



**Family and Social Services Administration  
(FSSA),  
Division of Disability and Rehabilitative Services  
(DDRS)**

**Request for Funds**

**DDRS RFF-18-001**

**Solicitation For:**

**Day Service Provider Grant**

**Response Due Date: February 2, 2018**

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## 1. GENERAL INFORMATION AND REQUESTED SERVICES

This is a Request for Funding (RFF) announcement issued by the Family and Social Services Administration (FSSA)/Division of Disability and Rehabilitative Services (DDRS).

This RFF is intended to publicize the availability of this Grant opportunity for services described in Public Law (P.L. 217-2017) based on House Enrolled Act 1001. Applicants eligible for this RFF must be Indiana-based non-profit organizations that currently offer facility-based day services programs for individuals with intellectual and developmental disabilities. Applicants must have been in operation prior to January 1, 2009, and must not own, operate, or manage supervised group living facilities. Additional details on eligibility criteria can be found in Section 1.2.

Neither the issuance of this RFF nor the receipt of any responses thereto, shall create any obligation to the State of Indiana to make any award pursuant hereto. The award of any grant(s) as a result of this RFF shall be at the sole discretion of FSSA. Neither this RFF nor any response (“proposal”) submitted hereto are to be construed as a legal offer.

### 1.1 Confidential Information

Potential Respondents are advised that materials contained in proposals are subject to the Indiana Public Records Act, IC 5-14-3 *et seq.*, and after the grant is awarded may be viewed and/or copied by any member of the public, including news agencies and competitors. Potential Respondents claiming a statutory exception to the Indiana Public Records Act must place all confidential documents in a sealed envelope clearly marked “Confidential” and must indicate on the outside of their proposal envelope that confidential materials are included and, in their cover letter, specify which statutory exception provision applies. The State reserves the right to make determinations of confidentiality. If the State does not agree that the information designated is confidential under one of the disclosure exceptions to the Public Records Act, it may either reject the proposal or discuss its interpretation of the allowable exceptions with the Respondent. If agreement can be reached, the proposal will be considered. If agreement cannot be reached, the State will remove the proposal from consideration for award and return the proposal to the Respondent upon request. The State will not determine price to be confidential information.

### 1.2 Mandatory Respondent Requirements

Respondents must fulfill the requirements described below and in Public Law (P.L. 217-2017) based on House Enrolled Act 1001:

- Each Respondent must be an Indiana-based nonprofit organization. Each Respondent must provide proof of 501(c)3 status from the Internal Revenue Service (IRS).
- Respondents must have been in operation prior to January 1, 2009. Each Respondent must provide evidence of start date of operations or incorporation.

- Respondents must currently offer facility-based day services programs for individuals with intellectual and developmental disabilities.
- Respondents may not own, operate, or manage supervised group living facilities.

### 1.3 Terms

This agreement shall be for a lump sum to be distributed once in state fiscal year (SFY) 18 and again in SFY 19.

### 1.4 Questions

All inquiries related to the RFF are to be submitted electronically to [RFFDayServices@fssa.in.gov](mailto:RFFDayServices@fssa.in.gov) and are not to be directed to any other staff member of FSSA. Such action may disqualify the Respondent from further consideration for a grant as a result of this RFF. Questions must be received by the date specified in Section 1.7 RFF Timeline. Questions received after 3:00 p.m. Eastern Standard Time (EST) may not be considered. Please keep questions brief and of high priority. Responses to all questions will be promptly prepared by DDRS and posted at <http://www.in.gov/fssa/ddrs/4329.htm>.

### 1.5 Proposals

Respondents interested in responding to this RFF from FSSA/DDRS should submit proposals in the following manner: **one original hard-copy (marked "Original")** and **one original CD-ROM (marked "Original")** containing one complete copy of the proposal, including the Transmittal Letter and other related documentation as required in this RFF. The **original** CD-ROM will be considered the official response to be used in evaluation and protest resolution. Proposals should be sent to:

**Pashun Smith**

Family and Social Services Administration  
Bureau of Developmental Disabilities Services  
402 W. Washington Street, W 453  
Indianapolis, Indiana 46204

Email Address: [RFFDayServices@fssa.in.gov](mailto:RFFDayServices@fssa.in.gov)

Print copies must be assembled in the following manner:

1. Transmittal Letter (see Section 2.2)
2. Respondent Information (complete Attachment A)

**Proposals, including CD-ROMs and hardcopies, must be received no later than the date listed in Section 1.7 RFF Timeline. Proposals received after 3:00 p.m. EST will not be considered.**

In the transmittal letter please indicate the principal contact for the proposal along with a telephone and fax number. **All proposals must have an email address included.**

**Hand-delivered solicitation responses:** To facilitate weapons restrictions at Indiana Government Center North and Indiana Government Center South 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.

**Shipped or mailed solicitation responses:** United States Postal Express and Certified Mail are both delivered to the Government Center Central Mailroom, and not directly to the Bureau of Developmental Disabilities Services (BDDS). It is the responsibility of the Respondent to make sure that solicitation responses are received by the BDDS on or before the designated time and date. Late submissions will not be accepted. The BDDS clock is the official time for all solicitation submissions.

All proposal packages must be clearly marked **RFF Day Service Provider Grant, due February 2, 2018 by 3:00 EST**. Any proposal received by the DDRS 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.

## 1.6 RFF Objectives

The overall objective of this RFF is to meet the requirements set forth in Public Law (P.L. 217-2017) based on House Enrolled Act 1001 which provides support to Indiana-based nonprofit organizations that currently offer facility-based day services programs for individuals with intellectual and developmental disabilities and meet the criteria in Section 1.2.

