

**STATE OF INDIANA**

**Request for Proposal 17-NYTD**

**INDIANA DEPARTMENT OF CHILD SERVICES**

**Solicitation For:**

**National Youth in Transition Database Youth Outcomes Survey and Outreach Services**

**Response Due Date: February 17, 2017**

Michael Sturm

Indiana Department of Child Services

Purchasing Department

302 W. Washington St., Room E306

Indianapolis, Indiana 46204

### SECTION ONE

#### GENERAL INFORMATION AND REQUESTED PRODUCTS/SERVICES

1.1 INTRODUCTION

In accordance with Indiana statute, IC 5-22, the Indiana Department of Child Services (DCS), requires a vendor to develop/refine, administer and collect data on youth in the National Youth in Transition Database (NYTD) and to provide Outreach Services to these youth between the administration/collection of data from the required surveys. 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 (<http://www.in.gov/dcs/3337.htm>) for downloading. Neither this RFP nor any response (proposal) submitted hereto are to be construed as a legal offer.

1.2 DEFINITIONS AND ABBREVIATIONS

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

|  |  |  |
| --- | --- | --- |
| IAC |  | Indiana Administrative Code |
|  |  |  |
| IC |  | Indiana Code |
|  |  |  |
| Baseline Population |  | Seventeen (17)-year-old youth who are in twenty four (24)-hour substitute care under the State’s placement and care responsibility who are in foster family homes (whether the foster parents are relatives of or unrelated to the child), group homes, shelter care and child care institutions, regardless of whether such home or institutions are licensed, approved or paid. The baseline population also includes youth who receive title IV-E foster care maintenance payments in the placement and care of another public agency (e.g., a juvenile justice agency). The baseline population excludes youth who are at home on a trial home visit. |
| Cohort |  | All youth who met the requirements to be in the baseline population at seventeen (17) and the nineteen (19) and twenty-one (21) year old youth in the sample selected from the baseline population (i.e. the follow-up population).  |
|  |  |  |
| Follow-up Population |  | Youth who have reached his or her 19th or 21st birthday in a federal Fiscal year and had participated on data collection as part of the baseline population. |
| Full Time Equivalent (FTE) |  | The State defines FTE as a measurement of an employee's productivity when executing the scope of work in this RFP for a specific project or contract. An FTE of 1 would mean that there is one worker fully engaged on a project. If there are two employees each spending 1/2 of their working time on a project that would also equal 1 FTE |
|  |  |  |
| Implementation  |  | The successful implementation of Healthy Family Administrative Services at the Indiana Government Center as specified in the contract resulting from this RFP |
|  |  |  |
| Installation |  | The delivery and physical setup of products or services requested in this RFP |
|  |  |  |
| National Youth in Transition Database (NYTD) |  | A required federal child welfare reporting system which is administered by Chafee Foster Care Independence Program (CFCIP) agencies. Data collection requirements include the collection of information surrounding the outcomes of those youth who have aged out of foster care. It also tracks Chafee-funded older youth services (independent living services) provided to foster youth and the characteristics of the youth who receive those services and to assess outcome performance as measured by foster youth. |
| NYTD Coordinator |  | DCS employee who is responsible for the day to day contract oversight, including contract deliverables and scope of work. |
| NYTD Survey Tool |  | A web based “outcomes survey” data collection instrument that shall remain in compliance with the NYTD polices published by the Administration for Children and Families |
| Older Youth Initiatives Manager |  | DCS employee who is responsible for enforcing the compliance with administrative and programmatic terms and conditions of the contract. Primary point of contact with awarded respondent.  |
| 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 (includes towns, cities, local governments, etc.)
4. A state educational institution
 |
|  |  |  |
| Products |  | Tangible goods or manufactured items as specified in this RFP |
|  |  |  |
| Proposal |  | An offer as defined in IC 5-22-2-17 |
|  |  |  |
| Provider Representative |  | Respondent’s point of contact for awarded contract from this RFP. The identified staff member should have responsibilities that include but are not limited to submission of timely and accurate deliverables and reports, submission of invoices, management of project to ensure all specified tasks and activities are completed in an accurate and timely manner. Also the assignment and supervision of staff participation in all conference calls on and off site. This employee will meet with NYTD Coordinator. |
| Respondent |  | An offeror as defined in IC 5-22-2-18. 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 respondent who will be ultimately responsible for performance of the contract |
|  |  |  |
| Services |  | Work to be performed as specified in this RFP |
|  |  |  |
| 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 |
|  |  |  |
| Total Bid Amount |  | The amount that the respondent proposes on Attachment B that represents their total, all-inclusive price. |
|  |  |  |
| Vendor |  | Any successful respondent selected as a result of the procurement process to deliver the products or services requested by this RFP |
| DCS |  | Department of Child Service |

