

AWARD RECOMMENDATION

Notice of Intent to Award Number: 230000001065

The Department of Technology, Management & Budget’s Procurement office has completed the evaluation of RFP 230000002224 for the Michigan Department of Health and Human Service’s Respite Foster Care Program and has recommended an award to Child and Family Services of Northwest Michigan, Inc. in the amount of \$745,137.16, pending State Administrative Board approval, if applicable. More information on the State Administrative Board can be found at: [State Administrative Board](#).

Bidders who were not recommended for the award are encouraged to schedule a debriefing session with the Solicitation Manager. The debriefing session will provide the bidder with the State’s rationale on why the bidder was not recommended for the award. The Solicitation Manager may be contacted as follows:

Katie McFarland, Solicitation Manager.
 McFarlandK1@michigan.gov

Background Information:

This Request for Proposal (RFP) was to solicit responses for selection of a Contractor to provide Respite Foster Care Program Services for the Michigan Department of Health and Human Services. The term of this contract is three, with up to four, one-year renewal options.

Bidders:

The RFP was posted on SIGMA VSS on June 1, 2023, for 6 weeks. The following bidders submitted proposals by the published due date of July 13, 2023.

Bidder	Address, City, State, Zip Code	SDVOB*	GDBE**
Child and Family Services of NW Michigan, Inc.	3785 Veterans Drive, Traverse City, MI 49684	No	Yes

*SDVOB: Service-Disabled Veteran Owned Business

**GDBE: Michigan Geographically Disadvantaged Business Enterprise

EVALUATION SYNOPSIS

I. Evaluation Process

A Responsible Vendor is a vendor that demonstrates it has the ability to successfully perform the duties identified by the solicitation. A Responsive proposal is one that is submitted in accordance with the solicitation instructions and meets all mandatory requirements identified in the solicitation.

Proposal Instructions: Mandatory Minimum Requirements

- 1) Bidder must be a licensed Child Placing Agency.
- or
- 2) Bidder must be in the process of becoming a Child Placing Agency and receive their license within three months of contract award.

Only proposals meeting the mandatory minimum requirements will be considered for evaluation.

Proposal Instructions: Evaluation Process

If all mandatory minimum requirements are met, the State will evaluate each proposal based on the following factors:

	Technical Evaluation Criteria	Weight
1.	Schedule A, Statement of Work, Sections 1, 2	50
2.	Schedule A, Statement of Work, Sections 3, 4	20
3.	Schedule A, Statement of Work, Sections 5, 6	15
4.	Vendor Questions Worksheet	15
	Total	100

The full evaluation process is stated in the RFP Proposal Instructions.

II. Evaluation Method

Responses to this solicitation were reviewed by a Joint Evaluation Committee, which consisted of the following individuals:

Name	Voting or Advisory Member
Jessica Sweet, Caregiver Recruitment, Support and Development Manager Michigan Department of Health and Human Services	Voting
Kathonya Rice, State Administrative Manager Michigan Department of Health and Human Services	Voting
Sasha Wildfong, Fiscal, Audit and HR Manager Michigan Department of Health and Human Services	Voting
Katie McFarland, Category Specialist, Commodities Department of Technology, Management, and Budget – Central Procurement Services	Voting
Soleil Campbell State Administrative Manager	Advisory

Name	Voting or Advisory Member
Michigan Department of Health and Human Services	
Matt Deaton, Department Analyst Michigan Department of Health and Human Services	Advisory
Renee Gonzales, State Division Administrator Michigan Department of Health and Human Services	Advisory
Joanne Metcalfe, Contract Community Placement Coordinator Recruitment and Retention Michigan Department of Health and Human Services	Advisory
Tammy Sattelberg, Departmental Analyst-SED Waiver Michigan Department of Health and Human Services	Advisory
Phil Kurdunowicz, Division Director of Access Standard, Service Array & Policy Division Michigan Department of Health and Human Services	Advisory
Lara Bouse, President and Executive Director Fostering Forward Michigan	Advisory

III. Evaluation Results

A. Child and Family Services of NW Michigan, Inc.

The Evaluation Team determined that Child and Family Services of NW Michigan, Inc. based on a score of 98, met the requirements of this RFP. This determination was accomplished by evaluating their responses to the Technical Evaluation Criteria.

1. Schedule A, Statement of Work, Sections 1 and 2: 48 Points

The Evaluation Team determined the responses were satisfactory, but the following deficiencies were noted:

- a. 1.2.D Service #4 of 6: Additional Licensing Services, #1, the Bidder did not explain how staff turnover would be handled to ensure staffing levels were maintained for caseload compliance.
- b. 1.2.D Service #4 of 6: Additional Licensing Services, #2, the Bidder did not address if their process would be altered to accommodate the respite program.

2. Schedule A, Statement of Work, Sections 3 and 4: 20 Points

The Evaluation Team determined the responses were satisfactory.

3. Schedule A, Statement of Work, Sections 5 and 6: 15 Points

The Evaluation Team determined the responses were satisfactory.

4. Vendor Questions Worksheet: 15 Points

The Evaluation Team determined the responses were satisfactory.

Total Score: 98/100

IV. Technical Evaluation Summary

	Selection Criteria	Child and Family Services of NW Michigan, Inc.
1	Schedule A, Statement of Work, Sections 1 and 2	48
2	Schedule A, Statement of Work, Sections 3 and 4	20
3	Schedule A, Statement of Work, Sections 5 and 6	15
4	Vendor Questions Worksheet	15
	Total	98

V. Clarifications

The Bidder was asked to provide some additional detail explaining how the unit rate for Service 3 of 6 was calculated to which a response was received.

VI. Pricing Summary

Pricing was evaluated for the bidders who passed technical. The following is a summary of their price proposals:

Deliverable – for Region 1c		Child and Family Services of NW Michigan, Inc.
1	Service 1 of 6 Recruitment of Respite Families	\$44.34
2	Service 2 of 6 Family Support	\$1,441.07
3	Service 3 of 6 Initial Licensing Certification	\$10,242.71
4	Service 4 of 6 Additional Licensing Services	\$798.13
5	Service 5 of 6 Facilitate respite placements into respite foster homes	\$45.54
6	Service 6 of 6 In-home Support	\$35.78

VI. Award Recommendation

Award recommendation is made to the responsive and responsible Bidder who offers the best value to the State of Michigan. Best value is based on the proposal meeting the minimum point threshold and offering the best combination of the factors stated in the *Proposal Instructions Evaluation Process* section, and price.

Child and Family Services of Northwest Michigan, Inc. provided the best value to the State. Best value factors for Award Recommendation include: passing the technical evaluation and being in a geographic disadvantaged opportunity zone.

Award Recommendation is made to Child and Family Services of NW Michigan, Inc. in the amount of \$745,137.16.