



CLAY, DICKINSON, O'BRIEN, OSCEOLA

# Fiscal Year 2017 Request for Proposals (RFP)

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## **SECTION I: INTRODUCTION**

### **1.1 Overview**

#### **ECI State Initiative**

##### **Vision**

*Every Child, Beginning at Birth, Will be Healthy and Successful*

##### **Early Childhood Iowa**

Early Childhood Iowa (ECI) was founded on the premise that communities and state government can work together to improve the well-being of our youngest children. ECI's efforts unite agencies, organizations and community partners to speak with a shared voice to support, strengthen and meet the needs of all young children and families.

It is believed that individuals in local communities working together can identify and implement the best means for attaining desired results. The role of the State is to be a partner to support and facilitate growth in community responsibility; not assume the directive role that the public has come to expect of government.

State funding for Early Childhood Iowa (and its predecessor, Community Empowerment) has continued since its inception.

#### **Local System Development**

Early Childhood Iowa Areas enable local citizens to lead collaborative efforts involving education, health, and human services programs on behalf of children, families and other citizens residing in the area. The focus is to improve results for families with young children, ages 0-5 years.

There are 39 Early Childhood Iowa Areas statewide representing all 99 counties. Each area has a citizen-led board to support activities to promote collaboration and develop systems in the community for young children and their families.

The local board members are citizens or elected officials. Board memberships include representatives from business, faith, consumer, human services, education, and health.

Source: [www.earlychildhoodiowa.org](http://www.earlychildhoodiowa.org)

#### **ECI Lakes Region Local Initiative**

##### **Vision**

*Every child, pre-birth through age 5, will be healthy physically, emotionally, intellectually, and spiritually.*

##### **Mission**

Our children will thrive and have the opportunity to live in a nurturing environment that is healthy, safe and stable. All community members and service providers will treat children and families with compassion and respect. Parents will be prepared to rear, teach, and love their children unconditionally, and children will be ready for life's challenges of school, relationships, and work. Families will be supported raising their children at home and/or in partnership with quality and accessible childcare. In-home parent education services, comprehensive child care training, and in-home visitations of newborns and their parents are some of the essential

services that will be provided in our community's support system to families with young children. Innovative and collaborative efforts amongst our community members and service providers will continue to insure the needs of children and families come first in an ever changing environment.

## 1.2 Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals for programs/services to assist families with children pre-birth through age 5, within the area of Clay, Dickinson, O'Brien and Osceola Counties, to address the Early Childhood Iowa state result areas of:

- Healthy Children
- Children Ready to Succeed in School
- Safe and Supportive Communities
- Secure and Nurturing Families
- Secure and Nurturing Child Care Environments

Early Childhood Iowa: Lakes Region (ECI LR) shall award a one (1) year contract beginning on July 1, 2016 and ending on June 30, 2017 with up to four (4) one (1) year extensions based on performance and availability of funding through Fiscal year (FY) 2021.

## 1.3 Scope of Services

Proposals must demonstrate how programs/services will connect with and positively impact the Early Childhood Iowa: Lakes Region community plan and priorities:

- Strengthen the relationships between parents and their children through the provision of quality family support services
- Improve the quality of early care and learning environments
- Improve the health and wellness of children pre-birth through age 5.

Please refer to the Early Childhood Iowa: Lakes Region website ([www.ecilakesregion.com](http://www.ecilakesregion.com)) (may need to control-click on link) for a copy of the FY15-17 Community Plan.

Applicants shall clearly define the services to be provided to families, children, and/or child care and early learning environments. Proposals shall describe what the program hopes to accomplish, including program goals, indicators, objectives and outcomes. Funded programs must comply with state Early Childhood Iowa [performance measures](#) reporting requirements and document program/service performance through input, output, quality/efficiency, and outcome data. Required performance measures are necessary for each program/service and must be itemized on annual reports.

- The Early Childhood Iowa: Lakes Region reserves the right to require additional data to what is required by state Early Childhood Iowa.
- The Program shall, as much as possible, impact all four counties.
- Agencies and organizations must be non-profit or 501 C3 or have a non-profit agency administer the funding for the program.
- Grant recipients will be required to sign a contract outlining service, reporting, and fiscal responsibilities.
- All proposals funded through Early Childhood Iowa: Lakes Region will be required to submit progress reports quarterly.

- All proposals funded will provide information to its consumers about the other programs funded by Early Childhood Iowa: Lakes Region as well as information on community resources and general support programs. The Early Childhood Iowa: Lakes Region logo shall be included on all marketing and promotional materials.
- ECI LR money used for employee training and related expenses will need to be refunded if the employee voluntarily terminates their employment during or within 12 months of completing the training.

**Please refer to Section VI for the specific application process and guidelines.**

#### **1.4 Monitoring Clause**

In compliance with the State of Iowa Accountable Government Act, the Early Childhood Iowa: Lakes Region will monitor the performance of the Contractor monthly to ensure that the Contractor is meeting the deliverables of the contract and achieving the specified results. The contractor will be required throughout the duration of the contract to satisfactorily provide the services described in the Scope of Work Section in order to meet the desired outcomes.

The Program Director of the program will supervise and review data on a monthly basis and conduct oversight visits as needed. The Early Childhood Iowa: Lakes Region Director will meet quarterly, at a minimum, with the Program Directors or their representatives to review the program and will monitor finances monthly.