1.3 PURPOSE OF THE RFP

The purpose of this RFP is to select one vendor that can satisfy the State’s need for the provision of the NYTD youth outcomes surveys and provision of Outreach Services between surveys to help in assisting youth in making the transition from foster care to self-sufficiency.

It is the intent of DCS to contract with a vendor that is competent in the area of data collection, survey development and administration, youth engagement, child welfare systems and Indiana’s older youth services program.

1.4 SUMMARY SCOPE OF WORK

DCS currently is currently required under the Chafee Foster Care Independence Program (CFCIP) to provide and collect information for the NYTD youth outcomes survey. In order to meet the required Federal reporting requirements DCS has chosen to contract with a vendor has the ability to administer the NYTD youth outcomes surveys to all youth in the follow up population and to engage youth in outreach services to meet our reporting requirements.

DCS’s need is to award to a qualified respondent of this RFP the services for the administration of the Indiana specific NYTD survey for 19 and 21 year old youth who are in the follow up population and actively engage youth 17 through 21 years of age whom are in the survey and follow up population through outreach services.

DCS also requires the provision of Outreach Services to the youth as needed.

Outreach Services are described as activities designed by the contractor to maintain contact with youth and young adults utilizing:

• Social Media: Twitter, Face Book, and Instagram

• Monthly Contact with youth via email, mail and to maintain accurate address and contact information and keep youth engaged in the NYTD process.

• Face to Face Contact with youth to promote NYTD participation and engagement.

• NYTD webpage development and updates

• NYTD app development and update

• Incentives

DCS projects a potential budget of $100,000 per year for this need.

This spend is for baseline purposes and is not a guarantee of future spend for these requested services.

1.5 RFP OUTLINE

The outline of this RFP document is described below:

|  |  |
| --- | --- |
| **Section** | **Description** |
| Section 1 – General Information and Requested Products or Services | This section provides an overview of the RFP, general timelines for the process, and a summary of the products/services being solicited by the State/Agency via this RFP |
| Section 2 – Proposal Preparation Instruction | This section provides instructions on the format and content of the RFP including a Letter of Transmittal, Business Proposal, Technical Proposal, and a Cost Proposal |
| Section 3 – Proposal Evaluation Criteria | This sections discusses the evaluation criteria to be used to evaluate respondents’ proposals |
| Attachment A  | Sample Contract |
| Attachment A1  | Exhibit 1 – Background Check Template |
| Attachment B | Cost Proposal Template |
| Attachment C | Business Proposal Template  |
| Attachment D | Technical Proposal Template  |
| Attachment E | NYTD Resources |
| Attachment F | Cohort Schedule  |
| Attachment G  | Q&A Template |
| Attachment H | Reports |
| Attachment I | Monthly Report Template |

1.6 PRE-PROPOSAL CONFERENCE

DCS will host a pre-proposal conference on **January 24, 2017 at 1:00pm** at the Indiana Government Center South, Conference Room 14. Announcement of any changes to the pre-proposal conference location, date or time will be posted on the DCS website: <http://www.in.gov/dcs/3151.htm>

1.7 QUESTION/INQUIRY PROCESS

All questions/inquiries regarding this RFP must be submitted in writing by the deadline of **3:00 p.m. Eastern Time** on **January 27, 2017**. Questions/Inquiries may be submitted in Attachment G, Q&A Template, via email to **Michael.Sturm@dcs.in.gov** and must be received by the time and date indicated above.

