

INDIANA DEPARTMENT OF CHILD SERVICES

Request for Proposal to Provide:

HOMEBUILDERS®

Regional Child Welfare Services

Response Due Date:

October 15, 2014

Program and Services
Indiana Department of Child Services
302 W. Washington St., Room E306
Indianapolis, Indiana 46204

SECTION ONE

1.0 GENERAL INFORMATION AND REQUESTED PRODUCTS/SERVICES

1.1 INTRODUCTION

HOMEBUILDERS® is an evidence-based program designed to strengthen families in order to prevent unnecessary out-of-home placement or return children from foster care, group care, psychiatric hospitals, or correctional institutions. Families served by this intensive, in-home, family therapy model have children in imminent risk of placement, or have children in placement who cannot be reunified without intensive services.

Homebuilder® Services will be delivered in teams consisting of 3-5 workers and one supervisor. Direct workers are full time and cannot have mixed caseloads. Indiana has determined the following team locations according to Table 1 which also lists the region(s) where workers will be located, number of workers, number of supervisors, minimum number of families to be served by each team, and the maximum funding amount per team. It is the intent of DCS to solicit responses to this Request for Proposals (RFP) in accordance with the statement of work, proposal preparation section, and specifications contained in this document. This RFP is being posted to the DCS website (www.in.gov/dcs/) for downloading. Neither this RFP nor any response (proposal) submitted hereto are to be construed as a legal offer.

2015-2016 Homebuilders					
Team	Team Location (DCS Region)	Number of direct workers on each team	Number of Supervisors	Minimum number of families served	Maximum funding amount per team
1	Region 1 Team	3	1	54	\$324,000
2	Region 2 and 3 Team <i>Region 2</i> <i>Region 3</i>	5 1 4	1	90	\$540,000
3	Region 5 Team	3	1	54	\$324,000
4	Regions 6 and 7 Team <i>Region 6</i> <i>Region 7</i>	3 2 1	1	54	\$324,000

5	Region 8	5	1	90	\$540,000
6	Regions 9, 10 and 11 <i>Region 9</i> <i>Region 10</i> <i>Region 11</i>	5 1 2 2	1	90	\$540,000
7	Regions 12 and 13 Team <i>Region 12</i> <i>Region 13</i>	4 2 2	1	72	\$432,000
8	Regions 15 and 18 Team <i>Region 15</i> <i>Region 18</i>	4 2 2	1	72	\$432,000
9	Regions 16 and 17 Team <i>Region 16</i> <i>Region 17</i>	4 3 1	1	72	\$432,000

1.2 PURPOSE OF THE RFP

The purpose of the HOMEBUILDERS® RFP is to select providers to provide Homebuilder® Services.

Service Standard and Model Fidelity

The HOMEBUILDERS® model has a clearly defined site development process including a set of standards to guide program implementation and clinical practice, and an ongoing training and quality enhancement system to ensure model fidelity and continually improve service delivery. All HOMEBUILDERS® providers will be required to follow the HOMEBUILDERS® standards, and deliver and implement services according to the Homebuilder Standards, unless otherwise addressed in the DCS Homebuilders standard (Attachment A). The HOMEBUILDERS® standards can be accessed at: <http://www.institutefamily.org/pdf/HOMEBUILDERS-Standards-3-0.pdf>

1.3 SUMMARY SCOPE OF WORK

Contractors chosen will be expected to provide HOMEBUILDERS® Services in a manner that is consistent with the Principles of Child Welfare Services (Attachment F) The HOMEBUILDERS® specifications include but are not limited to, length, quality and type of service, qualifications of staff, documentation requirements, as well as program reports and evaluation.

1.4 QUESTION/INQUIRY PROCESS

All questions/inquiries regarding this RFP must be submitted in writing by the deadline of **10 a.m. Eastern Time on 9-15-14**. Questions/Inquiries must be submitted utilizing Attachment M (Required Question Form) via email (ChildWelfarePlan@dcs.IN.gov) and must be received by The Department of Child Services by the time and date indicated above.

Following the question/inquiry due date, the Department of Child Services personnel will compile a list of the questions/inquiries submitted by Respondents. The responses will be posted to the Department of Child Services website according to the RFP timetable established in Section 1.14. Only answers posted on the Department of Child Services website www.in.gov/dcs/3153.htm will be considered official 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.

Inquiries are not to be directed to any staff member of DCS. Such action may disqualify Respondent from further consideration for a contract resulting from this RFP.

If it becomes necessary to revise any part of this RFP, or if additional information is necessary for a clearer interpretation of provisions of this RFP prior to the due date for proposals, an addendum will be posted on the Department of Child Services website. If such addenda issuance is necessary, the Department of Child Services may extend the due date and time of proposals to accommodate such additional information requirements, if required.