This RFP is designed to provide bidders with the information necessary for the preparation of competitive bid proposals. The RFP process is for the benefit of families and is intended to provide Early Childhood Iowa: Lakes Region with competitive information to assist in the selection process. It is not intended to be comprehensive. Each bidder is responsible for determining all factors necessary for submission of a comprehensive bid proposal. Early Childhood Iowa: Lakes Region adheres to all applicable federal and state laws, rules, and regulations when entering into a contract for service.

## **SECTION II: ADMINISTRATIVE INFORMATION**

### **2.1 Issuing Officer**

The Issuing Officer, identified below, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful bidder.

Early Childhood Iowa: Lakes Region  
Paulette Karolczak, Director  
PO Box 146  
Sheldon, IA 51201  
Phone: (712) 363-3363  
E-mail: pmkarolczak@gmail.com

From the issue date of this RFP until announcement of the successful bidder, bidders may contact only the Issuing Officer. The Issuing Officer will respond only to questions regarding the procurement process. Bidders shall be disqualified if they contact any Early Childhood Iowa: Lakes Region Board Member other than the Issuing Officer regarding this RFP.

## **2.2 Procurement Timetable**

The following dates are set forth for informational and planning purposes; however, ECI: Lakes Region reserves the right to change the dates.

### Notice of Intent

- Issue RFP February 12, 2016
- Letter of Intent due March 11, 2016
- Closing Date for Receipt of Bid Proposal April 15, 2016 5:00 PM CST
- Announce Apparent Successful Bidder June 3, 2016 (Upon Board Approval)
- Contracts will be issued upon Board approval but contingent upon the state's approval of the Early Childhood Iowa: Lakes Region Budget
- Completion of Contract Negotiations and Execution of the Contract June 30, 2016
- Begin Contract July 1, 2016

## **2.3 Questions, Requests for Clarification and Suggested Changes**

Early Childhood Iowa: Lakes Region assumes no responsibility for verbal representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFP. Bidders with questions or requests for clarification shall submit them to the Issuing Officer before 5:00 p.m. CST April 15, 2016. Responses to questions will be sent via email to all bidders that have requested the RFP packet.

## **2.4 Amendment to the RFP and Bid Proposal and Withdrawal of Bid Proposal**

Early Childhood Iowa: Lakes Region reserves the right to amend the RFP at any time. The bidder shall acknowledge receipt of an amendment in its proposal. If the amendment occurs after the closing date for receipt of bid proposals, Early Childhood Iowa: Lakes Region may, in its sole discretion, allow bidders to amend their bid proposals if necessary.

The bidder may amend its bid proposal. The amendment must be in writing and signed by the bidder. The Issuing Officer must receive the amendment by the deadline for submitting proposals or the amended date. Electronic mail and faxed amendments will not be accepted.

The bidder may withdraw its bid proposal prior to the closing date for receipt of bid proposals by submitting a written request to withdraw to the Issuing Officer. Electronic mail and faxed requests to withdraw will not be accepted.

## **2.5 Submission of Bid Proposals**

The bid proposal must be received by the Issuing Officer before 5:00 p.m. CST on April 15, 2016. This mandatory requirement will not be waived by Early Childhood Iowa: Lakes Region. Any bid proposal received after this deadline will be rejected and returned unopened to the bidder. Bidders mailing bid proposals must allow ample mail delivery time to ensure timely receipt of their bid proposals. It is the bidder's responsibility to ensure that the bid proposal is received prior to the deadline. Postmarking by the due date will not substitute for actual receipt of the bid proposal by Early Childhood Iowa: Lakes Region. Date of electronic mail proposal and no faxed bid proposals will be accepted as the receiving date.

## **2.6 Bid Proposal Opening**

Early Childhood Iowa: Lakes Region will open bid proposals on February 12, 2016. The bid proposals will remain confidential until the Evaluation Committee has reviewed the entire bid proposals submitted in response to this RFP and Early Childhood Iowa: Lakes Region has announced a notice of intent to award a contract. See Iowa Code Section 72.3.

## **2.7 Costs of Preparing the Bid Proposal**

The costs of preparation and delivery of the bid proposal are solely the responsibility of the bidder.

## **2.8 Rejection of Bid Proposals**

Early Childhood Iowa: Lakes Region reserves the right to reject any or all bid proposals, in whole and in part, and to cancel this RFP at any time prior to the execution of a written contract. Issuance of this RFP in no way constitutes a commitment by Early Childhood Iowa: Lakes Region.

## **2.9 Disqualification**

Early Childhood Iowa: Lakes Region shall reject outright and shall not evaluate proposals for any one of the following reasons:

- The bidder fails to deliver the bid proposal by the due date and time.
- The bidder states that a service requirement cannot be met.
- The bidder's response materially changes a service requirement.
- The bidder's response limits the rights of Early Childhood Iowa: Lakes Region.
- The bidder fails to include information necessary to substantiate that it will be able to meet a service requirement. A response of "will comply" or merely repeating the requirement is not sufficient.
- The bidder fails to respond to Early Childhood Iowa: Lakes Region's request for information, documents, or references.
- The bidder fails to include any signature, certification, authorization, stipulation, disclosure or guarantee requested in Section VIII of this RFP.
- The bidder presents the information requested by this RFP in a format inconsistent with the instructions of the RFP.
- The bidder initiates unauthorized contact regarding the RFP with Board Members.
- The bidder provides misleading or inaccurate responses.
- The bidder does not submit a completed RFP or fails to complete all required information on the RFP.

