



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

Family Support- Cass County
Request for Proposal PAT-26-FS

Contract Period: January 12th, 2026 to June 30th, 2026
(Optional annual renewals for state fiscal year July 1 through June 30)
Program Period: January 12th, 2026 to June 30th, 2031

DUE: NOVEMBER 7, 2025 BY 4:30 PM

Late or incomplete applications will not be accepted.
No exceptions will be made.

Attn: Operations
421 West Broadway
Suite 540
Council Bluffs, IA 51503
Email: operations@thrivingfamiliesalliance.org

GENERAL AND ADMINISTRATIVE

PURPOSE

The purpose of this Request for Proposal (RFP) PAT-26-FS is to solicit proposals that will enable Thriving Families Alliance (TFA) to select the most qualified applicants to provide family support programming for families prenatal to age five in Cass County utilizing the Parents as Teachers model.

PROGRAM PERIOD/CONTRACT TERM

Thriving Families Alliance (TFA) expects the contract period to be from January 12, 2026 through June 30, 2026. Thriving Families Alliance shall have the option to renew the contract at its sole discretion for up to five additional one (1) year terms aligning with the state fiscal year of July 1st through June 30th 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 Thriving Families Alliance to be in their best interest.

This RFP will be funded through state funds. Thriving Families Alliance anticipates additional funding will be made available in the future. The issuance of this RFP in no way constitutes a commitment by Thriving Families Alliance to award a contract.

ELIGIBILITY REQUIREMENTS

- 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 Thriving Families Alliance as additional insured or loss payee will be required if awarded a contract. The audit must be provided directly to Thriving Families Alliance by the auditor.
- Applicants must be in good standing with 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 Thriving Families Alliance for cause are not eligible to apply.

ANTICIPATED AVAILABLE FUNDS

The total anticipated available funds included in this RFP is approximately \$ 100,000. These funds will be 100% state dollars.

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

The following dates are set forth for informational purposes. Thriving Families Alliance reserves the right to change at their sole discretion.

EVENT	DATE
RFP Issued	September 24, 2025
Full Application Due	November 7, 2025 by 4:30 pm
Notice of Intent to Award	November 21, 2025
Draft Contracts	December 1, 2025
Contract Start Date	January 12, 2026

RFP ISSUED

September 24, 2025 Thriving Families Alliance will post an electronic notice to eligible applicants. Application materials may also be requested by phone or email by contacting Thriving Families Alliance at 712-256-0997 or jmorse@thrivingfamiliesalliance.org.

BIDDERS CONFERENCE

There will be no bidders conference for this RFP.

COMMUNICATION

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. Thriving Families Alliance 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

Applications must be submitted electronically to operations@thrivingfamiliesalliance.org and jmorse@thrivingfamiliesalliance.org by 4:30 pm on or before November 7, 2025. 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 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

Submit the final application including all attachments in one electronic file to operations@thrivingfamiliesalliance.org and jmorse@thrivingfamiliesalliance.org prior to the deadline. Preferred format is in a PDF file. Subject line should read "TFA PAT-26-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 TFA.

Submit electronically to operations@thrivingfamiliesalliance.org and jmorse@thrivingfamiliesalliance.org prior to November 7, 2025 at 4:30 pm

NOTICE OF INTENT TO AWARD

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

CONTRACT NEGOTIATIONS AND EXECUTION

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 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 Thriving Families Alliance. General terms and conditions are non-negotiable. Thriving Families Alliance reserves the right to cancel the award and to begin negotiations with the next ranked applicant or other entity deemed appropriate. Thriving Families Alliance may, at its sole discretion, extend the time period for negotiations of the contract.

ORAL PRESENTATION

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 Thriving Families Alliance 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

All costs of preparing the application are the sole responsibility of the applicant. Thriving Families Alliance 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

The Thriving Families Alliance 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 Thriving Families Alliance.

