**INDIANA DEPARTMENT OF CHILD SERVICES**

**Request for Proposal to Provide:**

**HOMEBUILDERS®**

**Regional Child Welfare Services**

**Response Due Date:**

**January 7, 2011**

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. **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.

**Table 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Team** | **Team Location**  **(DCS Region)** | ***Number of Direct Workers on the team*** | ***Number of Supervisors*** | ***Minimum Number of Families to be Served*** | ***Maximum Funding Amount per Team*** |
| **1** | **Region 1 Team** | **3** | **1** | **54** | **$324,000** |
|  |  |  |  |  |  |
| **2** | **Regions 2 and 3 Team** | **5** | **1** | **90** | **$540,000** |
|  | *Region 2* | *1* |  |  |  |
|  | *Region 3* | *4* |  |  |  |
|  |  |  |  |  |  |
| **3** | **Region 4 Team** | **5** | **1** | **90** | **$540,000** |
|  |  |  |  |  |  |
| **4** | **Region 5 Team** | **3** | **1** | **54** | **$324,000** |
|  |  |  |  |  |  |
| **5** | **Regions 6 and 7 Team** | **3** | **1** | **54** | **$324,000** |
|  | *Region 6* | *1* |  |  |  |
|  | *Region 7* | *2* |  |  |  |
|  |  |  |  |  |  |
| **6** | **Regions 8, 9 and 13 Team** | **4** | **1** | **72** | **$432,000** |
|  | *Region 8* | *1* |  |  |  |
|  | *Region 9* | *1.5* |  |  |  |
|  | *Region 13* | *1.5* |  |  |  |
|  |  |  |  |  |  |
| **7** | **Region 10 Team 1** | **5** | **1** | **90** | **$540,000** |
| **8** | **Region 10 Team 2** | **4** | **1** | **72** | **$432,000** |
|  |  |  |  |  |  |
| **9** | **Regions 11 and 12 Team** | **4** | **1** | **72** | **$432,000** |
|  | *Region 11* | *2* |  |  |  |
|  | *Region 12* | *2* |  |  |  |
|  |  |  |  |  |  |
| **10** | **Regions 14 and 15** | **3** | **1** | **54** | **$324,000** |
|  | *Region14* | *2* |  |  |  |
|  | *Region 15* | *1* |  |  |  |
|  |  |  |  |  |  |
| **11** | **Region 16** | **3** | **1** | **54** | **$324,000** |
|  |  |  |  |  |  |
| **12** | **Regions 17 and 18** | **3** | **1** | **54** | **$324,000** |
|  | *Region 17* | *1* |  |  |  |
|  | *Region 18* | *2* |  |  |  |
|  |  |  |  |  |  |
|  | **Grand Total** | **45** | **12** | **810** |  |

**1.2 PURPOSE OF THE RFP**

The purpose of the HOMEBUILDERS® RFP is to select providers to provide Homebuilder® Services formerly known as Intensive Family Preservation Services (IFPS) and Intensive Family Reunification Services (IFRS).

Selected providers for the HOMEBUILDERS®RFP must have one member who has completed the basic Homebuilder Fundamental training provided by the Institute for Family Development. In addition, the individual must have provided IFPS/IFRS services to families for at least one year.

*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 **3 p.m. Eastern Time** on 12-9-10. Questions/Inquiries may be submitted via email (dcs.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/) 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 **December 2nd, from 10:00am to 12:00 pm**. 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 AND the original signed copy must be mailed to:**

Department of Child Services

ATTN: Proposals

302 West Washington Street, MS 47

Indianapolis, IN 46204

**All electronic copies of the proposal must submitted online on or before 1/7/2011 with the original copy postmarked by 1/7/2011.**

Any proposal not submitted electronically and postmarked by 1/7/2011 will not be considered. Any late proposals will be returned, unopened to the respondent upon request. All proposals rejected due to not meeting the deadline and not claimed within 30 days of the proposal due date will be destroyed.

