



# Early Childhood Iowa Harrison, Monona, and Shelby Counties

*"Every child beginning at birth will be healthy and successful"*

## Family Support Request for Proposal ECI-24-FS

Contract Period: July 1<sup>st</sup>, 2023 to June 30<sup>th</sup>, 2024  
(optional annual renewals for state fiscal year July 1 through June 30)  
Program Period: July 1<sup>st</sup>, 2023 to June 30<sup>th</sup>, 2026

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**DUE: APRIL 14, 2023 BY 4:30 PM**

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Attn: Operations Manager  
3501 Harry Langdon Boulevard  
Suite 160 Box 7  
Council Bluffs, IA 51503  
Email: [operations@thrivingfamiliesalliance.org](mailto:operations@thrivingfamiliesalliance.org)

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## GENERAL AND ADMINISTRATIVE

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### PURPOSE

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The purpose of this Request for Proposal (RFP) ECI-24-FS is to solicit proposals that will enable the Harrison, Monona, and Shelby Early Childhood Iowa Board (the Board) to select the most qualified applicants to provide family support programming for families prenatal to age five in Harrison, Monona, and Shelby Counties.

### PROGRAM PERIOD/CONTRACT TERM

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The Board expects the contract period to be from July 1, 2023 through June 30, 2024. The Board shall have the option to renew the contract at its sole discretion for up to two additional one (1) year terms aligning with the state fiscal year July 1<sup>st</sup> through June 30<sup>th</sup> annually. Renewals are subject to review of the updated program service delivery plan; contract performance; compliance with the terms and conditions of the contract; availability of funds; program modifications; or any other grounds determined by the Board to be in their best interest.

Funding for this program is appropriated by the state legislature. At this time, only one year is expected and the appropriation is not final. The Board anticipates additional funding will be made available in the future. The issuance of this RFP in no way constitutes a commitment by the Board to award a contract.

### ELIGIBILITY REQUIREMENTS

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- Individuals are not eligible to apply.
- Applicants must be able to demonstrate the organizational capacity for fiscal accountability and board or administrative operations. Previous history and experience will be taken into consideration in the review process.
- An independent audit and certificate of insurance naming the Board as additional insured or loss payee will be required if awarded a contract. The audit must be provided directly to designated Thriving Families Alliance staff by the auditor.
- Applicants must be in good standing with the Board and Thriving Families Alliance. Organizations previously funded that have not fully complied with deadlines, policies and procedures, and information requests may have additional requirements to ensure accountability and cooperation or may become ineligible at the discretion of the board.
- Organizations that have had a contract terminated by the Board or Thriving Families Alliance for any reason other than lack of funding are not eligible to apply.

### ANTICIPATED AVAILABLE FUNDS

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The source of funding is 100 percent state dollars. The total anticipated available funds included in this RFP is approximately \$ 305,000. This anticipated amount is subject to change pending legislative appropriation, changes in board priority, and final year-end adjustments.

### SCHEDULE OF EVENTS: (ALL TIMES AND DATES LISTED BELOW ARE LOCAL CST)

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**The following dates are set forth for informational purposes. The Board reserves the right to change at their sole discretion.**

EVENT	DATE
RFP Issued	March 2, 2023
Intent to Apply and Questions Due	March 16, 2023 by 4:30 pm
Full Application Due	April 14, 2023 by 4:30 pm
Notice of Intent to Award	June 1, 2023
Contract Start Date	July 1, 2023

#### RFP ISSUED

March 2, 2023 the Board will send an electronic notice to eligible applicants. Application materials may also be requested by phone or email by contacting Thriving Families Alliance at 712-256-9920 ext. 101 or [operations@thrivingfamiliesalliance.org](mailto:operations@thrivingfamiliesalliance.org) .

#### BIDDERS CONFERENCE

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There will be no bidders conference for this RFP.

#### INTENT TO APPLY AND QUESTIONS

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Send an email with "HMS ECI-24-FS" in the subject line to [operations@thrivingfamiliesalliance.org](mailto:operations@thrivingfamiliesalliance.org) prior to 4:30 pm on March 16, 2023. Include agency name, program name, estimated funding amount to request, and any questions in the body of the email. Only questions submitted by entities with an Intent to Apply will be answered.

