



PREVENTION SERVICES RFP, REGION 2

The Indiana Department of Child Services Regional Service Council for Region 2 has selected Child Abuse Local Prevention Services to be provided in the region which includes Jasper, LaPorte, Newton, Porter, Pulaski and Starke Counties. Their service recommendations are based on their interim prevention plan as required by the State. Child Abuse Local Prevention Services are defined as the following:

Primary Prevention

The first level of prevention, primary prevention, focuses on strategies for the general public. Primary prevention strategies often seek to strengthen family functioning. The philosophy of primary prevention is that keeping children safe from abuse and neglect is the responsibility of the entire community. The long-term goal of such strategies is to educate the entire community to create social change that is intolerant of child maltreatment.

Secondary Prevention

The next level of prevention includes strategies that are focused on those who are at risk for abuse or neglect of their children. These include high-stress familial situations, lack of familial or community support and young maternal age.

Possible goals of secondary prevention include: increase parents' parenting skills and strategies; enhance bonding and communication between at-risk parents and their children; increase the connection between at-risk parents and resources or services in the community; increase parents' skills in coping with stresses of caring for children with special needs; and to increase access to social and healthcare services for all community members. These goals ultimately seek to strengthen family functioning and keep children safe from abuse and neglect.

DUNEBROOK, through its Community Partners for Child Safety contract, will be the grantee of these dollars and will be selecting subgrantees to meet the service plan.

DUNEBROOK is issuing these documents to potential providers who will want to continue existing prevention services they are providing for County offices and the community.

Please check the DUNEBROOK, COMMUNITY PARTNERS, Inc. website at www.dunebrook.org and click on "Prevention RFP – Region 2."

The timeline for the RFP Region 2 is:

Web Posting – Existing Services/New Service Standards	03/10/09
Submission of Proposals FIRM DEADLINE/POSTMARK	03/31/09
Proposal Evaluation	04/1/-4/14/09
Notice of Awards	04/15/09
Preparation of Subgrantee Agreements	04/15/09 - 04/30/09
Subgrantee Agreement Activation	Upon receipt of Signed Subgrantee Agreement(s)

Standards have been developed for each service category. Region 2 Service Council approved the following maximum amounts to be available for the region.

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|---------------------------------|-----------|
| 1) Community Education | \$65,000 |
| 2) Home Based Therapy | \$162,000 |
| 3) Mediation Services | \$62,000 |
| 4) Clinical Assessment Services | \$60,000 |
| 5) Family Incentive Program | \$35,000 |

Clients being served by this contract cannot have a cause number, DCS case number, or be coerced or mandated by a judicial officer, Department of Child Services or Department of Corrections/Probation staff.

It is extremely important that all entities submitting proposals thoroughly read the documents prior to preparing the proposal. Documents that are required with submission include:

- Letter of Submission
- Narrative
- Application and Budget Information
- Unit Rate Justification Form
- Assurances

Subgrantees must indicate in which county(ies) they want to provide services and/or be willing to offer services to the entire region. All programs must include all elements of the service standards to be eligible for consideration.

Subgrantees will not be guaranteed a subgrantee agreement nor will there be any guarantee of them receiving the amount of money requested.

Submission of the Proposal

A proposal must be completed according to the instructions. A proposal must be submitted for each service being submitted. The budget section must be completed for each service being submitted. Prior to submitting the proposal, it is vital that the proposal be reviewed to ensure that all required information is included.

All proposal originals must be sent to Diana Dibkey, Executive Director, Dunebrook, 7451 W. Johnson Road Michigan City, IN 46360 and postmarked by March 31, 2009. Along with the postmarked original, a copy must be submitted via e-mail to jill@dunebrook.org by 5 pm Central Standard Time on March 31, 2009.

A Letter of Submission must be included in the body of the e-mail. The Letter of Submission should include a recap of the proposal as follows: What services are to be provided, dollar amount requested, county(ies) services will be provided in, and all contact information of Executive Director/CEO.

Any proposal received with a postmark later than March 31, 2009 or that is received unsigned will not be considered for a contract. (Any late proposals will be returned 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.) Proposals cannot be hand delivered.

The RFPs submitted will be reviewed by Dunebrook and members from the Community Partners Advisory Council who are not submitting an application and otherwise impartial.

Decisions of Dunebrook are made solely at its discretion. Dunebrook reserves the right to reject any and all responses. Dunebrook reserves the right to award less than the requested amounts. No representation is made hereby that awards will be made based solely on Dunebrook's ratings of RFP's.

Narrative - The Proposal must address the following topics and categories

A. GENERAL/AGENCY HISTORY (Maximum- 2 paragraphs and less than one half pg.)

This section of the proposal may be used to introduce the agency and/or summarize any information the Respondent deems relevant or important to the delivery of these services to Region 2.

B. PROGRAM/SERVICE DESCRIPTION (Maximum-2 paragraphs and less than one half pg.)

Provide the program name as well as the corresponding Service Standard title(s) if different. If more than one service standard is being addressed as part of a continuum of care, describe the services to be combined in the program and how they directly relate to each other. (Budget information and unit rate forms will need to be completed for each separate program application).

C. INTAKE/REFERRAL (Maximum- 2 paragraphs and less than one half pg.)

Describe the intake and referral process to be utilized in the program including respondent's procedure/methods for a guaranteed time frame for initiation of services

D. PRACTICE MODEL (Maximum- 2 pages)

Describe evidence based and/or best practice models to be utilized in delivering the program as well as respondent's experience and training related to the service delivery model. If an evidence based/best practice model is not available for the service(s), justify the service delivery method/model(s) to be utilized. Include estimated length of service, methods (i.e. in home, office based, individual, family, group etc).

E. PROGRAM EVALUATION AND REPORTING (Maximum 1 page)

If your program measures outcomes in addition to those described in the service standards, please identify those outcomes and describe measurement process

Budget and Written Justification

A budget and written justification must be completed for RFP Region 2 – Prevention Services for each service to which an entity is applying.

A Unit Rate Justification Sheet must be completed for each submission. For the Family Incentive Program service standard, service will be actual cost/dollar for dollar.

Evaluation

Please make sure special attention is paid to the information that needs to be collected for the evaluation process described in the evaluation section of the RFP.

Non-Compliance

If, in an audit or Quality Assurance Review by DUNEBROOK it is discovered that there is a non-compliance issue with either the service standard or the contract, DUNEBROOK shall have no obligation to pay Subgrantee for any service provided.

SERVICE STANDARDS (2009) RFP Region 2 – 1

Service Standards Descriptions are located at www.dunebrook.org and click on "Prevention RFP – Region 2."

Counties for which proposals will be accepted are restricted to DCS Region 2 (Jasper, LaPorte, Newton, Porter, Pulaski and Starke)

Insurance Requirements

Certificate of Insurance meeting the state requirement as follows must be included in your proposal:

1. Commercial general liability with minimum liability limits of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) in the aggregate.
2. Automobile liability with minimum liability limits of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) in the aggregate.