



Every child will have access to quality services
empowering them to be healthy and successful.

**FY 17 Request for Proposals in Support of the
Linn County Early Childhood Iowa Board Priorities**

**BID PROCESS OVERVIEW &
INSTRUCTIONS**

Issued March 24, 2016

Overview

Linn County Early Childhood Iowa is a citizen-led Board of Directors that assesses community needs and allocates State funding to high quality programs that serve families in Linn County with children **prenatal-through age 5**.

- Vision of the Linn County Early Childhood Iowa Board is that *Every Child Will Have Access To Quality Services Empowering Them To Be Healthy And Successful*.
- This is accomplished by *providing and supporting quality education, health and social services through community partnerships and collaborations, for children prenatal-age 5 and their families, resulting in healthy, safe and school ready children*.

We invite you to assist us in meeting our Vision by submitting a proposal that supports and advances a Linn County Early Childhood Iowa Board Priority.

Contract Timeline

- A contract will be offered to select proposals for the time period of July 1, 2016-June 30, 2017 and with a one (1) year renewal option pending optimal funding, contractor performance and ECI Board approval. (Except for Child Health & Dental contracts-see below).
- The Linn ECI Board retains the discretion to offer a 2nd 1-year renewal based upon community needs and funding. However Board action on this option will not occur until Fiscal Year 2018.
- **NOTE:** Child Health (Hearing, Vision, Developmental, Dental) Priority contracts will only be funded for Fiscal Year 2017 to allow time to assess local impact of Medicaid transition and medical homes providing developmental screens. The Board intent is to issue another competitive bid during FY 17 for FY 18-19.

Linn County ECI Board Funding Guiding Principles

The Board's review of community data highlighted the disparity in early identification of needs and the successful resolution of needs. These discussions resulted in development of a set of guiding principles that will be used by the Board as a tool when making funding decisions.

- Access (Does the program minimize barriers to services?)
- Connections (Does the program support family/provider entry in the system at multiple points and operate successful referral systems?)
- Early Intervention (Does the program provide health and developmental screening of children?)
- Community Resources (Does the program support or participate in a collaborative approach to system building?)
- Referral with Follow-up (Does the program ensure that the child, family or child care provider receives the service to which they were referred?)
- Promising Practice/Evidence-based Services (How does program ensure it provides the highest quality of services?)

Eligible Applicants

- Eligible applicants are currently registered to do business in Iowa.

- Primary consideration shall be given to programs that serve families that reside or work within Linn County geographic borders or those that attend a Linn County School District.
- ECI-funded services are restricted to children prenatal thru age 5 and caregivers.
- Applicant must be able to provide 15% of the \$ amount of ECI funding awarded as Local Match (cash or in-kind).

Linn County Early Childhood Iowa Board Priorities

Following is the list of Priority Areas that may be addressed with Linn County ECI funds. The Board acknowledges that other early childhood needs exist but these are the ones they have the capacity to impact with continued flat allocation of funds.

- **Provide Affordable, Accessible Quality Early Learning Environments for At-Risk Children.**
- **Support Quality Early Learning Environments for Children & Providers.**
- **Provide Quality Family Support, Parent Education & Behavioral Interventions for At-Risk Families.**
- **Support Preventive Health Services for At-Risk Families**

Funding

Linn County Early Childhood Iowa Board has not yet received notification of its FY 17 allocation. Assuming that funds are status quo again that represents six years of flat funding. The estimated total amount of program \$ available in Linn County is \$1,500,903. Funds are then separated into the following eligible uses:

- **Preschool Support \$** for children 3-5 years of age, from families < 200% of federal poverty level and enrolled in high quality preschool services.
- **Family Support and Parent Education \$** for families with children prenatal thru age 5 that meet identified risk factors.
- **Quality Improvement \$** to enhance the quality of early care, health and education programs for children prenatal thru age 5.
- **General/Unstipulated \$** to be spent at the discretion of the Board to address a Board Priority.
- **Early Childhood \$** to enhance the capacity and quality of child care services to help parents obtain or retain employment for those with children prenatal thru age 5.
 - This funding cannot be provided to services provided in Head Start/Early Head Start, Statewide Voluntary Preschool, Shared Visions, or Title I.

Funds are provided on a reimbursement basis

The Board will select the most qualified proposals and then align them with the eligible funding source. The Board will provide due diligence in braiding the funding in order to fund as many proposals as possible but there are inherent challenges. Stipulations in each funding source mean that not every proposal will be eligible for every funding source. *This also means that a high ranked proposal may not receive funding because there is no more funding left in the source for which they are eligible.*

Application Timeline

Linn County Early Childhood Iowa reserves the right to adjust this timetable as needed.

