for providing the services detailed above. The narrative should not exceed 5 pages.
4. Ability of Respondent to secure a facility to be used as a residential care facility to serve the population identified above.
5. Client references (2-3).
6. Resume for each individual identified in the narrative.
7. Documentation that demonstrates that the local unit of government where the residential treatment facility would be located approves of the proposed residential treatment facility.
8. Documentation that the Respondent has more than two (2) years of documented experience implementing an American Society of Addiction Medicine, Level 3.1 residential addictions treatment program for mothers that are allowed to keep their newborn babies with them while they receive treatment.
9. Evidence of that it can meet the 10% match requirement related to amount of Development Funds that the Respondent is requesting for the acquisition and/or rehabilitation of the building that will be used as the residential treatment facility.
10. Evidence that the historic review process has begun for each building identified for use as a residential care facility.
11. Submission of a completed Development Fund application, along with all applicable supporting documentation. A separate application form is required for each location being proposed. The Respondent’s proposed terms for the Development Fund loan should also be included in the application.

6. FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE

Responses must be submitted via email. All documents must be submitted in PDF format only to:

Jerri Bain
Director of Real Estate Lending
Indiana Housing and Community Development Authority
30 South Meridian, Suite 1000
Indianapolis, IN 46204
jbain@ihcda.in.gov

The deadline for submission is March 23, 2018 at 5:00 PM Eastern Time. Applications that do not contain all of the required forms/documents as listed in this RFP may be determined ineligible for further consideration.
PART 3  TERMS AND CONDITIONS

1. STATE POLICIES

A. ETHICAL COMPLIANCE: By submitting a proposal, the respondent certifies that it shall abide by all ethical requirements that apply to persons who have a business relationship with the State, as set forth in Indiana Code Section 4-2-6 et seq., Indiana Code Section 4-2-7, et seq., the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004. Respondent will be required to attend online ethics training conducted by the State of Indiana.

B. EMPLOYMENT ELIGIBILITY VERIFICATION. The Respondent cannot knowingly employ an unauthorized alien. The Respondent shall require its contractors who perform work for the Respondent pursuant to the project must certify to the Respondent that the contractor does not knowingly employ or contract with an unauthorized alien.

C. PAYMENTS. Any payments for services under any contract awarded pursuant to this RFP shall be paid by IHCDA in arrears in conformance with State fiscal policies and procedures and, as required by IC §4-13-2-14.8, the direct deposit by electronic funds transfer to the financial institution designated by the successful Respondent in writing unless a specific waiver has been obtained from the IHCDA Controller. No payments will be made in advance of receipt of the goods or services that are the subject of any contract except as permitted by IC §4-13-2-20.

D. CONFIDENTIALITY OF STATE INFORMATION. The Respondent understands and agrees that data, materials, and information disclosed to the Respondent may contain confidential and protected information. The Respondent covenants that data, material, and information gathered, based upon or disclosed to the Respondent for the purpose of this project will not be disclosed to or discussed with third parties without the prior written consent of IHCDA. In addition to the covenant made above in this section and pursuant to 10 IAC 5-3-1(4), the Respondent and IHCDA agree to comply with the provisions of IC Section 4-1-10 and IC Section 4-1-11. If any Social Security number(s) is/are disclosed by Respondent, Respondent agrees to pay the cost of the notice of disclosure of a breach of the security of the system in addition to any other claims and expenses for which it is liable under the terms of this contract.

E. ACCESS TO PUBLIC RECORDS: 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 the entire response may be viewed and copied by any member of the public. Respondents claiming a statutory exemption to disclosure under APRA must place all confidential documents (including the requisite number of copies) in a sealed envelope marked “Confidential”. Respondents should be aware that if a public records request is made under APRA, IHCDA will make an independent determination of confidentiality, and may seek the opinion of the Public Access Counselor. Prices
are not considered confidential information. The following information shall be subject to public inspection after the contract award:

1. The RFP.
2. A list of all vendors who received the RFP.
3. The name and address of each Respondent.
4. The amount of each offer.
5. A record showing the following:
   a. The name of the successful Respondent.
   b. The dollar amount of the offer.
   c. The basis on which the award was made.
6. The entire contents of the contract file except for proprietary information that may have been included with an offer, such as:
   a. Trade secrets;
   b. Manufacturing processes;
   c. Financial information not otherwise publicly available; or
   d. Other data that does not bear on the competitive goals of public procurement that was not required by the terms of the RFP itself to be made available for public inspection.

F. TAXES, FEES AND PENALTIES: By submitting a proposal, Respondent certifies that neither it nor its principal(s) is presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State of Indiana or the United States Treasury. Respondent further warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by either the State or Federal Government pending against it, and agrees that it will immediately notify IHCDA of any such actions.