Following the question/inquiry due date, Procurement Division personnel will compile a list of the questions/inquiries submitted by all Respondents. The responses will be posted to the DCS website according to the RFP timetable established in Section 1.24. The question/inquiry and answer link will become active after responses to all questions have been compiled. Only answers posted on the DCS website 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 Department of Child Services 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 DCS 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. DUE DATE FOR PROPOSALS

All proposals must be received at the address below by the Procurement Division no later than **3:00 p.m. Eastern Time** on **February 17, 2017**. Each Respondent must submit **one original CD-ROM (marked "Original") and six (6)** complete copies **on CD-ROM** of the proposal, including the Transmittal Letter and other related documentation as required in this RFP. The **original** CD-ROM will be considered the official response in evaluating responses for scoring and protest resolution. **The respondent's proposal response on this CD may be posted on the IDOA website, (**http://www.in.gov/dcs/3337.htm**) if recommended for selection.** Each copy of the proposal must follow the format indicated in Section Two of this document. Unnecessarily elaborate brochures or other presentations, beyond those necessary to present a complete and effective proposal, are not desired. All proposals must be addressed to:

Indiana Department of Child Services

Procurement Division

Attn: Michael Sturm

302 West Washington Street, Room E306

Indianapolis, IN 46204

**If you hand-deliver solicitation responses:**To facilitate weapons restrictions at Indiana Government Center North and Indiana Government Center South, as of **July 21, 2008**, the public must enter IGC buildings through a designated public entrance. The public entrance to Indiana Government Center South is located at 302 W. Washington St. (the eastern-most Washington St. entrance). This entrance will be equipped with metal detectors and screening devices monitored by Indiana State Police Capitol Police.

Passing through the public entrance may take some time. Please be sure to take this information into consideration if your company plans to submit a solicitation response in person.

**If you ship or mail solicitation responses:** United States Postal Express and Certified Mail are both delivered to the Government Center Central Mailroom, and not directly to the Procurement Division. It is the responsibility of the Respondent to make sure that solicitation responses are received by the Procurement Division at DCS’s reception desk on or before the designated time and date. Late submissions will not be accepted. The DCS, Procurement Division clock is the official time for all solicitation submissions.

Regardless of delivery method, all proposal packages must be **sealed** and clearly marked with the RFP number, due date, and time due.  DCS will not accept any unsealed bids. Any proposal received by the DCS, Procurement Division after the due date and time will not be considered. Any late proposals will be returned, unopened, to the Respondent upon request. All rejected proposals not claimed within 30 days of the proposal due date will be destroyed.

No more than one proposal per Respondent may be submitted.

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

1.9 MODIFICATION OR WITHDRAWAL OF OFFERS

Modifications to responses to this RFP may only be made in the manner and format consistent with the submittal of the original response, acceptable to DCS and clearly identified as a modification.

The Respondent’s authorized representative may withdraw the proposal, in person, prior to the due date. Proper documentation and identification will be required before the Procurement Division will release the withdrawn proposal. The authorized representative will be required to sign a receipt for the withdrawn proposal.

Modification to, or withdrawal of, a proposal received by the Procurement Division after the exact hour and date specified for receipt of proposals will not be considered.

1.10 PRICING

Pricing on this RFP must be firm and remain open for a period of not less than 180 days from the proposal due date. Any attempt to manipulate the format of the document, attach caveats to pricing, or submit pricing that deviates from the current format will put your proposal at risk.

Please refer to the Cost Proposal sub-section under Section 2 for a detailed discussion of the proposal pricing format and requirements.

1.11 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 Procurement Division will schedule all discussions. Any information gathered through oral discussions must be confirmed in writing.

A sample contract is provided in Attachment A. Any requested changes to the sample contract must be submitted with your response (See Section 2.3.5 for details). The State reserves the right to 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.

1.12 BEST AND FINAL OFFER

The State may request best and final offers from those Respondents determined by the State to be reasonably viable for contract award. However, the State reserves the right to award a contract on the basis of initial proposals received. Therefore, each proposal should contain the Respondent’s best terms from a price and technical standpoint.

Following evaluation of the best and final offers, the State may select for final contract negotiations/execution the offers that are most advantageous to the State, considering cost and the evaluation criteria in this RFP.

1.13 REFERENCE SITE VISITS

The State may request a site visit to a Respondent’s working support center to aid in the evaluation of the Respondent’s proposal. Site visits, if required will be discussed in the technical proposal.

1.14 TYPE AND TERM OF CONTRACT

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

The term of the contract shall be for a period of two (2) years from the date of contract execution. There may be two (2) one-year renewals for a total of four (4) years at the State’s option.