## 1.7 RFF Timeline

The following timeline is only an illustration of the RFF 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.

<b>January 3, 2018</b>	RFF released to potential applicants
<b>January 17, 2018</b>	RFF questions due
<b>January 23, 2018 (Target Date)</b>	RFF answers posted online
<b>February 2, 2018</b>	RFF proposals due by 3:00 PM EST
<b>February 14, 2018 (Target Date)</b>	Grant award notification

## 1.8 Funding

The total funding to be granted for day services under this RFF is approximately \$1,000,000 (\$500,000 for SFY 18 and \$500,000 for SFY 19) and is available for use through SFY 19. The total funding will be distributed proportionally to qualified respondents based on the average daily number of qualified individuals with intellectual and development disabilities served in calendar year 2017. Note that qualified individuals means individuals with intellectual and developmental disabilities receiving day services from your organization in calendar year 2017. Additional details on average daily number of qualified individuals served can be found in Section 2.3.2 and in Attachment A – Respondent Information Form.

Grantees will have the flexibility to use the funds at their discretion to improve quality of care.

Grantees will receive one lump sum in SFY 18 and another in SFY 19.

Funds awarded may be less than the stated amount of overall dollars available depending on the number of applications. Grant awards for this program are at the sole discretion of FSSA and subject to the number of qualified applicants.

## 1.9 Application

There are several parts to the RFF application. Respondents must use the appropriate template where available. Refer to the list of Attachments included with the RFF in Section 1.10. All parts of the application must be included when submitting the proposal.

### 1.10 Attachments List

Attachment A	Respondent Information Template (Response and Supporting Documentation Required)
Attachment B	Sample Grant Agreement (Acceptance Required in Transmittal Letter)

## 2. 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:

- The Transmittal Letter must be in the form of a letter.
- Respondents must address all sections of Section 2.2 Transmittal Letter unless marked “optional.”
- Respondents must completely fill in Attachment A – Respondent Information Form.
- A complete proposal must include:
  - 1) The Transmittal Letter; including acceptance of Attachment B – Sample Grant Agreement
  - 2) Completed Attachment A - Respondent Information Form
  - 3) Any attachments required by the preparation instructions

## 2.2 Transmittal Letter

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

### 2.2.1 Agreement with Requirements as Listed within the RFF

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

### 2.2.2 Summary of Ability and Desire to Supply the Required Services

The Transmittal Letter must briefly summarize the Respondent’s ability to supply the requested services that meet the requirements defined in the RFF. The Respondent shall clearly state whether or not it meets all of the mandatory requirements listed in Section 1.2. Specifically, the Respondent shall list out all four mandatory requirements listed in Section 1.2 and provide a “Yes” or “No” response on whether it meets each requirement, followed by an explanation of how it meets the requirement.

### 2.2.3 Use of Grant Funds

The Transmittal Letter must describe why the Respondent is requesting grant funds, how the Respondent will utilize the grant funds, and how the funds will benefit the individuals being served. Specifically, the Respondent must describe how the grant funds will improve quality of care.

### 2.2.4 Acceptance of Sample Grant Agreement

Transmittal Letter must contain a statement indicating the Respondent’s willingness to provide the requested services subject to the State’s mandatory grant agreement clauses. The Sample Grant Agreement can be found in Attachment B - Sample Grant Agreement.

### 2.2.5 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 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 email address, if that contact is different from the individual authorized for signature.

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### **2.2.6 Respondent Notification**

Include the name, mailing address, telephone number, fax number and email address of the Respondent's point-of-contact for this proposal. Respondents will be advised of the outcome of the RFF process and notice of award via email.

It is the Respondent's obligation to notify DDRS of any changes in contact information that may have occurred since the origination of this solicitation. DDRS will not be held responsible for incorrect Respondent addresses.

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### **2.2.7 Other Information (Optional)**

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

## **2.3 Respondent Information Form – Attachment A**

All Respondents must complete Attachment A – Respondent Information Form in its entirety.

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### **2.3.1 Respondent Information**

The Respondent must fill in all fields in the Respondent Information section of Attachment A. The Respondent shall also attach any required documentation, including a 501(c)3 Determination Letter from the IRS to prove non-profit status, and certification of incorporation or other documentation to prove initial date of operations/incorporation.

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### **2.3.2 Average Daily Number of Qualified Individuals Served**

The Respondent must indicate the average daily number of qualified individuals served in calendar year 2017. Qualified individuals means individuals with intellectual and developmental disabilities receiving day services from your organization. Respondents must provide accompanying documentation supporting this data.

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### **2.3.3 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 must sign the completed Attachment A.

## 3. PROPOSAL EVALUATION

### 3.1 Proposal Evaluation Procedure

The State has selected a team to act as a proposal evaluation team. The team will be responsible for evaluating proposals with regard to compliance with RFF requirements. All evaluation personnel will use the evaluation criteria outlined below.

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#### 3.1.1 Adherence to Mandatory Requirements

Each proposal will be evaluated for adherence to mandatory requirements, including acceptance of the Sample Grant Agreement, on a pass/fail basis. Proposals that are incomplete or otherwise do not conform to proposal submission requirements (format) may be eliminated from consideration.

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#### 3.1.2 Additional RFF Information

The State may consider any additional information provided in the proposal, including all required supporting documentation, to determine whether to award grant funds to a Respondent. The State reserves the right to make all final award decisions and to award grants based on the adherence to all RFF requirements, quality of applications, and available funding.