AMENDMENTS TO THE RFP

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

OPEN COMPETITION

The Thriving Families Alliance Board gives each application thorough consideration. The Board is the entity that makes final funding decisions. Applicants are **prohibited** from contacting individual board members or committee members, to discuss their proposal or the proposal of any other organization during this open RFP. 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.

ACCEPTANCE OF TERMS AND CONDITIONS

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 Thriving Families Alliance based on the terms or conditions of the RFP or the procurement process.

Thriving Families Alliance 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 Thriving Families Alliance, the successful applicant's exception may be rejected, and Thriving Families Alliance may elect to terminate negotiations with that applicant. However, Thriving Families Alliance 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.

REFERENCE CHECKS

Thriving Families Alliance 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.

INFORMATION FROM OTHER SOURCES

Thriving Families Alliance 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. Thriving Families Alliance may use this information in evaluating an applicant's application.

FINANCIAL ACCOUNTABILITY

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.

VERIFICATION OF APPLICATION CONTENTS

Thriving Families Alliance 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.

LITIGATION OR INVESTIGATION DISCLOSURE

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.

RFP APPLICATION CLARIFICATION PROCESS

Thriving Families Alliance 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 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 Thriving Families Alliance for this reason.

WAIVERS AND VARIANCES

Thriving Families Alliance 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 Thriving Families Alliance. In the event Thriving Families Alliance 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 Thriving Families Alliance.

PUBLIC RECORDS

If Thriving Families Alliance 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 Thriving Families Alliance 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. Thriving Families Alliance 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 Thriving Families Alliance may reject the application as noncompliant.

APPEAL PROCESS

All applicants will be sent an Intent to Award notification. Applicants who are denied funding may appeal to the TFA Governance Board. Appeals must be in writing and be received within ten (10) working days of the date of the board funding decision. Send written appeals to the Board Chairperson, C/O Thriving Families Alliance, 421 West Broadway, Suite 540, Council Bluffs, IA 51503, or 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 Thriving Families Alliance Governance 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 appellant within ten (10) working days of the appeal review decision. In the event of an appeal, Thriving Families Alliance will continue working with the successful applicant pending the outcome of the appeal.

CONFLICT OF INTEREST

To avoid any conflict of interest in the funding determination process, any member of the TFA 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

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 Thriving Families Alliance.

POLICY FOR CONTRACTING PROCESS

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 Governance 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 Governance Board authorizes Thriving Families Alliance 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) business 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) business days, Thriving Families Alliance 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 business days, Thriving Families Alliance has no financial obligation to reimburse the potential contractor for those services.
- Thriving Families Alliance may, at its sole discretion, extend the time period for negotiations of the contract.

REPORTING

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 Thriving Families Alliance and the funded program in the general community during the contract period. The following statement shall be used when promoting the funded program: "Program is funded (or partially funded) through Thriving Families Alliance. Our logo will be provided for public awareness purposes.

PAYMENTS

Funded programs must submit bills with detailed invoice and supporting documentation utilizing the required reimbursement claim by the 15th of every month. It is the policy of Thriving Families Alliance to review supporting documentation regularly as Thriving Families Alliance 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 provided documentation substantiates all expenses and are fulfilling the minimum performance, capacity, and compliance requirements.

Thriving Families Alliance 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 TFA 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 appropriate Thriving Families Alliance staff member.

DESCRIPTION OF SERVICES

OVERVIEW

Thriving Families Alliance (TFA) is the designated Early Childhood Iowa Board serving Monona, Harrison, Shelby, Cass, Pottawattamie, Montgomery, Page and Fremont Counties. Early Childhood Iowa was established by Iowa state legislation during the 1998 session in an effort to create a partnership between communities and state government with an emphasis on improving well-being of families with young children.

This RFP is specifically for implementation of a Parents As Teachers (PAT) family support program in Cass County for families with children aged 0-5.