1.15 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 indicate so in the Transmittal Letter. Confidential Information must also be clearly marked in a separate folder on any included CD-ROM. The Respondent must also specify which 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, the Procurement Division 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 Public Access Counselor. Prices are not confidential information.

1.16 TAXES

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

1.17 PROCUREMENT DIVISION REGISTRATION

In order to receive an award, you must be registered as a bidder with the Department of Administration, Procurement Division.  Therefore, to ensure there is no delay in the award all Respondents are strongly encouraged to register prior to submission of their response.  Respondents should go to [www.in.gov/idoa/2464.htm](http://www.in.gov/idoa/2464.htm) .

1.18 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)

1.19 COMPLIANCE CERTIFICATION

Responses to this RFP serve as a representation that it 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.

1.20 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).

1.21 SUMMARY OF MILESTONES

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. At the conclusion of the evaluation process, all Respondents will be informed of the evaluation team’s findings.

***Key RFP Dates***

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Issue of RFP | January 17, 2017 |
| Pre-Proposal Conference | January 24, 2017 |
| Deadline to Submit Written Questions | January 27, 2107 |
| Response to Written Questions/RFP Amendments | February 3, 2017 |
| Submission of Proposals | February 17, 2017 |
| ***The dates for the following activities are target dates only. These activities may be completed earlier or later than the date shown.*** |
| Proposal Evaluation | TBD |
| Proposal Discussions/Clarifications (if necessary) | TBD |
| Oral Presentations (if necessary) | TBD |
| Best and Final Offers (if necessary) | TBD |
| RFP Award Recommendation | November 1, 2016 |

1.22 CONFLICT OF INTEREST

Any person, firm or entity that assisted with and/or participated in the preparation of this RFP document is prohibited from submitting a proposal to this specific RFP. For the purposes of this RFP “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 RFP proposal. This prohibition would also apply to an entity who hires, within a one-year period prior to the publication of this RFP, a person that assisted with and/or participated in the preparation of this RFP.

**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. All Respondents are required to format their proposals in a manner consistent with the guidelines described below:

* Each item must be addressed in the Respondent’s proposal.
* The Transmittal Letter must be in the form of a letter. The business and technical proposals must be organized under the specific section titles as listed below.
* The electronic copies of the proposal submitted via CD-ROM should be organized to mirror the sections below and the attachments.
* Each item, i.e. Transmittal Letter, Business Proposal, Technical Proposal, Cost Proposal, etc, must be separate stand-alone electronic files on the CD-ROM. Please do not submit your proposal as one large file.
* Whenever possible, please submit all attachments in their original format.
* Confidential Information must also be clearly marked in a separate folder/file on any included CD-ROM.

2.2 TRANSMITTAL LETTER

The Transmittal Letter must address the following topics except those specifically identified as “optional.”

 2.2.1 Agreement with Requirement in listed in Section 1

The Respondent must explicitly acknowledge understanding of the general information presented in Section 1 and agreement with any requirements/conditions listed in Section 1.

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

The Transmittal Letter must briefly summarize the Respondent’s ability to supply the requested products and/or services that meet the requirements defined in Section 2.4 of this RFP. The letter must also contain a statement indicating the Respondent’s willingness to provide the requested products and/or services subject to the terms and conditions set forth in the RFP including, but not limited to, the State’s mandatory contract clauses.

2.2.3 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 2.3.4, must sign the Transmittal Letter. **In the Transmittal Letter, please indicate the principal contact for the proposal along with an address, telephone and fax number as well as an e-mail address, if that contact is different than the individual authorized for signature.**

* + 1. Respondent Notification

Unless otherwise indicated in the Transmittal Letter, 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 solicitation. The Procurement Division will not be held responsible for incorrect vendor/contractor addresses.

2.2.5 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.* (see section 1.16).

Provide the following information:

* List all documents where claiming a statutory exemption to the APRA;
* Specify which statutory exception of APRA that applies for each document;
* Provide a description explaining the manner in which the statutory exception to the APRA applies for each document.

2.2.6 Other Information

This item is optional. Any other information the Respondent may wish to briefly summarize will be acceptable.

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**

 2.3.1 General (optional)

This section of the business proposal may be used to introduce or summarize any information the Respondent deems relevant or important to the State’s successful acquisition of the products and/or services requested in this RFP.