## **2.10 Nonmaterial and Material Variances**

Early Childhood Iowa: Lakes Region reserves the right to waive or permit cure of nonmaterial variances in the bid proposal's form and content providing, in the judgment of Early Childhood Iowa: Lakes Region, such action is in the best interest of Early Childhood Iowa: Lakes Region. Nonmaterial variances include minor informalities that do not affect responsiveness; that are merely a matter of form or format; that do not change the relative standing or otherwise prejudice other bidders; that do not change the meaning or scope of the RFP; or that do not reflect a material change in the services. In the event Early Childhood Iowa: Lakes Region

waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the bidder from full compliance with RFP specifications or other contract requirements if the bidder is awarded the contract. The determination of materiality is in the sole discretion of Early Childhood Iowa: Lakes Region.

### **2.11 Reference Checks**

Early Childhood Iowa: Lakes Region reserves the right to contact any reference to assist in the evaluation of the bid proposal, to verify information contained in the bid proposal and to discuss the bidder's qualifications and the qualifications of any subcontractor identified in the bid proposal.

### **2.12 Information from Other Sources**

Early Childhood Iowa: Lakes Region reserves the right to obtain and consider information from other sources concerning a bidder, such as the bidder's capability and performance under other contracts.

### **2.13 Verification of Bid Proposal Contents**

The contents of a bid proposal submitted by a bidder are subject to verification. Misleading or inaccurate responses shall result in disqualification.

### **2.14 Criminal History and Background Investigation**

Early Childhood Iowa: Lakes Region reserves the right to conduct criminal history and other background investigation of the bidder, its officers, directors, shareholders, or partners and managerial and supervisory personnel retained by the bidder for the performance of the contract.

### **2.15 Bid Proposal Clarification Process**

Early Childhood Iowa: Lakes Region may request clarifications from bidders for the purpose of resolving ambiguities or questioning information presented in the bid proposals. Clarifications may occur throughout the bid proposal evaluation process. Clarification responses shall be in writing and shall address only the information requested. Responses shall be submitted to Early Childhood Iowa: Lakes Region within the time stipulated at the occasion of the request.

### **2.16 Disposition of Bid Proposals**

All bid proposals become the property of Early Childhood Iowa: Lakes Region and shall not be returned to the bidder unless all bid proposals are rejected or the RFP is cancelled. In either event, bidders will be asked to send prepaid shipping instruments to Early Childhood Iowa: Lakes Region for return of the bid proposals submitted. In the event Early Childhood Iowa: Lakes Region does not receive shipping instruments, Early Childhood Iowa: Lakes Region will destroy the bid proposals. Otherwise, at the conclusion of the selection process, the contents of all bid proposals will be in the public domain and be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other applicable law.

## **2.17 Public Records and Request for Confidential Treatment**

All information submitted by a bidder may be treated as public information by Early Childhood Iowa: Lakes Region following the conclusion of the selection process unless the bidder properly requests that information be treated as confidential at the time of submitting the bid proposal. Early Childhood Iowa: Lakes Region' release of information is governed by Iowa Code Chapter 22. Bidders are encouraged to familiarize themselves with Chapter 22 before submitting a proposal. Early Childhood Iowa: Lakes Region will copy public records as required to comply with the public records laws.

Any request for confidential treatment of information must be included in the transmittal letter with the bidder's bid proposal. In addition, the bidder must enumerate the specific grounds in Iowa Code Chapter 22 or other applicable law, which support treatment of the material as confidential and explain why disclosure is not in the best interest of the public. The request for confidential treatment of information must also include the name, address, and telephone number of the person authorized by the bidder to respond to any inquiries by Early Childhood Iowa: Lakes Region concerning the confidential status of the materials.

Any bid proposal submitted which contains confidential information must be conspicuously marked on the outside as containing confidential information, and each page upon which confidential information appears must be conspicuously marked as containing confidential information. Identification of the entire bid proposal as confidential shall be deemed non-responsive and disqualify the bidder.

Early Childhood Iowa: Lakes Region will treat the information marked confidential as confidential information to the extent such information is determined confidential under Iowa Code Chapter 22 or other applicable law by a court of competent jurisdiction. In the event Early Childhood Iowa: Lakes Region receives a request for information marked confidential, written notice shall be given to the bidder seventy-two (72) hours prior to the release of the information to allow the bidder to seek injunctive relief pursuant to Section 22.8 of the Iowa Code.

The bidder's failure to request confidential treatment of material pursuant to this section and the relevant law will be deemed by Early Childhood Iowa: Lakes Region as a waiver of any right to confidentiality which the bidder may have had.

## **2.18 Copyrights**

By submitting a bid proposal, the bidder agrees that Early Childhood Iowa: Lakes Region may copy the bid proposal for purposes of facilitating the evaluation of the bid proposal or to respond to requests for public records. The bidder consents to such copying by submitting a bid proposal represents and warrants that such copying will not violate the rights of any third party. Early Childhood Iowa: Lakes Region shall have the right to use ideas or adaptations of ideas that are presented in the bid proposals.

## **2.19 Release of Claims**

By submitting a bid proposal, the bidder agrees that it will not bring any claim or cause of action against Early Childhood Iowa: Lakes Region based on any Early Childhood Iowa: Lakes Region misunderstanding concerning the information provided herein or concerning failure,

negligent or otherwise, to provide the bidder with pertinent information as intended by this RFP.

## **2.20 Evaluation of Bid Proposals**

Bid proposals that are timely submitted and are not subject to disqualification will be reviewed in accordance with Section V of the RFP.