Unauthorized contact regarding this RFP after March 16, 2023 at 4:30 pm may result in disqualification. In no case shall any verbal communications override written communications. Only written communications are binding. Any verbal information provided by the applicant shall not be considered part of its application. The Board assumes no responsibility for representations made by its officers or employees prior to the execution of a legal contract, unless such representations are specifically incorporated into the RFP or the Contract.

#### APPLICATIONS DUE

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Applications must be submitted electronically to [operations@thrivingfamiliesalliance.org](mailto:operations@thrivingfamiliesalliance.org) by 4:30 pm on or before April 14, 2023. Late, incomplete, or revised applications will not be accepted. No handwritten or faxed copies will be accepted. The date and time system of Thriving Families Alliance staff server shall serve as the official regulator for the submission date and time of an application. The due date and time requirements for submission of the application are mandatory requirements and will not be subject to waiver as a minor deficiency nor is it grounds to file an appeal. The time that is documented may be delayed from the time that the applicant sent the email. Although the delay is minimal, it may be increased when server traffic is high or due to other uncontrollable internet traffic circumstances, encryption issues, firewall issues or server issues. It is the applicant's sole responsibility to submit the application in sufficient time. Any application received past the due date will be rejected, not reviewed for funding, and an email notice will be sent to the applicant.

#### PROPOSAL SUBMISSION INSTRUCTIONS

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Submit the final application including all attachments in one electronic file to [operations@thrivingfamiliesalliance.org](mailto:operations@thrivingfamiliesalliance.org) prior to the deadline. Preferred format is in a PDF file. Subject line should read "HMS ECI-24-FS" followed by the agency and program name. Information submitted separately from the application will not be considered in the review process unless specifically requested by the Board.

**Submit electronically to [operations@thrivingfamiliesalliance.org](mailto:operations@thrivingfamiliesalliance.org) prior to April 14, 2023 4:30 pm**

## NOTICE OF INTENT TO AWARD

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Following final Board approval, a Notice of Intent to Award will be sent to all eligible applicants.

## CONTRACT NEGOTIATIONS AND EXECUTION

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Following the posting of the Notice of Intent to Award, board authorized staff may request an amended budget and/or scope of work from the applicant if needed.

The identified contact person for the successful applicant will receive a contract document via email from Thriving Families Alliance designated staff. The successful applicant has ten (10) working days from the date of receipt in which to clarify scope of work and deliverables and sign a contract with the Board. General terms and conditions are non-negotiable. The Board reserves the right to cancel the award and to begin negotiations with the next ranked applicant or other entity deemed appropriate. The Board may, at its sole discretion, extend the time period for negotiations of the contract.

## ORAL PRESENTATION

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Applicants may be requested to make an oral presentation of the application. The determination of need for presentations, the location, order, and schedule of the presentations is at the sole discretion of the Board. If an oral presentation is required, applicants may clarify or elaborate on their applications, but may in no way change their original application.

## COSTS OF APPLICATION PREPARATION

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All costs of preparing the application are the sole responsibility of the applicant. The Board is not responsible for any costs incurred by the applicant which are related to the preparation or submission of the application, or any other activities undertaken by the applicant related in any way to this RFP.

## REJECTIONS OF APPLICATIONS/CANCELLATION OF THE RFP

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The Board reserves the right to reject, in whole, or in part, any or all applications, to advertise for new applications, to abandon the need for such services, and to cancel this RFP if it is in the best interest of the Board.

## AMENDMENTS TO THE RFP

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The Board reserves the right to amend the RFP at any time. In the event the Board decides to amend, add to, or delete any part of this RFP, a notice will be sent to all eligible applicants.

## OPEN COMPETITION

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The Board gives each application thorough consideration. The Board is the entity that makes final funding decisions. Applicants are prohibited from contacting individual board members, committee members, or staff to discuss their proposal or the proposal of any other organization during this open RFP other than the allowable written questions and intent to apply phase. Failure to comply will result in ineligibility for funding consideration. This is a contract for service following an open competition process to solicit and compare bids. No attempt shall be made by the applicant to induce any other person or agency to submit or not to submit an application for the purpose of restricting competition.

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## ACCEPTANCE OF TERMS AND CONDITIONS

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An applicant's submission of an application constitutes acceptance of the terms, conditions, criteria and requirements set forth in the RFP and operates as a waiver of any and all objections to the contents of the RFP. By submitting an application, an applicant agrees that it will not bring any claim or have any cause of action against the Board based on the terms or conditions of the RFP or the procurement process.