 2.3.2 Respondent’s Company Structure

The legal form of the Respondent’s business organization, the state in which formed (accompanied by a certificate of authority), the types of business ventures in which the organization is involved, and a chart of the organization are to be included in this section. If the organization includes more than one product division, the division responsible for the development and marketing of the requested products and/or services in the United States must be described in more detail than other components of the organization.

2.3.3 Company Financial Information

This section must include the Respondent’s financial statement, including an income statement and balance sheet, for each of the two most recently completed fiscal years. The financial statements must demonstrate the Respondent’s financial stability. If the financial statements being provided by the Respondent are those of a parent or holding company, additional financial information should be provided for the entity/organization directly responding to this RFP.

* + 1. Integrity of Company Structure and Financial Reporting

This section must include a statement indicating that the CEO and/or CFO has taken personal responsibility for the thoroughness and correctness of any/all financial information supplied with this proposal. The particular 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).

The Sarbanes Oxley Act of 2002, H.R. 3763, is NOT directly applicable to this procurement; however, its goals and objectives may be used as a guide in the determination of corporate responsibility for financial reports.

 2.3.5 Contract Terms/Clauses

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

In your Transmittal Letter please indicate acceptance of these mandatory contract terms (see section 2.2.2). In this section please review the rest of the contract and indicate your acceptance of the non-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. 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 reserves the right to reject any and all of these requested changes.

The mandatory contract terms are as follows:

* Duties of Contractor, Rate of Pay, and Term of Contract
* Authority to Bind Contractor
* Compliance with Laws
* Drug-Free Workplace Provision and Certification
* Employment Eligibility
* Funding Cancellation
* Governing Laws
* Indemnification
* Information Technology
* Non-Discrimination Clause
* Ownership of Documents and Materials
* Payments
* Penalties/Interest/Attorney’s Fees
* Termination for Convenience
* Non-Collusion and Acceptance

Any or all portions of this RFP and any or all portions of the Respondents response may be incorporated as part of the final contract

 2.3.6 References

The Respondent must include a list of at least three (3) clients for whom the Respondent has provided products and/or services that are the same or similar to those products and/or services requested in this RFP. Information provided should include the name, address, and telephone number of the client facility and the name, title, and phone/fax numbers of a person who may be contacted for further information.

 2.3.7 Registration to do Business

 Secretary of State

If awarded the contract, the Respondent will be required to be registered, 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. The Respondent must indicate the status of registration, if applicable, in this section of the proposal.

Department of Administration, Procurement Division

Additionally, respondents must be registered with the IDOA. This can be accomplished on-line at <http://www.in.gov/idoa/2464.htm>.

The IDOA Procurement Division maintains two databases of vendor information. The Bidder registration database is set up for vendors to register if you are interested in selling a product or service to the State of Indiana.  Respondents may register on-line at no cost to become a Bidder with the State of Indiana.  To complete the on-line Bidder registration, go to <http://www.in.gov/idoa/2464.htm>. The Bidder registration offers email notification of upcoming solicitation opportunities, corresponding to the Bidder’s area(s) of interest, selected during the registration process. Respondents do need to be registered to bid on and receive email notifications.  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.  To receive an award, you must be registered as a bidder. Problems or questions concerning the registration process or the registration form can be e-mailed to Amey Redding, Vendor Registration Coordinator, aredding@idoa.in.gov, or you may reach her by phone at (317) 234-3542.

 2.3.8 Authorizing Document

Respondent personnel signing the Transmittal Letter 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 corporate bylaws or a corporate resolution adopted by the board of directors indicating this authority will fulfill this requirement.

 2.3.9 Subcontractors

The Respondent is responsible for the performance of any obligations that may result from this RFP, and shall not be relieved by the non-performance of any subcontractor. Any Respondent’s proposal must identify all subcontractors and describe the contractual relationship between the Respondent and each subcontractor. Either a copy of the executed subcontract or a letter of agreement over the official signature of the firms involved must accompany each proposal.

Any subcontracts entered into by the Respondent must be in compliance with all State statutes, and will be subject to the provisions thereof. For each portion of the proposed products or services to be provided by a subcontractor, the technical proposal must include the identification of the functions to be provided by the subcontractor and the subcontractor’s related qualifications and experience.