## **2.21 Notice of Intent to Award**

Notice of Intent to Award the contract will be sent by mail to all bidders submitting a timely bid proposal. The Notice of Intent to Award is subject to execution of a written contract and, as a result, the Notice does not constitute the formation of a contract between Early Childhood Iowa: Lakes Region and the apparent successful bidder. Contracts will not be issued until the State ECI team has approved Early Childhood Iowa: Lakes Region FY17 Budget.

All proposals will be evaluated numerically. However, the highest evaluation score does not constitute an award. Early Childhood Iowa: Lakes Region Board will evaluate the proposals based on the need of the Early Childhood Area, the funding amount and requirements for each funding line item and the priority of the project or proposal as determined by the board.

## **2.22 Acceptance Period**

Negotiation and execution of the contract shall be completed no later than June 30, 2016. If the apparent successful bidder fails to negotiate and execute a contract, in its sole discretion, Early Childhood Iowa: Lakes Region may revoke the award and award the contract to the next highest ranked bidder or withdraw the RFP. Early Childhood Iowa: Lakes Region further reserves the right to cancel the award at any time prior to the execution of a written contract.

## **2.23 Review of Award Decision**

Bidders may request review of the award decision by filing a written appeal to:

Merlin Sandersfeld, Board Chair  
Early Childhood Iowa: Lakes Region  
PO Box 146  
Sheldon, IA 51201

The appeal must be filed within five (5) working days after the Notice of Intent to Award is issued. The request to review the award decision must be in writing and must clearly and fully identify all issues being contested by reference to the page and section number of the RFP. The Board Chair shall review the award decision based on the same information that was before the Evaluation Committee. An evidentiary hearing will not be conducted. The Board Chair shall issue a written decision within ten (10) working days of receipt of the review request. The decision of the Board Chair shall be final. A request to review the award decision shall not stay negotiations with the apparent successful bidder.

## **2.24 Definition of Contract**

The full execution of a written contract shall constitute the making of a contract for services and no bidder shall acquire any legal or equitable rights relative to the contract services until

the contract has been fully executed by the apparent successful bidder and Early Childhood Iowa: Lakes Region.

This RFP and the resulting contract are to be governed by the laws of the state of Iowa. Changes in applicable laws and rules may affect the award process or the resulting contract. Bidders are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigation or actions commenced in connection with this RFP shall be brought in the appropriate Iowa forum.

## **2.25 Restrictions on Gifts and Activities**

Iowa Code Chapter 68B restricts gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Bidders are responsible to determine the applicability of this Chapter to their activities and to comply with the requirements. In addition, pursuant to Iowa Code section 722.1, it is a felony offense to bribe or attempt to bribe a public official.

## **2.26 No Minimum Guaranteed**

Early Childhood Iowa: Lakes Region anticipates that the selected bidder will provide services as requested by Early Childhood Iowa: Lakes Region. Early Childhood Iowa: Lakes Region will not guarantee any minimum compensation will be paid to the bidder or any minimum usage of the bidder's services.

## **Section III: Introduction, Service Requirements, Format and Content of Bid Proposals**

### **3.1 Introduction**

These instructions prescribe the format and content of the bid proposal and are designed to facilitate the submission of a bid proposal that is easy to understand and evaluate. Failure to adhere to the proposal format shall result in the disqualification of the bid proposal.

### **3.2 Instructions**

- The bid proposal narrative shall be typewritten on 8.5 x 11 paper (one side only), 12 point font, and single spaced.
- The bid proposal shall be in the format provided in Section VI Application.
- No handwritten materials will be accepted.
- Bidders must submit one (1) original, and five (5) hard copies and 1 (1) electronic copy to the Issuing Officer by the date due.
- All supporting documents must be signed and included in the original hard copy.
- If the bidder designates any information in its bid proposal as confidential, the bidder must also submit one (1) copy of the bid proposal from which confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the bid proposal as possible.
- Attachments shall be referenced in the bid proposal.

- If a bidder proposes more than one project each should be labeled and submitted separately. Each will be evaluated separately.
- Proof or a certificate of insurance must be included in the attachments.
- Proof of accreditation, certifications, or any document that indicates the program/ service is evaluated for quality and fidelity must be included in the attachments.

### **3.3 Acceptance of Terms and Conditions**

The bidder shall specifically stipulate that the bid proposal is predicated upon the acceptance any term or condition, specific reference to the RFP page and section number must be made. Objections or responses that materially alter the RFP shall be deemed non-responsive and disqualify the bidder.

### **3.4 Proposal Certification**

The bidder shall sign and submit with the bid proposal a transmittal letter. The original signature must be included with hard copy, in which the bidder shall certify that the contents of the bid proposal are true and accurate.

### **3.5 EXHIBIT I: Certification and Mandatory Guarantee**

The bidder shall sign and submit with the bid proposal the document included in EXHIBIT I:

- Lobbying
- Pro-Children Act
- Drug Free Workplace
- Debarment, Suspension, Ineligibility and Voluntary, Exclusion—Lower
- Tier Covered Transactions

### **3.6 EXHIBIT II: Authorization to Release Information**

The bidder shall sign and submit with the bid proposal the document included in EXHIBIT II in which the bidder authorizes the release of information to early Childhood Iowa: Lakes Region.

### **3.7 EXHIBIT III: Iowa Code Chapter 8F Certification**

The bidder shall sign and submit with the bid proposal the document included in EXHIBIT III in which the bidder agrees to provide additional information to Early Childhood Iowa: Lakes Region or the Iowa Legislative Services Agency upon request.