**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 27 months, beginning **April 1, 2011, and ending June 30, 2013**. 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 | 12/1/10 | | |
| Pre-Proposal Conference | 12/2/10 | | |
| Deadline to Submit Written Questions | 12/9/10 | | |
| Answers to Vendor questions posted on DCS website | 12/13/10 | | |
| Submission of Proposals | 1/7/11 | | |
| 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. | | |
| Proposal Evaluation | | 01/07/11 to 1/31/11 |
| Notification of Awards | | 1/31/11 to 2/15/11 |
| Preparation of Contracts | | 1/31/11 to 2/15/11 |
| Contract Signature Process | | 2/15/11 to 3/30/11 |
| Contract Activation | | 04/01/11 |

**SECTION TWO**

**HOMEBUILDERS® Services Program Proposal**

**2.0 PROPOSAL PREPARATION INSTRUCTIONS**

**2.l 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 from <http://financials.dcs.in.gov/Public/RFP/RequestDetails.aspx?Request_ID=10000003> with a hardcopy mailed to the DCS central office. (See Attachment B instructions on electronic submission).

Each Program Proposal must include:

1. 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 the unit rates.

2. Provider Narrative: The Provider Narrative template must be used (Attachment C). This portion of the proposal allows the applicant to provide detailed information about the overall agency.

3. Service Narrative: The Service Narrative template must be used (Attachment D) This portion of the proposal allows the applicant to provide specific information regarding the proposed service.

4. Budget: The Budget template must be used. (Attachment E)

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 mailed as indicated in the table below.

The RFP submissions must include the following:

|  |  |  |
| --- | --- | --- |
|  | Submitted Electronically by 1/7/11 | Submitted Signed Hard Copy postmarked by 1/7/11 |
| Application |  |  |
| Attachment C– Provider Narrative |  |  |
| Attachment D – Service Narrative |  |  |
| Attachment E– Budget |  |  |

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 narrative. All proposals must be submitted in entirety through the website no later than January 7, 2011 and a hard copy post marked no later than January 7, 2011.

**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 PROVIDER NARRATIVE AND SERVICE NARRATIVE**

The Provider Narrative (Attachment C) and Service Narrative (Attachment D) must utilize the provided templates. The program proposal will include one Provider Narrative and one Service Narrative. The Provider Narrative will include information specific to the agency as a whole. The Service Narrative will outline the HOMEBUILDERS® services to be delivered.

Proposals must identify and meet service components in the Service Standards (See Attachment A for Service Standard). Proposals must identify outcomes consistent with those identified in the Service Standard. Proposals must demonstrate the organizational and procedural structure that are necessary to deliver the service proposed.