The combined qualifications and experience of the Respondent and any or all subcontractors will be considered in the State’s evaluation. The Respondent must furnish information to the State as to the amount of the subcontract, the qualifications of the subcontractor for guaranteeing performance, and any other data that may be required by the State. All subcontracts held by the Respondent must be made available upon request for inspection and examination by appropriate State officials, and such relationships must meet with the approval of the State.

The Respondent must list any subcontractor’s name, address and the state in which formed that are proposed to be used in providing the required products or services. The subcontractor’s responsibilities under the proposal, anticipated dollar amount for subcontract, the subcontractor’s form of organization, and an indication from the subcontractor of a willingness to carry out these responsibilities are to be included for each subcontractor. This assurance in no way relieves the Respondent of any responsibilities in responding to this RFP or in completing the commitments documented in the proposal. The Respondent must indicate which, if any, subcontractors qualify as a Minority or Women Owned Business under IC 4-13-16.5-1. See Section 1.21 and Attachment A for Minority and Women Business information.

2.3.10 General Information

Each Respondent must enter your company’s general information including contact information.

* + 1. Experience Serving State Governments

Each Respondent is asked to please provide a brief description of your company’s experience in serving state governments and/or quasi-governmental accounts.

* + 1. Experience Serving Similar Clients

Each Respondent is asked to please describe your company’s experience in serving clients of a similar size to the State that also had a similar scope. Please provide specific clients and detailed examples.

* 1. TECHNICAL PROPOSAL

The Technical Proposal must be divided into the sections as described below. Every point made in this section must be addressed in the order given. The same outline must be used in the response. RFP language should not be repeated within the response. Where appropriate, supporting documentation may be referenced by a page and paragraph number. However, when this is done, the body of the technical proposal must contain a meaningful summary of the referenced material. The referenced document must be included as an appendix to the technical proposal 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. **The Technical Proposal Template is Attachment D.**

**At this time the base line population for each cohort is 594 youths. The 19 and 21 year old populations from each cohort is 226 youths. DCS will determine the base line youths and the sample youths for the 19 and 21 year old population. Review cohort schedule, attachment F for an overview of survey schedule and timeline.**

Respondent will provide a description of their experience with surveying individuals of transient populations and maintaining contact with this type of population. Respondent will provide information concerning the types of populations and surveys they have conducted with this population. Respondent will provide the success rate with maintaining contact with the individuals in the populations they have been charged with tracking.

Respondent will describe how they will provide meaningful youth engagement of a minimum of two contacts per quarter for each 17 year old youth who are members of the NYTD baseline population from the time that such youth participate in the baseline survey until members of the follow-up population are identified through random sample.

Respondent will describe how each youth in the 19 year old follow-up population (identified from the baseline population) will be contacted for the purpose of engaging the youth in the survey process/administering the survey. Respondent must have a process to collect survey information manually if needed.

The contractor will continue to be responsible for engaging and keeping in contact with youth through the end of the report period in which the youth turns 21 years of age. Respondent will describe how they will provide meaningful youth engagement. The engagement is a minimum of two contacts each quarter for each youth in the 19 year old follow-up population. Respondent should provide of their proposed engagement activities which activities has been in the past the most successful in outreach efforts.

Respondent will describe how they will administer the survey to youth in the 19 and 21 year old follow-up survey populations. Respondent will describe how they will ensure participation by youth to meet the requirement of 60% participation of youth in the population. Respondent must allow for manual administration of surveys including the possibility of face to face survey completion. Respondent will need to enter manually completed surveys through the DCS online portal.

Respondent will describe how they will use communication and outreach methods that are confidential, trauma informed and consistent with the tenants of authentic youth engagement and youth/adult partnerships. Respondent will list potential methods they will use.

Respondent will describe how they could potentially incentivize the youth in each population to maintain the necessary contacts and survey participation. Respondent will provide any potential or current partnerships and what they might provide as incentives for this population. Respondent must describe how they plan to provide the proposed incentives to this population.

Respondent will develop and maintain a NYTD website that is accessible on the Internet through a secure website according to DCS guidelines. The website will be used for engagement purposes and will contain educational information about NYTD surveys, DCS, Community related links, and other resources as approved by DCS. The website should have a live chat assistance and toll free telephone line to provide support as assistance to the youth taking the survey. Respondent will describe their abilities to provide this service and how they plan to determine what information is best used on this website.