The Board reserves the right to accept or reject any exception taken by an applicant to the terms and conditions of the RFP. Should the successful applicant take exception to the terms and conditions required by the Board, the successful applicant's exception may be rejected, and the Board may elect to terminate negotiations with that applicant. However, the Board may elect to negotiate with the successful applicant regarding contract terms which do not materially alter the substantive requirements of the RFP or the contents of the applicant's application.

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## REFERENCE CHECKS

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The Board reserves the right to contact any reference to assist in the evaluation of the application, to verify information contained in the application and to discuss the applicant's qualifications and the qualifications of any subcontractor identified in the application.

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## INFORMATION FROM OTHER SOURCES

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The Board reserves the right to obtain and consider information from other sources concerning an applicant, including the applicant's product or services, personnel, the subcontractors and the applicant's capability and performance under other state, federal or private entities. The Board may use this information in evaluating an applicant's application.

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## FINANCIAL ACCOUNTABILITY

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The applicant shall maintain sufficient financial accountability and records. The applicant shall disclose each irregularity of accounts maintained by the applicant discovered by the applicant's accounting firm, the applicant, or any other third party. Failure to disclose such matters, including the circumstances and disposition of the irregularities, at the time of application may result in rejection of the application or termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of an application must be disclosed within 30 days in written statement to the Board.

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## VERIFICATION OF APPLICATION CONTENTS

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The Board reserves the right to verify the contents of an application submitted by an applicant. Misleading or inaccurate responses may result in rejection of the application.

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## LITIGATION OR INVESTIGATION DISCLOSURE

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The applicant shall disclose any pending or threatened litigation, administration, or regulatory proceeding, investigations or similar matters which could affect the ability of the applicant to perform the required services. Failure to disclose such matters at the time of application may result in rejection of the application or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of an application must be disclosed in a timely manner in a written statement to Thriving Families Alliance designated staff.

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## RFP APPLICATION CLARIFICATION PROCESS

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The Board may request clarification from applicants for the purpose of resolving ambiguities or questioning information presented in the application. Clarifications may occur through the application evaluation process. Requests for clarification will be issued to the applicant via email to the applicant's identified contact person. Clarification responses shall be in writing and shall address only the information requested. Responses shall be submitted to Thriving Families Alliance designated staff within the time stipulated at the time of the request. An applicant will not be permitted to modify or amend its application if contacted by the Board for this reason.

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## WAIVERS AND VARIANCES

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The Board reserves the right to waive or permit cure of non-material variances in the application's form and content providing such action is in the best interest of the Board. In the event the Board waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the applicant from full compliance with RFP specifications or other contract requirements if the applicant is awarded the contract. The determination of materiality is in the sole discretion of the Board.

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## PUBLIC RECORDS

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If the Board awards funds to an applicant, the contents of all applications will be in the public domain at the conclusion of the selection process and will be open to inspection by interested parties. By submitting an application, the applicant agrees that the Board may release the application for the purpose of facilitating the evaluation of the application or to respond to requests for public records. By submitting the application, the applicant consents to such release and warrants and represents that such release will not violate the rights of any third party. The Board shall have the right to use ideas or adaptations of ideas that are presented in the applications. In the event the applicant copyrights its application, the Board may reject the application as noncompliant.

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## APPEAL PROCESS

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All applicants will be sent an Intent to Award notification. Applicants who are denied funding may appeal to the Board. Appeals must be in writing and be received within ten working days of the date of the board funding decision. Send written appeals to the Board Chairperson, C/O Thriving Families Alliance, 3501 Harry Langdon Boulevard, Suite 160 Box 7, Council Bluffs, IA 51503, or [operations@thrivingfamiliesalliance.org](mailto:operations@thrivingfamiliesalliance.org). Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in this RFP were not followed. Applicants may appeal the adverse decision only if a timely submitted application as described in *Schedule of Events "Applications Due"*. The Board will review the appeal and gather information regarding any infractions of the process. At the next regularly scheduled meeting of the Board, the Board will determine if there has been a violation of process and will rule on the appeal. Written notice will be sent to the appelliant

within 10 working days of the appeal review decision. In the event of an appeal, the Board will continue working with the successful applicant pending the outcome of the appeal.