### **3.8 EXHIBIT IV: Mandatory Requirements Checklist**

Bidders are expected to confirm review of their proposal against the Mandatory Requirements for this RFP.

### **3.9 Firm Bid Proposal Terms**

The bidder shall guarantee in writing the availability of the services offered and that all bid proposal terms, including price, will remain firm a minimum of 0 days following the deadline for submitting proposals.

## **SECTION IV: EVALUATION OF BID PROPOSALS**

### **4.1 Introduction**

Early Childhood Iowa: Lakes Region will not necessarily award a contract to the bidder offering the lowest cost to Early Childhood Iowa: Lakes Region. Instead, Early Childhood Iowa: Lakes Region will award the contract to the compliant bidder whose proposal best achieves the most points in accordance with the evaluation criteria set forth in this section, the need of the Early Childhood Area, the funding amount and requirements for each funding line item, and the priority of the project or proposal as determined by the board.

### **4.2 Evaluation Committee**

Early Childhood Iowa: Lakes Region intends to conduct a comprehensive, fair and impartial evaluation of bid proposals received in response to this RFP. In making this determination, Early Childhood Iowa: Lakes Region will be represented by an Evaluation Committee made up of Early Childhood Iowa: Lakes Region Board Members who do not have a conflict of interest with any proposals submitted.

### **4.3 Recommendation of the Evaluation Committee**

The final ranking and recommendation(s) of the Evaluation Committee shall be presented to the Early Childhood Iowa: Lakes Region Board for consideration. This recommendation may include, but is not limited to, the name of bidders recommended for selection or a recommendation that no bidder be selected. The Early Childhood Iowa: Lakes Region Board shall consider the recommendation, but is not bound by the recommendation.

## **SECTION V: CONTRACT TERMS AND CONDITIONS**

### **5.1 Contract Terms and Conditions**

A CONTRACT TEMPLATE will be provided

### **5.2 Contract Length**

The term of the contract will be one (1) year and will commence on July 1, 2016 and end on June 30, 2017.

Early Childhood Iowa: Lakes Region shall have the sole option to renew the contract upon the same terms and conditions for four (4) additional one-year renewal terms beginning July 1, 2017 and ending FY21.

Contracts will be issued upon Board approval but will be contingent upon the State ECI's approval of the Early Childhood Iowa: Lakes Region FY 2017 Budget.

## **SECTION VI: APPLICATION**

### **6.1 Transmittal Letter**

The transmittal letter shall be submitted as a cover letter for the bidder's proposal. The transmittal letter shall be signed by an individual authorized to legally bind the bidder. The transmittal letter shall include the bidder's:

- Mailing address
- Electronic mail address and telephone number
- Name, address, electronic mail address, and telephone number of the bidder's representative to contact regarding all contractual, technical matters, scheduling and other arrangements concerning this proposal.
- The original signature must be included with the transmittal letter, in which the bidder shall certify that the contents of the bid proposal are true and accurate

## **6.2 Early Childhood Iowa: Lakes Region Request for Proposal Guidelines**

- The bid proposal narrative shall be typewritten on 8.5 x 11 paper (one side only), 12 point font, and single spaced.
- The bid proposal shall be in the format provided in Section VI Application.
- No handwritten materials will be accepted.
- Bidders must submit one (1) original, and five (5) hard copies and 1 (1) electronic copy to the Issuing Officer by the date due.
- All supporting documents must be signed and included in the original hard copy.
- If the bidder designates any information in its bid proposal as confidential, the bidder must also submit one (1) copy of the bid proposal from which confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the bid proposal as possible.
- Attachments shall be referenced in the bid proposal.
- If a bidder proposes more than one project each should be labeled and submitted separately. Each will be evaluated separately.
- Proof or a certificate of insurance must be included in the attachments.
- Proof of accreditation, certifications, or any document that indicates the program/ service is evaluated for quality and fidelity must be included in the attachments.

### 6.3 Application Template

#### 6.3(a) Cover Page

### Early Childhood Iowa: Lakes Region LETTER OF INTENT and COVER PAGE

Agency/Organization \_\_\_\_\_  
Mission Statement \_\_\_\_\_  
\_\_\_\_\_  
Program Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Proposal Contact Person \_\_\_\_\_  
Title of Contact Person \_\_\_\_\_  
Email Address \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Highlight Counties Covered Clay Dickinson O'Brien Osceola  
Total Amount of Request \$ \_\_\_\_\_

#### **At least one required in each area**

This program aligns with the following Early Childhood Iowa state result areas (check all that apply):

- Healthy Children
- Children Ready to Succeed in School
- Safe and Supportive Communities
- Secure and Nurturing Families
- Secure and Nurturing Early Learning Environments

This program addresses the ECI Lakes Region's priorities (check all that apply):

- Strengthen the relationship between parents and their children through the provision of quality family support programs
- Improve the quality of early care and learning environments
- Improve health and wellness of children pre-birth through age 5

#### **Purpose Statement - Attach a summary of your proposal in 100 words or less**

**Certification:** (Signature needed for Cover Page of final application, not for Letter of Intent)

- I affirm that the information in this application is accurate to the best of my knowledge.
- The organization has the resources to meet the goals and objectives included in this application of the amount of applied funds.
- The organization is committed to fulfilling the standard contract conditions.

Executive Director Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

## 6.3(b) **Program Narrative** – (4 pages maximum)

*Please give your written response below the related question.*

**1) Program Description** - Describe your organization or agency and the program you intend to deliver. Include need for service, service that will be offered, and target population. Confirm that service is prevention oriented. Provide statistics to support your answers and reassurance that your program does not duplicate other services.