1.5 PRE-PROPOSAL CONFERENCE (Bidders Conference)

A pre-proposal conference will be held on **September 8, 2014** in the Indiana Government Center South Auditorium, 402 West Washington St., Indianapolis, IN 46204. Attendance is not mandatory but highly recommended.

1.6 DUE DATE FOR PROPOSALS

To be considered, proposals must be submitted electronically through the Proposal Portal by October 15, 2014.

All electronic copies of the proposal must be submitted online by 4pm (EDT) on 10/15/2014.

Any proposal not submitted electronically by 4pm EDT on 10/15/2014 will not be considered.

1.7 PROPOSAL CLARIFICATIONS AND DISCUSSIONS, AND CONTRACT DISCUSSIONS

The State reserves the right to request clarifications on proposals submitted to the State. The State also reserves the right to conduct proposal discussions, either oral or written, with Respondents. These discussions could include request for additional information, request for cost or technical proposal revision, etc. Additionally, in conducting discussions, the State may use information derived from proposals submitted by competing respondents only if the identity of the respondent providing the information is not disclosed to others. The State will provide equivalent information to all respondents which have been chosen for discussions. Discussions, along with negotiations with responsible respondents may be conducted for any appropriate purpose. The Department of Child Services or its appointed representatives will initiate and facilitate all discussions. Any information gathered through oral discussions must be confirmed in writing.

1.8 REFERENCE SITE VISITS

Following an award, The State may require site visit(s) to a Respondent's working support center to aid in the evaluation of the Respondent's provision of service.

1.9 TYPE AND TERM OF CONTRACT

The State intends to sign a contract with multiple Respondent(s) to fulfill the requirements in this RFP. (Sample Contract in Attachment H) (Exhibit 1 of the Contract is in Attachment I)

The term of the contract shall be for a period of 24 months, beginning **April 1, 2015, and ending March 31, 2017**. The state may exercise the option to extend contracts for two years.

1.10 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 RFP file may be viewed and copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the APRA must place all confidential documents in a sealed envelope clearly marked "Confidential" and must indicate on the outside of that envelope that confidential materials are included. The Respondent must also specify the statutory exception of APRA that applies. The State reserves the right to make determinations of confidentiality. If the Respondent does not identify the statutory exception, DCS will not consider the submission confidential. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to APRA, it may seek the opinion of the General Counsel for the Department of Child Services. Prices are not confidential information.

1.11 SECRETARY OF STATE REGISTRATION

If awarded a contract, the Respondent will be required to register with your legal name, and be in good standing, with the Secretary of State. This legal name must be used on all

documents included in the proposal process. 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

Note: When you complete the application, your agency's legal name must match your registered name with the Secretary of State. If it does not and your agency is selected for a contract, the contract will be delayed until this is resolved.

Before contracts are moved through the signature process they must pass review by the Department of Workforce Development (DWD) and Department of Revenue (DOR). If an agency that is accepted for a contract by DCS has unpaid unemployment insurance or unpaid taxes to the State, the contract will be held until these issues are resolved. Any issues must be resolved with DWD/DOR. It is extremely important that all agencies are aware of this review to prevent delays in the timely execution of the contract.

1.12 COMPLIANCE CERTIFICATION

Responses to this RFP 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. If such liabilities are discovered, the 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. If, in an audit or review by the State, it is discovered that there is a non-compliance issue with either the service standard or the contract, the State may elect to impose a financial penalty.

1.13 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).

1.14 SUMMARY OF MILESTONES

Key RFP Dates: Activity	Date
Issue of RFP	9/2/14
Bidders' Conference	9/8/14 9am – 12noon and 1pm – 4pm
Deadline to Submit Written Questions	9/15/14 by 10 am EST
Answers to Vendor questions posted on DCS website	9/30/14
Submission of Proposals	10/15/14 by 4pm EDT
The following timeline is only an illustration of the RFP process. The dates associated with each step are not to be considered binding. Due to the unpredictable nature of the evaluation period, these dates are commonly subject to change.	
Regional Review	October-January
Notification of Awards	2/15/15
Contract Start Date	4/1/2015
Contract End Date	3/31/2017

Bidders' Conference

A Bidders' Conference is being held on September 8, 2014 at the Indiana Government Center South Auditorium from 9am-12pm and a second identical session from 1-4pm. While this meeting is not required, it is strongly recommended. Due to space limitations, your agency should only attend one session. To control the size of the groups, we are recommending those from central Indiana attend the morning session and those from northern and southern Indiana attend the afternoon session, however this is not required. A description of the services and eligible applicants will be included in each RFP at the link above.

SECTION TWO
HOMEBUILDERS® Services Program Proposal

2.0 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. The proposal/application will be submitted electronically. (See Attachment B for instructions on electronic submission.)