## CONFLICT OF INTEREST

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To avoid any conflict of interest in the funding determination process, any member of the Board or review committee who has a direct interest, or substantial related interest, in a particular funding proposal, will not participate in the review and evaluation of that proposal. An example of a direct interest in a proposal would be an employee or board member of an agency submitting a proposal. An example of a related interest in a proposal would be a relative of an employee or board member of an agency submitting a proposal. Board members will disclose conflicts of interests and abstain from voting according to the Conflict of Interest policy.

## CONTRACTS

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The full execution of a written contract by both parties shall constitute the making of a contract for services and no applicant shall acquire any legal or equitable rights relative to the contract until the contract has been fully executed by the successful applicant and the Board.

## POLICY FOR CONTRACTING PROCESS

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The annual contracting process is as follows. Any deviation by a prospective contractor from this process may render a contract null and void.

- Following the Board annual budget meeting, agencies will be notified of the intent to award a contract.
- A request for an amended budget or amended scope of work may be required prior to awarding a contract. The Board authorizes Thriving Families Alliance designated staff to negotiate terms and amendments within the general parameters of board approval. The prospective contractor will have no more than ten (10) business days to provide requested revisions or amendments to Thriving Families Alliance staff via email.
- Thriving Families Alliance staff will offer a contract to the prospective contractor via email. The prospective contractor will have no more than ten (10) working days from date of receipt to obtain appropriate signatures and return signed contract to Thriving Families Alliance staff.
- If a contract has not been executed within ten (10) working days, the Board reserves the right to cancel the award and to begin negotiations with other potential providers or to reissue the RFP. In the event that a potential contract provides service during the contract negotiations but does not accept the terms of the contract within the specified 10 working days, the Board has no financial obligation to reimburse the potential contractor for those services.
- The Board may, at its sole discretion, extend the time period for negotiations of the contract.

## REPORTING

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Quarterly progress reports and cumulative year-end reports will be required for the contract. The reports need to be submitted by the specified deadline. If reports are not complete or timely, it may result in a corrective action plan, decrease in funds, withheld payments, and/or jeopardize future funding considerations. The Board may request an oral presentation on the accomplishments of the program and progress of the program outcomes. The contractor will be required to utilize the state-wide database system called DAISEY and training will be provided.

The agency must co-market the Board and the funded program in the general community during the contract period and provide documentation. The following statement shall be used when

promoting the funded program: "Program is funded (or partially funded) through Harrison, Monona, and Shelby Early Childhood Iowa Board".

## PAYMENTS

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Funded programs must submit bills with detailed invoice utilizing the required reimbursement claim by the 15<sup>th</sup> of every month. It is the policy of the Board to review supporting documentation regularly as the Board is also subject to review. Contractors shall be prepared to substantiate all submitted bills upon request. This is a contract for services and based on actual expenditures. Contractor is not guaranteed the maximum contract amount unless provide documentation to substantiate all expenses and are fulfilling the minimum performance, capacity, and compliance requirements.

The Board reserves the right to conduct on-site contract monitoring visits that may include financial review, program files and data review, client files and contract compliance review.

**Failure to follow the reporting or payment procedures may result in a withholding of payment, a 10% reduction from the current contract amount, and/or jeopardize future funding considerations at the discretion of the Board.**

Contractors are allowed to amend program budgets without prior board approval only if it is less than 10% of the annual approved budget and still aligns with the approved proposal. If it is over 10% of the annual budget, prior approval must be sought. Regardless, any budget amendments must be submitted in writing to the Thriving Families Alliance designated staff.

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## DESCRIPTION OF SERVICES

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## OVERVIEW

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This RFP is specifically for home visitation family support programs to be implemented in Harrison, Monona, and Shelby Counties for families with children aged 0-5.

The Harrison, Monona, and Shelby Early Childhood Iowa Board role is to coordinate the early childhood system of services in Harrison, Monona, and Shelby Counties, investing public funds to fill gaps in the system based on data, needs and risk factors through evidence-based programs and strategies. The Board has prioritized high quality family support services through a comprehensive service array of long-term home visitation, group-based parent education and short-term parent support services. The specific models and strategies that the Board has selected are based on community data and desired outcomes.

The successful applicant will implement family support programs in Harrison, Monona, and Shelby Counties with fidelity and plan to attain or maintain State Credentialing, Model affiliation, or the Program's Model highest quality standards (i.e. Blue Ribbon for PAT).