**2) Goals and Outcomes** – Describe the program goals, indicators, objectives and the outcomes expected. Provide a short term plan (first year) and a long term plan (5 years). Explain how you intend to measure your progress along the way.

**3) Quality** – How will your program insure quality services are offered? State if curriculum is evidence based, researched based or promising practice and/or if your program is credentialed. (Attach documentation) Also state staff qualifications, ongoing professional development and supervision plan.

**4) Collaboration and Sustainability** – Describe how your organization plans to collaborate with other providers for the betterment of our communities. Share how these efforts along with in-kind support will contribute to the sustainability of your program.

**6.3(c) Budget**

**Program Budget FY17**

Please use or follow the sample budget format below. Please include detailed line items such as the italicized examples.

Category	ECI Lakes Region Funds Requested	Other Funding Sources and/or In-Kind	Detailed Narrative EXAMPLE: .5 FTE at \$36,000 is \$18,000. EXAMPLE: 100 miles per month @ \$.39 = \$39 x12 months= \$468
Salaries <i># of FTEs</i>			
Benefits <i>i.e., FICA; IPERS / Retirement; Health; Dental; Other</i>			
If Subcontracting: <i>Cost per Subcontractor Per Visit Rate = \$ Rate x # of Visits = Rate x Hours =</i>			Explain how you arrived at that cost.
Travel <i>List mileage rate of your agency</i>			
Training <i>Specify Staff/Customer</i>			
Supplies <i>i.e., postage, curriculum, consumables</i>			
Other (describe) <i>Marketing; Equipment</i>			
Administrative/ Indirect			Explain what is covered. If your agency has a Federal Indirect Cost Rate, explain what it covers.
<b>Total</b>			

Anticipated cost per child/family/service \$ \_\_\_\_\_

**SECTION VII: EVALUATION OF PROPOSALS**

**Cover Page (Check all that apply. 10 Points per question)**

- 1. \_\_\_ The organization’s Mission Statement is relevant to working with children and families and fits with Early Childhood Iowa: Lakes Region’ Mission Statement and vision.
- 2. \_\_\_ Program covers all for ECI LR counties
- 3. \_\_\_ Program aligns with at least one state and one local priority
- 4. \_\_\_ Purpose Statement is clear and concise and is no longer than 100 words.

\_\_\_\_\_ **Total Points for Cover Page Section (Total Possible Points 40)**

**Narrative (Check all that apply. 10 Points per question)**

**Program Description**

- 5. \_\_\_ Agency and Program are thoroughly described
- 6. \_\_\_ Shows the need for the service. No duplication. Statistics provided.
- 7. \_\_\_ Service offered is prevention oriented and contributes to meeting the need
- 8. \_\_\_ Target population is families with children pre-birth through age 5, child care or early learning environment

**Goals and Outcomes**

- 9. \_\_\_ Clear goals, indicators, objectives and outcomes are stated
- 10. \_\_\_ Identifies short and long term plans
- 11. \_\_\_ Identifies how progress will be measured

**Quality**

- 12. \_\_\_ Curriculum is evidence based, researched based or promising practice and/or program is credentialed
- 13. \_\_\_ Staff qualifications are appropriate for the services to be provided.
- 14. \_\_\_ On-going professional development for staff is explained and is appropriate.
- 15. \_\_\_ Plan for staff supervision and oversight of the project.

**Collaboration and Sustainability**

- 16. \_\_\_ Collaboration efforts are utilized
- 17. \_\_\_ Program has other funding sources or at least in-kind for sustainability

\_\_\_\_\_ **Total Points for Narrative Section (Total Possible Points 130)**

**Budget (Check all that apply. 10 Points per question)**

- 18. \_\_\_ Budget for the program is complete, has narratives and is signed.
- 19. \_\_\_ All budget items are justified expenses and are reasonable costs.
- 20. \_\_\_ A cost per child, family or service has been identified and is reasonable.

\_\_\_\_\_ **Total Points for Budget Section (Total Possible Points 30)**

\_\_\_\_\_ **Total Points for All Sections (Total Possible Points 200)**

All Exhibits and assurances are signed

\_\_\_ Yes \_\_\_ No

Evaluator’s Comments:

Program is awarded: \_\_\_ Yes \_\_\_ No

Recommended amount of the award: \$ \_\_\_\_\_

## **SECTION VIII: APPENDIX**

### **STATE TOOLS**

Applicants are encouraged to refer to the state Early Childhood Iowa website ([www.empowerment.state.ia.us](http://www.empowerment.state.ia.us)) for definitions and requirements. Tools can be found at [www.empowerment.state.ia.us/tools/tool\\_kit\\_tools.html](http://www.empowerment.state.ia.us/tools/tool_kit_tools.html)

Some to note include:

- Tool G – Early Childhood Funding Parameters and Limitations
- Tool II – Quality Improvement Efforts
- Tool CC - Preschool Services
- Tool FF - Family Support and Parent Education

### **EXHIBITS**

All EXHIBITS shall be completed and returned with the Bid Proposal.

