

Notice



Help

Identification

Reference Number:	22032653
Request ID:	14-83437
Date First Offered	01/15/2014
Title:	Data Collection Services
Agency Reference Number:	2014-046
Agency:	CFS - Children and Family Services
Purchasing Agency:	CFS - Children and Family Services
Purchasing Agency SPO:	Sharon Clanton
Status:	Closed

Overview

Description and Specifications:

This is an Emergency Procurement for a period of 90 days to allow the Department to continue receiving the data from the vendor. During the 90 day period the Department will assess the value of the data to program and make a determination if a competitive solicitation will be conducted to continue the services. The Illinois Department of Children and Family Services is responsible for insuring quality services are delivered to its foster care clients in a timely manner and at a sufficient level to meet the client's needs and goals. The Department continues to closely monitor service delivery with children and youth who are newly placed into the substitute foster care system. This monitoring process demands detailed tracking of specific sets of data which are not available in the Department's current case management data systems. The Department continues to need a provider to complete the data entry of monitoring forms utilized with our foster care clients, and clients involved with corrections.

Goals and Objectives

A. Maintain a centralized database on all children and youth in foster care and corrections.

1. Provide printed and electronic reports on a quarterly basis for each region, private agency, as well as statewide reports. Provide other printed and electronic reports on an ad hoc basis.

Centralized database on all children and youth in foster care.

1. Approximately 390 programmed data fields
2. Approximately 2,100 families involved
3. Approximately 3,800 children and youth involved
4. Six DCFS regions and about 60 Private agencies involved
5. See Attachment A for a samples of the six performance protocol forms

B. Centralized database on all children and youth in corrections (including youth in detention centers, jail and parole/probation).

1. Approximately 250 programmed data fields
2. Approximately 600 children and youth involved
3. Six DCFS regions and about 60 Private agencies involved

C. Reconcile both databases with the DCFS database on a regular basis, usually monthly.

1. Incorporate data sets provided by DCFS into the centralized database on a monthly basis.

D. On-going Quality Assurance activity for both databases prior to and after data entry to ensure data integrity. This activity includes validation of input instruments for accuracy and completeness prior to data entry. When problems are identified, the vendor will highlight problem areas on the

instrument and route it back to the sender for correction. The vendor will also attempt to contact the sender via telephone to make the sender aware of the corrections needed. Verification of entered data with input instruments to assure correctness is also performed. Validation reports are produced after each instrument is entered. Any data entry errors are corrected before a final report is generated to the original sender.

E. Ability to expand data entry capacity to support additional needs as they are developed in these target areas

F. Liaison and communication with various entities within the Department including the Division of Field Operations, Division of Monitoring, Division of Quality Assurance, Division of Permanency and Planning, and the Director's office in order to perform the following:

1. Standard operating procedures for all work activity
2. Establishment of clear communication patterns around deadlines and the defined set of data information
3. Provision of training and orientation sessions as necessary
4. Provision of technical assistance as necessary. Such technical assistance includes communicating with Monitoring staff and Quality Assurance staff to resolve any discrepancies in submitted instruments

G. File and organize all completed work for both databases for a minimum of 5 quarters in order to maintain a paper trail for quality assurance measures.

H. Complete all data entry within 7 calendar days of receipt unless otherwise arranged.

MILESTONES AND DELIVERABLES

A. Maintain Centralized database on all children and youth in foster care.

1. Data entry, by individual client, of up to 6 performance protocols quarterly
2. Performance Reports by team, region, agency quarterly
3. Statewide Performance Reports quarterly
4. Executive Summary Reports quarterly and annually
5. Tickler Reports as necessary
6. Develop and deliver other reports as needed

B. Develop Centralized database on all children and youth in corrections (including youth in detention centers, jail and parole/probation).

1. Design should include edits that will ensure data reliability and compatibility with DCFS data.
2. Design will include safeguards for to prevent unauthorized access and ensure database security.
3. Backups of data will be created on a routine basis.

C. Maintain Centralized database on all children and youth in corrections (including youth in detention centers, jail and parole/probation).

1. Data entry, by individual client, of quarterly review forms
2. Performance Reports by team, region, agency quarterly
3. Statewide Performance Reports quarterly
4. Executive Summary Reports quarterly and annually
5. Tickler Reports as necessary

Develop and deliver other reports as needed

Key Information

Notice Type: Emergency Procurement

Published: 01/15/2014

Notice Expiration Date: 01/29/2014

Emergency Justification: Contract is directly related to the mission of the agency in that it provides DCFS with detailed tracking of specific sets of data which are not available in the Department's current case management data systems--specifically data tracking our foster care clients and clients involved with corrections.

Accordance with Admin Rule: This contract has been ongoing since FY09 and it was not the Department's intent for it to end on 12/31/13. It was unfortunate that the contract renewal that would have extended it through 12/31/14 was unable to be signed by both parties prior to the expiration date. As it was the Department's intent to continue the contract, there was no transition plan in place. Therefore, it is imperative that a 90 day emergency contract be approved in order for the Department to either put together a new RFP for these services or determine some alternate way to obtain the data. Ensure integrity of state records, Minimize serious disruption to critical state services that affect health, safety, or collection of substantial state revenues

Professional & Artistic: No

Small Business Set-Aside: No

Does this solicitation contain a BEP or DBE requirement?: No

Does this solicitation contain a Veteran requirement?:

Relevant Category: General Services

Total Amount of Award: \$244,204.00 (Total Dollar Value Only/Includes Any Renewal Options)

Estimated/Actual Value Description:

Length of Initial Term: 3

Contract Begin Date: 01/15/2014

Contract End Date: 04/14/2014

Renewal Terms: 0

Bidder(s)

Number of Responding Bidders:	1
Number of Unsuccessful Bidders:	0
Total Number Awarded:	1

Listing of All Bidders/Offerors Considered But Not Selected:

None

Source Selection: N/A

Vendor(s) Selected for Award

Vendor Name	Amount of Award	BEP Goal %	DBE Goal %
Chrysalis Consulting Group	\$244,204.00	0%	0%

Notice Contact

Name: Martin Sutherland

Street Address: 406 E. Monroe
City: Springfield
State: IL
Zip Code: 6701
Phone: 217-557-7880
Fax Number: 217-557-0635
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Class Code

Class Codes: S400 Miscellaneous Services

NIGP Code

NIGP Commodity/Service
Code:

Attachments

To download file(s), click on filename(s) located below. Not all Notices will have files to download.

File Attachments:

Vendor Award Information



Help

Created Date:	01/15/2014
Created By:	Martin D Sutherland

Identification

Reference Number:	22032653
Title:	Data Collection Services

Vendor Selected for Award

Vendor Name:	Chrysalis Consulting Group
Vendor Contact Name:	Rocco Biscaglio
Vendor Street Address:	2725 N. Thatcher Ave. Suite 201
Vendor City:	River Grove
Vendor State:	IL
Vendor Zip Code:	60171
Vendor Phone Number:	708-456-9224
Vendor Fax Number:	708-456-9320

Key Information

Amount of Award:	\$244,204.00 (Total Dollar Value Only)
Cost of Initial Term:	\$244,204.00 (Total Dollar Amount of Initial Term)
Cost of Renewals:	\$0.00 (Total Dollar Amount of Renewals)
BEP Goal Amount (Percentage):	0.00%
DBE Goal Amount (Percentage):	0.00%
Will Sub-Contractors Be Utilized?	No