# APPLICATION

## ATTACHMENT A

### APPLICATION COVER PAGE SFY'24

Name of Applicant Organization: \_\_\_\_\_

**Applicant Organization Type:**

Non/Not for profit  Public Health  Government  Other: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Board of Directors Chair: \_\_\_\_\_ Email: \_\_\_\_\_

Tax Exempt Status \_\_\_\_\_ Federal TIN: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Target Population or Eligibility Criteria consistent with [Family Support ECI Tool FF](#):

**Outcome Statement:** \_\_\_\_\_ *(i.e. the purpose of (strategy/program) is to provide/produce (service, activity or product) to/for (customer/stakeholder) in order to (outcome/planned benefit).*

**Category** \_\_\_\_\_ New Program \_\_\_\_\_ Existing Program

Total amount requested from HMS ECI Board \$ \_\_\_\_\_

Other funding secured for this program \$ \_\_\_\_\_

**TOTAL PROGRAM COST** \$ \_\_\_\_\_

I certify that I am duly authorized to commit and assurances for the applicant, and therefore agree to comply with all the provisions of the Request for Proposal, and to the best of my knowledge, the information contained in this application is correct and complete.

\_\_\_\_\_  
Signature of Authorized Agency Representative (Name, Title)

\_\_\_\_\_  
Date

# ATTACHMENT B

## PROPOSAL CHECKLIST

<b>Cover Page</b> (Attachment A) 1 page	
<b>Proposal Checklist</b> (Attachment B) 1 page	
<b>Program Narrative</b> (Attachment C) Maximum of 10 pages	
<b>Budget</b> FY24 July 1, 2023 through June 30, 2024	
Budget Detail (Attachment D)	
Budget Narrative <i>(Narrative summary to justify and explain budget expenses. Please provide as much detail as possible, including how amounts are calculated.)</i>	
<b>Letters of Support</b> (3)	
<b>Assurances</b> (Attachment E)	

**Agency Name:** \_\_\_\_\_

**Program Name:** \_\_\_\_\_

# ATTACHMENT C

## PROGRAM NARRATIVE

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*The program narrative should address the following items in the order listed. Answer the bulleted items in paragraph format, and limit narrative to a maximum of ten pages. Include main headings and delete instructions.*

**1. Executive Summary** (one page max)

**2. Background and Demonstrated Experience.**

Provide a description of the organization background and demonstrated experience in the provision of services. Applicant shall include relevant information about their background and experience that has prepared them for the work as described in this RFP. Include description of history with providing high quality family support services.

In narrative format, applicant shall describe each of the items listed below:

- Background - Describe the applicant's background. Include specific information that would support the services provided in this RFP.
- Demonstrated Experience – Identify other projects formerly and currently provided by the Applicant that are similar to the services being applied for. Identify any established partnership with the community that apply to the provision of services in this application.
- Partnerships – Considering the risk factors present in Harrison, Monona, and Shelby Counties according to the [Statewide Needs Assessment](#) and applicants' experience/expertise with the target population. Identify any established partnerships within the community or business sector to strengthen the work of early childhood providers. Identify opportunities present that applicant can assist early childhood providers to achieve positive outcomes for targeted population.

**3. Staffing/Personnel:**

Personnel, including family support workers and supervisors, must be well-trained and competent as demonstrated by their education; experience or combination of both. It is highly desired that all family support workers possess a Bachelor's degree or higher education in related field. Hiring culturally diverse personnel that meet the needs of the targeted families is also a priority and exceptions may be considered for minimum education requirements.

Supervisors must have a minimum of a bachelor's level of education. Supervisors should have family support experience in early childhood and prevention.

In narrative format, applicant shall describe each of the items listed below:

- Describe strategies and previous success to attract and retain quality staff.
- Describe strategies and previous success to recruit and retain culturally diverse personnel to match the demographics of the target population.
- Family Support professionals and supervisors will utilize the Institute for the Advancement of Family Support Professionals <https://institutebsp.org> to prepare for successful completion of the National Family Support Certification Exam(s). Provide a timeline and steps applicant will take to ensure completion and adherence. If all staff has completed the National Family Support Certification Exam, continue to the next bullet point.

