

Indiana Regional Plan for Child Welfare Services

**SUPPLEMENTAL LETTER**

<b>2009-2011 Regional Services for Child Welfare Services – Regional Request for Proposals Between Contracting Cycle</b>		
<b>TO: Prospective Child Welfare Service Providers</b>	<b>FROM:</b>	<b>James W. Payne, Director</b>
<b>DATE: February 5, 2010</b>		<b>Lisa Rich, Deputy Director Program and Services</b>

**GENERAL INFORMATION**

The Request for Proposals process that develops into the Child Welfare Services Plan for January 1, 2009 through June 30, 2011 has been completed. The Regional Services Councils or Central Office may identify, between contracting cycles, a need for additional services. If that is the case, the request for proposals will be published on the DCS website. The information contained in this letter is the process that the Regional Service Council and the potential providers must follow to complete a Request for Proposal process between contracting cycles.

Agencies submitting a Request for Funding Proposal must agree to provide services in a manner described in the Regional Child Welfare Services Request for Proposals (RFP) Plan for 2009-2011. Therefore it is extremely important that all agencies submitting proposals thoroughly read the document prior to preparing the proposal.

Specific information on what services the region or Central Office is requesting proposals will be located by region on the Regional Service Council website at <http://www.in.gov/dcs/2349.htm>. It is the responsibility of the potential provider to continually check the website for the possibility of a new request for proposals.

**Submission of the proposal**

The proposal format must be completed according to the instructions. The budget justification is needed if the respondent wishes to apply for a higher rate than the maximum or if a maximum rate was not established for the service. Prior to submitting the proposal, it is vital that the proposal be reviewed to ensure that all required information is included.

**Copies of the proposals must be sent to the following persons:**

- To the Local Office Director and Regional Manager, in the counties/regions the provider is proposing to serve, e-mail a copy of the complete proposal.
- To the Regional Child Welfare Coordinator, mail one hard copy of the proposal clearly marked ORIGINAL with original signatures in blue ink, a second hard copy plus an electronic copy/CD-ROM/flash drive
  - CD-ROMs or flash drives MUST be clearly marked with the respondent's name and the date

**Rates**

We have set maximum rates for most of the services identified in the standards. **However, as of January 1, 2010, the rates currently shown in the Service Standards have been reduced by 10%. The 10% Rate Reductions will be in effect until June 30, 2011. Therefore, any budget that you submit (unless it is Actual Cost) must reflect the 10% reduced rate.**

A budget and written justification must be completed for those services that have no maximum rate and for services for which the respondent requests rates above the maximum (less 10%). Budgets and justifications will be reviewed by Regional Managers, Regional Finance Managers, Local Office Directors, Regional Coordinators and will ultimately be presented to Regional Service Councils.

A budget and written justification is required for the following service standards:

- Chafee IL Services - Mentoring/Youth Connections
- Substance Abuse
- CHINS Parent Support Services
- Foster/Adoptive Kinship Caregiver Training (FAKT)
- Care Network
- Child Advocacy Center
- Domestic Violence
- Parent Education
  - o No standard rate for group. A budget summary needs to be completed to establish rate for group. A rate has been established for per person/per group and for individual.
- Pre-Post-Placement and Post Adoption Services
  - o No standard rate for group. A budget summary needs to be completed to establish rate for group. A rate has been established for the face to face contact.
- Sex Offender Treatment; Victims of Sex Abuse Treatment
- Drug Testing and Supplies
- Emergency/Mobile Drug Screens/Tests
- Random Drug Testing
- Residential Detoxification
- Day Treatment/Day Reporting
- Quality Assurance for Children in Residential Placement
- Transition From Restrictive Placement
- Truancy Termination
- Tutoring/Literacy Classes

### **Evaluation**

Changes in payment points for several service standards have prompted the State to add information requested as part of the evaluation process. Please make sure special attention is paid to the new information that needs to be collected as part of the evaluation process described in the evaluation section of the RFP. Evaluation periods are 7/1/09 to 6/30/10 and 7/1/10 to 6/30/11.

### **Staff Qualifications**

There are no waivers for staff. Your staff must meet the qualifications denoted in the 2009-2011 Service Standards.

### **Non-Compliance:**

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.

## **HIGHLIGHTS of the Request for Proposals:**

Please review the service standards in order to determine if you wish to respond to the Request for Proposals. Contracts will be effective on a date determined by DCS and will end no later than June 30, 2011.

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

The proposal packet includes the following documents: (documents can be found on the internet at [www.in.gov/dcs/2329.htm](http://www.in.gov/dcs/2329.htm) under the title: 2009-2011 Regional Services for Child Welfare Services)

1. Indiana Regional Plan for Child Welfare Services - Supplemental Letter
2. Request for Proposal to Provide: Regional Child Welfare Services
3. Attachment A: Program Narrative
4. Attachment B-1: Department of Child Welfare Services Proposal for the Use of Federal and State Funds-Word Document
5. Attachment B-2: Request for Funds Document Instructions 2009-2011
6. Attachment B-3: Proposal for the Use of Federal and State Funds-Excel Document
7. Attachment C: Service Standards (April 2009)
8. Attachment D: Principles of Child Welfare Services
9. Attachment E: Federal Selected Disallowed Services
10. Attachment F: Instructions for Child Welfare Services Provider Program Evaluation
11. Attachment G: Assurances
12. Questions and Answers (from original RFP process)

The Provider must complete and return the following for the proposed service(s):

1. Attachment A: Program Narrative
2. Attachment B1: Department of Child Welfare Services Proposal for the Use of Federal and State Funds-Word Document
3. Attachment B3: Proposal for the Use of Federal and State Funds-Excel Document