**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.

|  |  |
| --- | --- |
| DSClogo2 **Proposal Scoring Tool** | |
| **Provider:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Scorer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Service: HOMEBUILDERS® Date:\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_** | |
| **Instructions:**   1. Questions contained in Step 1 are Pass/Fail. The Regional Child Welfare Services Coordinator will supply information of Pass/Fail for these questions. 2. Please complete one score sheet for each Service Standard being proposed. 3. Remember to rate each statement listed on the score sheet. If you believe the proposal meets none of the standards described in the statement, mark as "0". Other ratings should be used to quantify other levels of standards met. 4. The leader of the scoring meeting will collect the evaluations completed by all evaluating team members and the confidentiality forms signed by each member and return these documents to the Regional Child Welfare Services Coordinator. | |
| **Summary of Evaluation Criteria** | **Score** |
| **Step 1** | |
| 1. Adherence to Mandatory Requirements (followed instructions and standard format) | (circle one)  **PASS FAIL** |
| 1. Application Pages signed *in blue ink.* | (circle one)  **PASS FAIL** |
| **Budget Section** (Fiscal will be evaluating proposed unit rates exceeding the DCS standard rate, outside of this scoring process) | |
| 1. **Budget:**. The Budget template must be used. | (circle one)  **PASS FAIL** |
| **Step 2** | |
| **Provider Narrative scoring (20 Points Total)** | |
| 1. The Provider Narrative: This section should cover all important history and development of the organization to date, along with including the organizational chart including Board of Directors and any other affiliates. (10 points) | **/10** |
| 1. The Provider Narrative documents that the agency/provider historically has had an acceptable working relationship with the local DCS or other community agencies, if there is no prior relationship with the DCS. (10 points) | **/10** |
| **Service Narrative Scoring (80 points Total)** | |
| 1. The Service Narrative should provide the program name as well as the corresponding Service Standard. Describes the referral and admission process and includes procedure/methods for a guaranteed time frame for initiation of services, protocols are included. (10 points) | **/10** |
| 1. The Service Narrative defines the target population, the geographical service area, and provides the projected number of clients the Provider/Agency intends to serve. (20 points) | **/20** |
| 1. The Service Narrative describes the method or model of services that will be provided. It is consistent with DCS service principles and service standards. Provider must agree to provide Homebuilder® Services according to the Homebuilder® Model and Fidelity Measures. Providers should indicate any barriers that maybe experienced in regards to adhering to the model and how the agency will overcome identified barriers. The Homebuilders model also requires providers to attend Homebuilders training. Prior to proposing services under this standard, each team must have one member who has completed the basic Homebuilder Fundamental training provided by the Institute for Family Development. In addition, the individual must have provided IFPS/IFRS services to families for at least one year. Include a detailed explanation of the Homebuilder trainings that each staff has completed since 2006. (40 points) | **/40** |
| 1. Proposal identifies outcomes consistent with the corresponding service standard. If the program measures outcomes in addition to those described in the Service Standards, identify those outcomes and the measurement process are described. (10 points) | **/10** |
| **STEP 2 TOTAL POINTS** | **/100** |
| **Comments:** | |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Evaluator Signature Date** | |

The Department of Child Services designee will, in the exercise of 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. DCS reserves the right to contract with multiple respondents.

**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**

A generic monthly report has been developed for all service standards. It is titled “Monthly Progress Report”. These monthly reports are due by the 10th of the month following service.

See Attachment J for templates of: Monthly Progress Report

**SECTION FIVE**

**ATTACHMENTS**

|  |  |  |
| --- | --- | --- |
| A | Service Standards |  |
| B | Application | Instruction on how to complete the electronic Application |
| C | Provider Narrative | One per proposal |
| D | Service Narrative | One per proposal |
| E | Budget | Utilize the template provided |
| F | Principles of Child Welfare Services | For your information. A signed Application certifies agreement to adhere to the Principles of Child Welfare Services. |
| G | Assurances | For your information. A signed Application certifies the Assurances. |
| H | Sample Contract | Sample only |
| I | Exhibit 1 | Certification of Completion of required Criminal and Background Checks |
| J | Reporting Forms | Expectations for reporting once a provider has a contract to provide services. |
| K | Proposal Scoring Tool | Tool that DCS staff will use to score the proposals |
| L | Federal Selected Disallowed Expenses | For your information. Expenses that are not allowed. |

**ATTACHMENT A**

**Service Standards**

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

**ATTACHMENT B**

**INSTRUCTIONS FOR ELECTRONIC APPLICATION**

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

**ATTACHMENT C**

**Provider Narrative**

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

**ATTACHMENT D**

**Service Narrative**

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

**ATTACHMENT E**

**Budget**

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

**ATTACHMENT F**

**Principles of Child Welfare Services**

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

**ATTACHMENT G**

**Assurances**

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

**ATTACHMENT H**

**Sample Contract**

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

**ATTACHMENT I**

**Exhibit 1**

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

**ATTACHMENT J**

**Reporting Forms**

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

**ATTACHMENT K**

**Proposal Scoring Tool**

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

**ATTACHMENT L**

**Federal Disallowed Expenses**

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