- Supervisors must have a minimum of a bachelor's level of education. Supervisors should have family support experience. Provide a timeline and steps applicant will take to ensure completion and adherence.
- Describe the vacancy plan for family support workers and supervisors to ensure adequate supervision during both short-term and long-term vacancies.

**4. Implementing and Maintaining Model Fidelity** The successful applicant will establish and implement program models with fidelity and establish a plan to attain and maintain High Quality standards through the model national office or state credentialing.

- Describe steps to ensure and maintain home visiting dosage of 2 visits per month and a maximum caseload of 20 families per FTE.
- Describe individual staff supervision that is parallel schedule to home visiting requirements for each home visitor. (i.e., If home visits are bi-weekly for one hour, supervision should be bi-weekly for one hour)

**5. Data and Continuous Quality Assurance**

- Describe applicant's plan to ensure ongoing and model specific training to all staff.
- Describe applicant's assurance that all family support staff will provide accurate and timely data collection in the required system and format.
- Describe program administrator demonstrated ability to utilize data to improve staff performance, monitor program outcomes and continuously improve the program.
- Describe how applicant will provide a quarterly average of 6 (minimum) home visits per family multiplied by planned family capacity.
- Describe program administrator plan to ensure a fully cooperative relationship is maintained with Thriving Families Alliance staff during ongoing contract monitoring, compliance checks, data review, and financial audits.

**6. Continuous Quality Improvement**

- Attach a PDF copy of the applicant's previous 3 years of DAISEY annual data.
- Attach a written copy of the applicant's continuous quality improvement plan based on annual data provided.

**7. Describe the co-marketing plan to promote a relationship with other Family Support and Early Childhood Services in the Applicant's community.**

**8. Describe the Service Delivery Plan, including use of the following.**

- In person visits
- Virtual visits
- Text or telephone communication

# ATTACHMENT D

## DETAILED BUDGET

Please follow the sample budget format below. Each category must include detailed line items such as the examples in italics. You may add or delete lines as needed.

DESCRIPTION OF EXPENSES	PROPOSAL REQUEST	OTHER FUNDING (IDENTIFY SOURCE FOR EACH CATEGORY & FTE)	SUBTOTALS
<b>Salaries:</b> <i>List name, title, FTE, annual salary and % requested from this proposal for all program staff.</i>  <b>SUBTOTAL</b>			
<b>Benefits:</b> <i>FICA                      IPERS/Retirement                      Health                      Other</i> <b>SUBTOTAL</b>	\$	\$	\$
<b>Training/Travel:</b> <i>Registration fees                      Out of area travel                      In area travel                      (reimbursement rate \$0.50/mile)</i> <b>SUBTOTAL</b>	\$	\$	\$
<b>Office Supplies:</b> <i>Postage                      Supplies                      Other (identify)</i> <b>SUBTOTAL</b>	\$	\$	\$
<b>Program Materials:</b> <i>Curriculum                      Participant materials                      Other (identify)</i> <b>SUBTOTAL</b>	\$	\$	\$

<b>Equipment:</b> Laptops/tablets Other (identify) <b>SUBTOTAL</b>			
<b>Purchased Services:</b> Participant Transportation Other (identify) <b>SUBTOTAL</b>	\$	\$	\$
<b>Other:</b> <b>SUBTOTAL</b>	\$	\$	\$
<b>Indirect Cost</b> (Not to exceed 10%. Please describe how rate is defined and what it includes in the budget narrative. If agency has an IDCR, please include documentation.)	\$	\$	\$
<b>TOTALS</b>	\$	\$	\$

# Attachment E

## ASSURANCES

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### A. ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS ACT OF 1964

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No person shall, on the grounds of race, creed, color, national origin, gender, or sexual orientation be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination under agency grants awarded pursuant to P.L. 93-415 or any program or program supported by such grants. Contractors must comply with the provisions and requirements of Title VI of the Civil Rights Act of 1964 and regulations issued by the Department of Justice thereunder as a condition of award of federal funds and continued grant support.

### B. THE HATCH ACT

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Federal law prohibits certain partisan political activity by an officer or employee of the State or local agency if his/her principal employment is in connection with an activity that is financed in whole or part by loans or grants made by the United States or a Federal Agency. The law is enforced by the United States Civil Services Commission.