Each Program Proposal must include

1. Application: The application information needed to complete the application process is located online at this website: <http://www.in.gov/dcs/3159.htm>. The electronic application is located at <https://financials.dcs.in.gov/Public/RFP/RequestAvailable.aspx>. It includes agency information, geographic area to be covered and proposed unit rates.
2. Service Narrative: The Service Narrative template must be used (Attachment D). One Service Narrative should be completed for each team proposed. This portion of the proposal allows the applicant to provide specific information regarding the proposed service.
3. Budget: The Budget template (Attachment E) must be used.

Respondents will be required to print the Program Proposal from the Proposal Portal website and sign the application in blue ink. This application and all of the submitted attachments should be submitted and uploaded as indicated in the table below.

Note: Respondents will submit only one proposal for all of the service standards and selected Region/counties to be served.

The RFP submissions must include the following:

	Submitted Electronically by Date on Regional Request for Proposal
Upload Application	<input type="checkbox"/>
Upload Attachment E(s) – Service Narrative(s)	<input type="checkbox"/>
Upload Budget for each service team	<input type="checkbox"/>
Change proposal status to submitted	<input type="checkbox"/>

Prior to submitting the proposal, it is vital that the proposal be reviewed to ensure that all required information is included.

Proposals cannot be submitted electronically without the required program service narrative(s). All proposals must be submitted in entirety electronically no later than the date listed on the RFP and a signed copy uploaded no later than the date listed on the RFP.

2.2 APPLICATION

The application is prepared online through http://financials.dcs.in.gov/Public/RFP/RequestDetails.aspx?Request_ID=10000003. It includes agency information, geographic area to be covered and proposed services with corresponding unit rates. It also includes the certification that the respondent agrees to the assurances (Attachment G), sample contract (Attachment H), Child Welfare Principles (Attachment F) and service standards (Attachment A). The application should be signed by 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.

2.3 SERVICE NARRATIVE

The Service Narrative (Attachment D) must utilize the provided template. The Service Narrative will need to be completed for each proposed service standard and uploaded.

Proposals must identify and meet service components in the Service Standards (See Attachment A for Service Standards). Proposals must identify history of quality service, program name/service standard/referral process, service demographics process, practice model, and program evaluation as reflected in the service standard.

2.5 BUDGET NARRATIVE AND BUDGET SUMMARY

DCS has set a standardized monthly flat rate for Homebuilder® services. The flat rate is \$9,000 per month per direct worker. Providers will not be able to deviate from the predetermined rate. For scoring and assessment purposed providers will still be required to submit a Budget (Attachment E).

SECTION THREE

PROPOSAL EVALUATION

3.1 PROPOSAL EVALUATION PROCEDURE

The State will select 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 RFP requirements. All evaluation personnel will use the evaluation criteria stated in Section 3.2. The Department of Child Services designee will, in the exercise of sole discretion, determine which proposals offer the best means of servicing the interests of the State. Recommendation by the Regional Service Councils will be considered when determining which proposals will be accepted for contracts.

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

1. Each proposal will be evaluated for adherence to requirements and Assurances on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration.
2. Each proposal will be evaluated on the basis of the categories included in Section 3.2. A point score has been established for each category.
3. Based on the results of this evaluation, the qualifying proposal determined to be the most advantageous to the State, taking into account all of the evaluation factors, may be selected by the Department of Child Services for further action, such as contract negotiations. If, however, the Department of Child Services decides 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 Department of Child Services may begin contract preparation with the next qualified Respondent or determine that no such alternate proposal exists. The State may also choose multiple respondents to provide services.

3.2 EVALUATION CRITERIA

Proposals will be evaluated based upon the proven ability of the Respondent to satisfy the requirements of the RFP in a cost-effective manner. Each of the evaluation criteria categories is described below with a brief explanation of the basis for evaluation in that category (Attachment K). The points associated with each category are indicated following the category name (total maximum points = 100). If any one or more of the listed criteria on which the responses to this RFP 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 taking into account such criterion or criteria.

SECTION FOUR

REPORTS

4.1 REPORTS

Providers will be required to prepare, maintain, and provide any statistical reports, program reports, other reports, or other information as requested by DCS relating to the services provided.

4.2 MONTHLY REPORTS

Providers are required to submit and adhere to model reporting requirements.

SECTION FIVE

See <http://www.in.gov/dcs/3157.htm> for attachment

ATTACHMENTS

Service Standards	
Application	Instruction on how to complete the electronic Application
Service Narrative	One per service standard being proposed
Budget	One per team
Principals of Child Welfare Services	For your information. A signed Application certifies agreement to adhere to the Principals of Child Welfare Services.
Assurances	For your information. A signed Application certifies the Assurances.
Sample Contract	Sample only
Exhibit 1	Certification of Completion of Required Criminal and Background Checks
Proposal Scoring Tool	Tool that DCS staff will use to score the proposals
Federal Selected Disallowed Expenses	For your information. Expenses that are not allowed.
Required question form	RFP questions must be submitted with this form to the DCSchildwelfareplan@dcs.in.gov