Respondent will describe how they will provide this information to DCS as noted in attachments H and I on a monthly and annual basis as requested by DCS.

Respondent will describe how they will work with the NYTD Coordinator or designee in their provision of the required services.

Respondent must have a physical office in the State of Indiana. Respondent will either provide the address of their office or respond with an assurance to maintain a physical office in the State of Indiana.

Respondent will describe how they will maintain a quality assurance and/or performance improvement system to address the needs of this RFP.

Respondent must describe their practices and policies that demonstrate that all staff persons who come in contact with the youth must be aware of and sensitive to the child's cultural, ethnic, and linguistic differences. The respondent’s practices and policies must be describe that show how all staff are to be aware of and sensitive to the sexual orientation of the child, including gay, lesbian, bisexual, transgendered or questioning children/youth. The respondent must show their plan for developing and maintaining the cultural competence of their programs, including the recruitment, development, and training of staff, volunteers, and others as appropriate to the program; and the use of community resources and informal networks that support cultural connections.

Respondent must describe how they will maintain contact with current and former foster youth included in the survey population as well as case managers, current/former foster parents, and other contractors with DCS who may be providing services to the older youth. DCS will provide the vendor with updated cohort information which will include the following:

* Participant list for the baseline population
* Known contact information for baseline population participants
* DCS case manager, probation officer or OYS provider information, if applicable

Names and contact information of permanent connection, if known

DCS believes the respondents must be knowledgeable of community services and state resources. Respondents must describes how they will connect youth to community/state resources as needed.

The awarded respondent will serve as the administrator for incentives to be distributed to youth who participate in the survey at ages 17, 19 and 21. The respondent must describe what type of incentive will be provided to youth in the baseline and follow up populations and how the incentives will be distributed to youth who participate in the survey population.

* 1. COST PROPOSAL

**The Cost Proposal Template is Attachment B.**

Respondent will complete the attachment B providing costs for

The Cost Proposal must be submitted in the original format. Any attempt to manipulate the format of the Cost Proposal document, attach caveats to pricing, or submit pricing that deviates from the current format will put your proposal at risk.

**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 RFP requirements. All evaluation personnel will use the evaluation criteria stated in Section 3.2. The Commissioner of DCS or their designee will, in the exercise of their sole discretion, determine which proposals offer the best means of servicing the interests of the State. The exercise of this discretion will be final.

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 requirements on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements may be eliminated from consideration.

3.1.2 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.

3.1.3 If technical proposals are close to equal, greater weight may be given to price.

3.1.4 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 DCS for further action, such as contract negotiations. If, however, DCS 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, DCS may begin contract preparation with the next qualified 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 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. The points associated with each category are indicated following the category name (total maximum points = 108). Negative points may be assigned in the cost score. Additionally, there is an opportunity for a bonus of five points if certain criteria are met. For further information, please reference Section 3.2.3 below. 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.

***Summary of Evaluation Criteria:***

|  |  |
| --- | --- |
| **Criteria** | **Points** |
| 1. Adherence to Mandatory Requirements | Pass/Fail |
| 2. Management Assessment/Quality (Business and Technical Proposal) | **75 available points** |
| 3. Cost (Cost Proposal) | **25available 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. Any proposals not meeting the Mandatory Requirements will be disqualified.

Step 2

The proposals that meet the Mandatory Requirements will then be scored based on Criteria 2 and 3 ONLY. This scoring will have a maximum possible score of 75 points with a potential of 5 bonus points if certain criteria are met. All proposals will be ranked on the basis of their combined scores for Criteria 2 and 3 ONLY. This ranking will be used to create a “short list”. Any proposal not making the “short list” will not be considered for any further evaluation.

Step 2 may include one or more rounds of proposal discussions, oral presentations, clarifications, demonstrations, etc focused on cost and other proposal elements. Step 2 may include a second “short list”.

Step 3

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

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

The section below describes the different evaluation criteria.

* + 1. Adherence to Requirements – Pass/Fail

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

* + 1. Management Assessment/Quality – **75** available points

* + 1. Price – **25** available points

Cost scores will then be normalized to one another, based on the lowest cost proposal evaluated. The lowest cost proposal receives a total of 25 points. The normalization formula is as follows:

* *Respondent’s Cost Score = (Lowest Cost Proposal / Total Cost of Proposal) X 25*