- EXHIBIT I: Certifications & Mandatory Guarantee
- EXHIBIT II: Release of Information
- EXHIBIT III: Iowa Code Chapter 8F Certification
- EXHIBIT IV: Mandatory Requirements and Reasons for Disqualification

## **EXHIBIT I**

### **CERTIFICATIONS & MANDATORY GUARANTEE**

#### **CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST**

The bidder certifies that the Bid Proposal was developed independently. The bidder also certifies that no relationship exists or will exist during the contract period between the bidder and Early Childhood Iowa: Lakes Region that interferes with fair competition or is a conflict of interest. Early Childhood Iowa: Lakes Region reserves the right to reject a Bid Proposal or cancel the Notice of Intent, if in its sole discretion, any relationship exists that could interfere with fair competition or conflict with the interests of Early Childhood Iowa: Lakes Region.

#### **CERTIFICATION REGARDING REGISTRATION, COLLECTION AND REMISSION OF STATE SALES AND USE TAX.**

The bidder shall certify it is either a) registered or will become registered with the Iowa Department of Revenue to collect and remit Iowa sales and use taxes as required by Iowa 423; or b) not a retailer or a retailer maintaining a place of business in this state as those terms are defined in Iowa Code subsections 423.1(42) & (43). The bidder also acknowledges that Early Childhood Iowa: Lakes Region may declare the bid void if the above certification is false. Bidders may register with the Department of Revenue online at:

<http://www.state.ia.us/tax/business/business.html>

#### **FIRM BID PROPOSAL TERMS.**

The bidder guarantees the availability of the services offered and that all Bid Proposal terms, including price, shall remain firm, for the minimum number of days as stipulated in the RFP Special Terms, following the deadline for submitting proposals. By submitting a Bid Proposal, the bidder agrees to provide services which meet or exceed the requirements of Early Childhood Iowa: Lakes Region' RFP unless noted in the Bid Proposal and at the prices quoted by the bidder.

#### **BID PROPOSAL SECURITY**

The bidder guarantees the submission of a bid bond, a certified or cashier's check, or an irrevocable letter of credit in favor of or made payable to Early Childhood Iowa: Lakes Region in the amount stipulated in the Special RFP Terms, which shall guarantee the availability of the services as provided in the preceding subsection. The bidder understands that if the bidder elects to use a bond, a surety licensed to do business in Iowa must issue the bond on a form acceptable to Early Childhood Iowa: Lakes Region. The bidder understands that the proposal security shall be forfeited if the bidder chosen to receive the contract withdraws its Bid Proposal after Early Childhood Iowa: Lakes Region issues a Notice of Intent to Award, does not honor the terms offered in its Bid Proposal, or does not negotiate contract terms in good faith. The bidder further understands that the security submitted by bidders will be returned, if not forfeited for reasons stated above, when the Bid Proposals expire, are rejected, or Early Childhood Iowa: Lakes Region enters into a contract with the successful bidder, whichever is earliest.

#### **CERTIFICATION REGARDING LOBBYING.**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid on behalf of the Sub-Grantee to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of the Congress, an officer or employee of the Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of the Congress, or an employee of a Member of Congress in connection with this Contract, grant, loan, or cooperative agreement, the applicant shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The bidder shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans and cooperative agreements) and that all sub recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352.

Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### CERTIFICATIONS AND MANDATORY GUARANTEE CERTIFICATION OF COMPLIANCE WITH PRO-CHILDREN ACT OF 1994

Bidder shall comply with Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act). This Act requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the Deliverables are funded by federal programs either directly or through State or local governments. Federal programs include grants, cooperative agreements, loans or loan guarantees, and contracts. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable federal funds is Medicare or Medicaid; or facilities (other than clinics) where WIC coupons are redeemed. The bidder further agrees that the above language shall be included in any sub awards that contain provisions for children's services and that all sub grantees shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1000 per day.

#### CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

By signing and submitting this document, the bidder is providing the certification set out below:  
1. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the bidder knowingly rendered an erroneous certification, in addition to other remedies available to the federal

government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

2. The bidder shall provide immediate written notice to the person to whom this document is submitted if at any time the bidder learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.

3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principle, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this document is submitted for assistance in obtaining a copy of those regulations.

4. The bidder agrees by submitting this document that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by Early Childhood Iowa: Lakes Region or agency with which this transaction originated.

5. The bidder further agrees by submitting this document that it shall include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

6. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. A participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non Procurement Programs.

7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

8. Except for transactions authorized under paragraph 4 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, Early Childhood Iowa: Lakes Region or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

a. The bidder certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

b. Where the bidder is unable to certify to any of the statements in this certification, such bidder shall attach an explanation to this document.

### CERTIFICATION REGARDING DRUG FREE WORKPLACE

1. Requirements for Contractors Who are Not Individuals. If the bidder is not an individual, by signing below bidder agrees to provide a drug-free workplace by:

a. publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

b. establishing a drug-free awareness program to inform employees about:

(1) the dangers of drug abuse in the workplace;

(2) the person's policy of maintaining a drug-free workplace;

(3) any available drug counseling, rehabilitation, and employee assistance programs; and

(4) the penalties that may be imposed upon employees for drug abuse violations; making it a requirement that each employee to be engaged in the performance of such contract be given a copy of the statement required by subparagraph (a);

d. notifying the employee in the statement required by subparagraph (a), that as a condition of employment on such contract, the employee will:

(1) abide by the terms of the statement; and

(2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction;

e. notifying the contracting agency within 10 days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;

f. imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by 41 U.S.C. § 703; and

g. making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs (a), (b), (c), (d), (e), and (f).

2. Requirement for individuals. If the bidder is an individual, by signing below the bidder agrees to not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract.