### C. PROCUREMENT OF SPECIAL EQUIPMENT

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The Board expects that the contractors will procure such special equipment being purchased in whole or in part with funds by that method, authorized by state law or local ordinance, which results in the lowest price of goods of the kinds or type required.

### D. NATIONAL HISTORIC PRESERVATION ACT OF 1966

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This program application either will not have an effect on a site listed on the National Register of Historic Places or the applicant has notified that such a site is or will be involved.

### E. APPLICABILITY OF STATE AND FEDERAL POLICIES

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All conditions, rules and regulations of federal and state governments, which relate to the administration of public funds and financial accounting, shall apply to contractors of the Board of Directors.

### F. NON-SUPPLANTING REQUIREMENT

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**Federal and state funds made available through this program may not be used to supplant federal, state and local funds that would have been available in the absence of this program's aid.** In complying with this requirement, the Board will rely on written certification by State agencies and local government units to the effect that program funds have not been used in place of other federal, state and local funds.

## G. BUILDING ACCESSIBILITY AND USE BY PEOPLE WITH DISABILITIES

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Any construction, design or alteration of a building or facility which will be used by the public or which may result in the employment or residence of people with disabilities must comply with the regulations issued by Federal Agencies, including the Department of Justice, under the Americans with Disabilities Act of 1990.

## H. AMENDMENTS TO THE APPLICATION

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The Board reserves the right to modify this application at any time. In the event the Board amends, adds to, or deletes any portion of the application, an amendment will be provided to all applicants who received the original application.

## I. COST OF PROPOSAL

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The Board is not responsible for any costs incurred by an applicant which are related to the preparation or delivery of an application or any other activities carried out by an applicant related to this application. Thus, you cannot bill the Board for time or materials it takes to prepare and submit the application.

## J. COPYRIGHTS

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By submitting an application, the applicant agrees that the Board may copy the application for purposes of facilitating the evaluation of the application or to respond to a request for public records. The applicant consents to such copying by submitting an application and warrants that such copying will not violate the rights of any third party.

## K. PUBLIC RECORDS

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All information submitted by an applicant may be treated as a public record by the Board unless the applicant properly requests that the information be treated as confidential information at the time the proposal is submitted. Public records will be copied as necessary to comply with Iowa's public record law. By submitting a proposal, the applicant grants the Board the right to make the required copies of the proposal. Any request for confidential treatment of information must enumerate the specific grounds in Iowa Chapter 22, which support treatment of the material as confidential.

## L. RESTRICTIONS ON GIFTS AND ACTIVITIES

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Iowa Code chapter 68B contains laws which restrict gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Applicants are responsible for determining the applicability of this chapter to their activities and are responsible for complying with these requirements.

## M. RELEASE OF CLAIMS

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With the submission of a proposal, each applicant agrees that it will not bring any claim or have any cause of action against the Board based on any misunderstanding concerning the information provided herein or based on the Board's failure to provide the applicant with information.

## N. OTHER CONDITIONS

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The Applicant also understands and agrees, (1) that any funds received as a result of this application shall be subject to the conditions and other policies, regulations and rules issued by the Board, (2)



that funds awarded are to be expended only for the purposes and activities covered by the Applicant's approved application and budget, (3) that the funds may be terminated in whole or in part at any time that the Board finds a substantial failure to comply with contractual conditions or with regulations promulgated by the Board, and (4) that appropriate records and accounts will be maintained and made available for audit as prescribed by the Board.

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### CERTIFICATION AND ASSURANCE

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I CERTIFY that, to the best of my knowledge, the information contained in this application is correct and complete and that the applicant agrees to comply with and uphold the above assurances.

\_\_\_\_\_  
Name of Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Official