Thriving Families Alliance role is to coordinate the early childhood system of services in Cass and invest public funds to fill gaps in the system based on data, needs and risk factors through evidence-based programs and strategies. TFA 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 TFA has selected are based on community data and desired outcomes.

The successful applicant will implement evidence-based or research informed family support programs in Cass County with fidelity and participate fully in the established regional Parents As Teachers Affiliate. The regional PAT affiliate provided programmatic oversight and supervision to all direct service staff. The regional affiliate covers costs for ongoing professional development for all direct service staff; successful applicants should include initial costs of model training. Successful applicants will be responsible for office location, providing on-site support to staff, processing all financial claims, and ensure that contract deliverables are met.

TFA has established the Child and Family Resource Network (CFRN) as a coordinated intake to provide a seamless entrance to the most appropriate family support programming based on the family's needs and the availability of programming in the community. CFRN also serves to inform potential referral sources about family support programming and the benefits of participation. Family readiness and "goodness of fit" are the priority over program needs. CFRN utilizes a collective messaging to engage the community and potential referrals in the benefits of family support rather than marketing specific models. The successful applicant will commit to fully cooperating and participating in the Child and Family Resource Network process and procedures. Rather than marketing the agency and program model, the successful applicant will assist the network in recruiting for all family support services utilizing collective messaging. CFRN assists in marketing and outreach and assigns referrals to the appropriate program model.

www.childandfamilyresourcenetwork.org

APPLICATION

ATTACHMENT A

APPLICATION COVER PAGE FY'26

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 Thriving Families Alliance \$ _____

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

Cover Page (Attachment A) 1 page	
Proposal Checklist (Attachment B) 1 page	
Program Narrative (Attachment C) Maximum of 10 pages	
Budget FY26 January 12, 2026 through June 30, 2026	
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>	
Letters of Support (2)	
Assurances (Attachment E)	

Agency Name:_____

Program Name:_____

ATTACHMENT C

PROGRAM NARRATIVE

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 Cass County according to the [Statewide Needs Assessment](#), describe how applicant can partner with CFRN to lower the risk factors present in the community and applicants' experience/expertise with the target population. Identify any established partnerships within the community or business sector to strengthen the work of CFRN. Identify opportunities present that applicant can assist CFRN 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 diverse personnel that meet the needs of the targeted families is also a priority and exceptions may be considered for minimum education requirements. On-site supervisor should be a maximum of .2 fte.

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 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) if exam has not already been previously completed. Provide a timeline and steps applicant will take to ensure completion and adherence.
- Programmatic supervision is not required for the applicant to provide; however, the applicant should have an on-site supervisor to provide employer required tasks and contract management tasks. 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 services provided during both short-term and long-term vacancies.

4. Implementing or Maintaining Model Fidelity

- Describe understanding of the Parents as Teachers model and how the applicant will cooperate and participate with the regional Parents as Teachers affiliate.
- Describe steps to ensure and maintain home visiting dosage of 2 visits per month minimum and a maximum caseload of 18 families per FTE for in home family support services.

5. Data and Continuous Quality Assurance

- Describe applicant's plan to ensure ongoing cooperation with the regional PAT affiliate and model specific training to all staff.
- 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 TFA 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. (if applicable)
- Attach a written copy of the applicant's continuous quality improvement plan based on the annual data provided. (if applicable)
- If the applicant does not have previous experience, describe the applicant's agency continuous quality improvement process.