3. Notification Requirement. The bidder shall, within 30 days after receiving notice from an employee of a conviction pursuant to 41 U.S.C. § 701(a)(1)(D)(ii) or 41 U.S.C. § 702(a)(1)(D)(ii):

a. take appropriate personnel action against such employee up to and including termination;  
or

b. require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

IN WITNESS WHEREOF, the bidder hereby certifies that the above is true and accurate, that the bidder will fully comply with all obligations included herein, and that the bidder has caused a duly authorized representative to execute this document.

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Representative for Bidder

\_\_\_\_\_

Name of Organization

**EXHIBIT II**  
**RELEASE OF INFORMATION**

\_\_\_\_\_ (name of bidder) hereby authorizes any person or entity, public or private, having any information concerning the bidder's background, including but not limited to its performance history regarding its prior rendering of services similar to those detailed in this RFP, to release such information to Early Childhood Iowa: Lakes Region.

The bidder acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The bidder acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from Early Childhood Iowa: Lakes Region or may otherwise hurt its reputation or operations. The bidder is willing to take that risk. The bidder agrees to release all persons, entities, Early Childhood Iowa: Lakes Region, and the State of Iowa from any liability whatsoever that may be incurred in releasing this information or using this information.

\_\_\_\_\_  
Signature of Authorized Representative                      Date

\_\_\_\_\_  
Name of Organization

### **EXHIBIT III**

#### **IOWA CODE CHAPTER 8F CERTIFICATION**

As a condition of entering into this Contract with Early Childhood Iowa: Lakes Region, the Contractor certifies that it has the following information available for inspection by Early Childhood Iowa: Lakes Region and the Iowa Legislative Services Agency:

1. Information documenting the legal status of the Contractor, such as agreements establishing it pursuant to Iowa Code Chapter 28E or other intergovernmental agreements, articles of incorporation, bylaws, or any other information related to the establishment or status of the Contractor. In addition, the information shall indicate whether the Contractor is exempt from federal income taxes under Section 501 (c), of the Internal Revenue Code.

2. Information regarding training and education received by the members of the governing body of the Contractor relating to duties and legal responsibilities of the governing body.

3. Information regarding the procedures used by the governing body of the Contractor to do all of the following:

(a) Review the performance of management employees and establish the compensation of those employees.

(b) Review the Contractor's internal controls relating to accounting processes and procedures.

(c) Review the Contractor's compliance with the laws, rules, regulations, and contractual agreements applicable to its operations.

(d) Information regarding adopted ethical and professional standards of operation for the governing body and employees of the Contractor and information concerning the implementation of these standards and the training of employees and members of the governing body on the standards. The standards shall include but not be limited to a nepotism policy which shall provide, at a minimum, for disclosure of familial relationships among employees and between employees and members of the governing body, policies regarding conflicts of interest, standards of responsibility and obedience to law, fairness, and honesty.

4. Information regarding any policies adopted by the governing body of the Contractor that prohibit taking adverse employment action against employees of the Contractor who disclose information about a service contract to the Contractor, the auditor of state, or the office of citizens' aide and that state whether those policies are substantially similar to the protection provided to state employees under Iowa Code § 70A.28. The information provided shall state whether employees of the Contractor are informed on a regular basis of their rights to disclose information to Early Childhood Iowa: Lakes Region, the office of citizens' aide, the auditor of state, or the office of the attorney general and the telephone numbers of those organizations.

The Contractor agrees to provide any additional information to Early Childhood Iowa: Lakes Region or the Iowa Legislative Services Agency upon request. I/We further state that the Contractor is in full compliance with all laws, rules, regulations, and contractual agreements applicable to the Contractor and the requirements of the Iowa Code Chapter 8F.

[Certification shall be signed by: 1. An Officer and one member of the Board of Directors; or

2. Two members of the Board of Directors; or 3. The sole proprietor of the Contractor]

\_\_\_\_\_  
Signature of Authorized Representative for Bidder

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Signature of Authorized Representative for Bidder

Date: \_\_\_\_\_

**EXHIBIT IV**  
**MANDATORY REQUIREMENTS CHECKLIST**

Bidders are expected to confirm review of their proposal against the Mandatory Requirements for this RFP by initialing in the space provided. Early Childhood Iowa: Lakes Region will make the final determination as to whether Mandatory Requirements have been met.

Bidder: \_\_\_\_\_

Early Childhood Iowa Mandatory Requirements

- \_\_\_ Proposal (Cover Page, Program Narrative, Budget) received by the due date and time.
- \_\_\_ Submitted one (1) original proposal, and five (5) hard copies and 1 (1) electronic copy to the Issuing Officer
- \_\_\_ The bid proposal is typewritten on 8.5. x 11 paper (one side only), 12 point font, and single spaced.
- \_\_\_ Proposal does not go over the allowed number of pages.
- \_\_\_ Bid Proposal format meets RFP preparation requirements.
- \_\_\_ Transmittal letter has all required content/information.
- \_\_\_ Budget has all required content/information.
- \_\_\_ Attachments are included.
- \_\_\_ Exhibits are included and signed.
- \_\_\_ Bid Proposal contains all signatures, certifications, authorizations, stipulations, disclosures or guarantees required in the RFP
- \_\_\_ Proof or a certificate of insurance is included in the attachments.
- \_\_\_ Proof of accreditation, certifications, or any document that indicates the program/service is evaluated for quality and fidelity is included in the attachments.

\_\_\_\_\_  
Signature of Authorized Representative for Bidder

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Signature of Early Childhood Iowa: Lakes Region Representative

Date: \_\_\_\_\_