Scoring Criteria	0-2 Low	3-6 Medium	7-10 High	Score
<b>Technical Review</b>	<i>Scoring is not calculated for completeness of application. The technical review will be completed by staff prior to release to the Board. Proposals that do not meet the technical requirements outlined in this Request for Proposals will be withdrawn from consideration unless the staff deem it immaterial.</i>			
<b>Executive Summary</b>	Purpose and impact are <b>vague</b> . Not clearly aligned with funding priorities and results.	Purpose and impact are <b>acceptable</b> .	Purpose and impact are <b>outstanding</b> and descriptive.	X .5
<b>Background and Demonstrated Experience</b>	Applicant shows <b>some</b> evidence of past ability to deliver quality program, financial stability and accountability.	Applicant shows <b>persuasive</b> evidence of past ability to deliver quality program, financial stability and accountability.	Applicant clearly demonstrates <b>strong</b> evidence of past ability to deliver quality program, financial stability and accountability.	
<b>Staffing Personnel</b>	Applicant shows <b>some</b> evidence of ability to recruit, retain and support quality staff and meet core competencies.	Applicant shows <b>persuasive</b> evidence of ability to recruit, retain and support quality staff and meet core competencies.	Applicant shows <b>strong</b> evidence of ability to recruit, retain and support quality staff and meet core competencies.	
<b>Implementing and Maintaining Model Fidelity</b>	Applicant shows <b>some</b> evidence of ability to establish and maintain model fidelity.	Applicant shows <b>persuasive</b> evidence of ability to establish and maintain model fidelity.	Applicant clearly demonstrates <b>strong</b> evidence of ability to establish and maintain model fidelity.	X 2
<b>Data and Continuous Quality Improvement</b>	Applicant shows <b>some</b> evidence for ensuring accurate and timely data completion and CQI.	Applicant shows <b>persuasive</b> evidence for ensuring accurate and timely data completion and CQI.	Applicant shows <b>strong</b> evidence for ensuring accurate and timely data completion and CQI.	X 3
<b>Adaptive Service Delivery Plan</b>	Applicant shows <b>some</b> evidence for an appropriate service delivery plan.	Applicant shows <b>persuasive</b> evidence for an appropriate service delivery plan.	Applicant shows <b>strong</b> evidence for an appropriate service delivery plan.	X .5

<b>Co-Marketing Plan</b>	Applicant shows <b>some</b> evidence of meaningful partnership and mutually beneficial marketing.	Applicant shows <b>persuasive</b> evidence of meaningful partnership and mutually beneficial marketing.	Applicant shows <b>strong</b> evidence of meaningful partnership and mutually beneficial marketing.	
<b>Budget and Justification</b>	Applicant shows <b>some</b> evidence of cost effectiveness and solid budget justification.	Applicant shows <b>persuasive</b> evidence of cost effectiveness and solid budget justification.	Applicant shows <b>strong</b> evidence of cost effectiveness and solid budget justification.	
<b>Total</b>	<b>Maximum score of 100 points</b>			
<b>Proposal Strengths</b>				
<b>Proposal Weaknesses</b>				
<b>Letters of Support</b>				

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## APPLICATION REVIEW PROCESS AND CRITERIA

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### 1. OVERVIEW OF REVIEW PROCESS

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Review/evaluation of applications submitted under this RFP will be conducted in the following phases:

#### PHASE 1 - TECHNICAL REVIEW:

The first phase will involve a preliminary review by the staff of an applicant's compliance with the mandatory requirements, such as eligibility and application content for submitted applications. Applications which fail to satisfy technical requirements or application content may be eliminated from the application review. These applications may be rejected. Thriving Families Alliance designated staff will notify the applicant of a rejection that occurs during Phase 1 of the review process. The Board reserve the right to waive minor variances at the sole discretion of Thriving Families Alliance designated staff.

#### PHASE 2 – REVIEW COMMITTEE:

Applications determined to be compliant with technical requirements and application content will be accepted for the second phase of evaluation, which shall be completed by a review committee or committees established by the Board. The review committee shall evaluate applications and assign a point total based on the criteria in this RFP. The final score will be consensus scoring and applications will then be ranked in order of priority to form a recommendation. The committee reserves the right to consider community needs, priorities, and gaps identified in current community plan, as well as applicant's contract compliance and performance history if applicable, in addition to final application scores when prioritizing final recommendations.

#### PHASE 3 – BOARD APPROVAL:

Committees will present recommendations to the full Board at the annual budget meeting. The board may accept, reject or amend the motion. Upon final board action, an Intent to Award notice will be sent to all applicants. Unless there are extenuating circumstances, contracts will be executed by June 30<sup>th</sup>.

### 2. INCORPORATION OF DOCUMENTS

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The RFP, any amendments and written responses to applicant questions, and the application submitted in response to the RFP form a part of the contract. The parties are obligated to perform all services described in the RFP and the application unless the contract specifically directs otherwise. Any potential applicant may request a sample contract template by emailing [operations@thrivingfamiliesalliance.org](mailto:operations@thrivingfamiliesalliance.org)