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
Salaries: <i>List name, title, FTE, annual salary and % requested from this proposal for all program staff. (maximum allowance for on-site supervisor is .2 fte)</i> SUBTOTAL			
Benefits: <i>FICA</i> <i>IPERS/Retirement</i> <i>Health</i> <i>Other</i> SUBTOTAL	\$	\$	\$
Training/Travel: <i>Registration fees</i> <i>Out of area travel</i> <i>In area travel</i> <i>(reimbursement rate \$0.50/mile)</i> SUBTOTAL	\$	\$	\$
Office Supplies: <i>Postage</i> <i>Supplies</i> <i>Other (identify)</i> SUBTOTAL	\$	\$	\$
Program Materials: <i>Curriculum</i> <i>Participant materials</i> <i>Other (identify)</i> SUBTOTAL	\$	\$	\$
Equipment: <i>Laptops/tablets</i> <i>Other (identify)</i> SUBTOTAL			

Purchased Services: <i>Participant Transportation</i> <i>Other (identify)</i> SUBTOTAL	\$	\$	\$
Other: SUBTOTAL	\$	\$	\$
Indirect Cost <i>(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.)</i>	\$	\$	\$
TOTALS	\$	\$	\$

Attachment E

ASSURANCES

A. ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS ACT OF 1964

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

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

The Board expects that the contractors will procure such special equipment being purchased in whole or in part with grants 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

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

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 Thriving Families Alliance Board of Directors.

F. NON-SUPPLANTING REQUIREMENT

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 Thriving Families Alliance 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

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

The Thriving Families Alliance 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

The Thriving Families Alliance 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 Thriving Families Alliance Board for time or materials it takes to prepare and submit the application.

J. COPYRIGHTS

By submitting an application, the applicant agrees that the Thriving Families Alliance 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

All information submitted by an applicant may be treated as a public record by the Thriving Families Alliance 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 Thriving Families Alliance 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

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

With the submission of a proposal, each applicant agrees that it will not bring any claim or have any cause of action against the Thriving Families Alliance 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

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 Thriving Families Alliance 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 Thriving Families Alliance Board finds a substantial failure to comply with contractual conditions or with regulations promulgated by the Thriving Families Alliance Board, and (4) that appropriate records and accounts will be maintained and made available for audit as prescribed by the Thriving Families Alliance Board.

CERTIFICATION AND ASSURANCE

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
Technical Review	<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>			
Executive Summary	Purpose and impact are vague . Not clearly aligned with funding priorities and results.	Purpose and impact are acceptable .	Purpose and impact are outstanding and descriptive.	X .5
Background and Demonstrated Experience	Applicant shows some evidence of past ability to deliver quality program, financial stability and accountability.	Applicant shows persuasive evidence of past ability to deliver quality program, financial stability and accountability.	Applicant clearly demonstrates strong evidence of past ability to deliver quality program, financial stability and accountability.	
Staffing Personnel	Applicant shows some evidence of ability to recruit, retain and support quality staff and meet core competencies.	Applicant shows persuasive evidence of ability to recruit, retain and support quality staff and meet core competencies.	Applicant shows strong evidence of ability to recruit, retain and support quality staff and meet core competencies.	
Implementing and Maintaining Model Fidelity	Applicant shows some evidence of ability to implement and maintain model fidelity.	Applicant shows persuasive evidence of ability to implement and maintain model fidelity.	Applicant clearly demonstrates strong evidence of ability to implement and maintain model fidelity.	X 2
Data and Continuous Quality Improvement	Applicant shows some evidence for ensuring accurate and timely data completion and CQI.	Applicant shows persuasive evidence for ensuring accurate and timely data completion and CQI.	Applicant shows strong evidence for ensuring accurate and timely data completion and CQI.	X 3
Adaptive Service Delivery Plan	Applicant shows some evidence for an appropriate service delivery plan.	Applicant shows persuasive evidence for an appropriate service delivery plan.	Applicant shows strong evidence for an appropriate service delivery plan.	X .5

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

APPLICATION REVIEW PROCESS AND CRITERIA

1. OVERVIEW OF REVIEW PROCESS

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 will notify the applicant of a rejection that occurs during Phase 1 of the review process. Thriving Families Alliance reserves the right to waive minor variances at the sole discretion of Thriving Families Alliance.

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 Thriving Families Alliance 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 Thriving Families Alliance 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 30th.

2. INCORPORATION OF DOCUMENTS

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