G. CONFLICT OF INTEREST: Respondent must disclose any existing or potential conflict of interest relative to the performance of the services resulting from this RFP, including any relationship that might be perceived or represented as a conflict. By submitting a proposal in response to this RFP, respondent affirms that it has not given, nor intended to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee of representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of the Respondent’s proposal or immediate termination of an awardee’s contract. An award will not be made where an actual conflict of interest exists. IHCDA will determine whether a conflict of interest exists and whether an apparent conflict of interest may reflect negatively on IHCDA, should IHCDA select Respondent. Further, IHCDA reserves the right to disqualify any respondent on the grounds of actual or apparent conflict of interest. The decision of the Compliance Attorney is final.

H. APPEALS/PROTEST: Respondent may appeal/protest the award of this contract based on alleged violations of the selection process that resulted in discrimination or unfair consideration. The appeal/protest must include the stated reasons for the
Respondent’s objection to the funding decision, which reasons must be based solely upon evidence supporting one (1) of the following circumstances:

a. Clear and substantial error or misstated facts which were relied on in making the decision being challenged;  
b. Unfair competition or conflict of interest in the decision-making process;  
c. An illegal, unethical or improper act; or  
d. Other legal basis that may substantially alter the decision.

The appeal/protest must be received within ten (10) business days after the Respondent receives notice of the contract award, or the appeal/protest will not be considered. All protests shall be in writing, submitted to the Compliance Officer, who shall issue a written decision on the matter. The Compliance Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant. The Respondent will receive written acknowledgement of receipt of the appeal/protest within five (5) business days of its receipt, noting the day the appeal/protest was received. Any appeal/protest regarding the funding decision made by IHCDA will be examined and acted upon by the Compliance Officer within thirty (30) days of its receipt.

2. FEDERAL REQUIREMENTS

Respondent agrees to comply with the following federal regulations:

B. The federal Fair Housing Amendments of 1988 (P.L. 100-430).  
C. The Indiana Civil Rights Law (IC 22-9-1).

3. RFP TERMS AND CONDITIONS

This request is issued subject to the following terms and conditions:

A. This RFP is a request for the submission of qualifications, but is not itself an offer and shall under no circumstances be construed as an offer.  
B. IHCDA expressly reserves the right to modify or withdraw this request at any time, whether before or after any qualifications have been submitted or received.  
C. IHCDA reserves the right to reject and not consider any or all respondents that do not meet the requirements of this RFP, including but not limited to: incomplete qualifications and/or qualifications offering alternate or non-requested services.  
D. IHCDA reserves the right to reject any or all companies, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.  
E. In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, IHCDA may, in addition to any other rights or remedies available at law or in equity, commence negotiations with another person or entity.
F. In no event shall any obligations of any kind be enforceable against IHCDA unless and until a written agreement is entered into.

G. The Respondent agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs and expenses relating to the preparation of responses of qualifications submitted hereunder or for any costs or expenses incurred during negotiations.

H. By submitting a response to this request, the Respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of another respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.

I. IHCDA reserves the right not to award a contract pursuant to the RFP.

J. All items become the property of IHCDA upon submission and will not be returned to the Respondent.

K. IHCDA reserves the right to split the award between multiple applicants and make the award on a category by category basis and/or remove categories from the award.

L. The Respondent certifies that neither it nor its principals, contractors, or agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from utilizing federal funds by any federal or state department or agency.

M. A copy of IHCDA’s most recent Contract Boilerplate is attached as an Exhibit to this RFP. By submitting a response to this RFP, Respondent acknowledges the acceptance of IHCDA’s Contract Boilerplate and the understanding that such Boilerplate is non-negotiable.
4. QUALIFICATION COVER SHEET

Name of Individual:

Firm or Business:

Address:

Phone Number:
Fax Number:
Web Site Address:

QUALIFICATION
Contact Person:

Title:
Email Address:
Phone:

Contract Signatory Authority:

Title:
5. CERTIFICATION OF RESPONDENT

I hereby certify that the information contained in these qualifications and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I acknowledge that I have read and understand the requirements and provisions of the RFP and agree to abide by the terms and conditions contained herein.

I ___________________________________ am the __________________________ of the (type name of signatory authority) corporation, partnership, association, or other entity named as company and the Respondent herein, and I am legally authorized to sign this and submit it to the Indiana Housing and Community Development Authority on behalf of said organization.

18 U.S.C. Section 1001, “Fraud and False Statements”, provides among other things, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, anyone who knowingly and willfully: (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious or fraudulent statement or entry; shall be fined under this title, and/or imprisoned for not longer than five (5) years.

Respondent:

Signed: __________________________

Name: ___________________________

Title: ___________________________

Date: ___________________________

Firm Name: ______________________