DATES	ACTIVITY
By March 24, 2016	Request for Proposal (RFP) issued Notice sent via e-mail to current providers and known community 501 (c) (3) non profits, governmental entities
By March 28, 2016	Notice sent to Legal Section of Cedar Rapids <i>Gazette</i> & Posted on Linn County ECI website
April 7, 2016 <ul style="list-style-type: none"> • 10 am or • 11 am 	Informal Bidders Conference held @ Linn County Community Services Building, 1240 26 th Ave Ct SW, Cedar Rapids (Attendance is optional)
10 am April 14, 2016	REQUIRED Notice of Intent Due <ul style="list-style-type: none"> ◦ Submit via e-mail by to chris.kivett-berry@linncounty.org A Notice of Intent is required in order to submit a proposal. If later you decide not to apply that is fine.
10 am April 25, 2016	Proposal & Budget Due <ul style="list-style-type: none"> ◦ Both the Electronic version and Hard copies must be received in the Linn Co Early Childhood Iowa office by deadline.
May 24, 2016	Linn Co Early Childhood Iowa Board acts on funding recommendations, pending receipt of final allocation from State Early Childhood Iowa Office. If not @ May meeting then @ June Board meeting.
May-June 2016	As applicable, applicants may be required to meet with Board or Board Committee re: proposal or budget.
Upon final Board determination	Notification letters sent to all applicants.
July 1, 2016-June 30, 2017	Initial 1 year contract with option for 1 year renewal.

Submission Requirements

- Bid Proposal response must be typed in font no smaller than 12-point and with 1” margins.
- Proposals shall not exceed twenty (20) one-sided pages, **including** the Cover Page and Budget.
- No** attachments or appendices allowed.
- Do not** use a binder or cover for the proposal.

Required Submittals:

1. **One (1) e-mailed Notice of Intent** sent by **deadline** to Chris Kivett-Berry at chris.kivett-berry@linncounty.org **There is not a form-** simply send an e-mail.
2. **One (1) signed Proposal (pdf) and non-pdf Budget** sent via e-mail by **deadline** to Chris Kivett-Berry at chris.kivett-berry@linncounty.org

3. **One** stapled signed Original, **plus three** stapled copies of the Proposal and Budget **received by/delivered to the Linn Co Early Childhood Iowa Office by deadline.**
(This is not the post-marked date. It is the date the proposal is received.)
- *Note that the copies can be double-sided.*

Send to: **Chris Kivett-Berry, Linn County Community Services**
Linn County Early Childhood Iowa Office
1240 26th Avenue Court SW
Cedar Rapids, IA 52404

Format

Important: There are two (2) Parts to the Narrative section of the Bid Proposal .

- **Part 1.** All applicants will complete Part 1 which includes cover page, assurances and narrative Section I-V.
- **Part 2.** Each applicant will also complete a narrative based upon which one (1) Board Priority their program will best impact. There are 4 Board Priorities. Applicant will select the narrative for their one (1) selected Priority and complete Sections VI-IX.
 - Board Priority 1 Narrative: Affordable Accessible Care**
 - Board Priority 2 Narrative: Quality Early Learning**
 - Board Priority 3 Narrative: Family Support Parent Ed & Behaviors**
 - Board Priority 4 Narrative: Dental**
 - Board Priority 4 Narrative: Preventive Health**

Points

Proposals will be evaluated using the following point system:

Part 1

- Cover Page & Assurances: No points
- Overview: 5 pts
- Scope: 5 pts
- Community Connections: 5 pts
- Fiscal: 5 pts
- Board Priorities 0 pts

Part 2 (Priority Specific)

- Program Specifics : 25 pts
 - Agency & Staff : 5 pts
 - Best Practice: 5 pts
 - Data: 5 pts
- Total Points possible: 60 Points

Items must be submitted by the dates and times specified or they will be rejected.

Respondents are responsible for all costs associated with the development, preparation and delivery of the proposal. The Linn County Early Childhood Iowa Board is not responsible for any costs incurred by the respondent relative to this process.

Proposal Evaluation Process

Proposals will be individually read and scored by eligible Linn County ECI Board members. Appropriate Board Committees will review Board member scores and recommend proposals for funding. The Linn County ECI Board will review the recommendations and take action to award contracts.

Conflict Of Interest

To avoid conflict of interest in the funding determination process, any member of the Board who has a direct interest or substantial related interest in a proposal will not participate in the review and evaluation of that proposal. In addition the Board member will abstain from voting on said proposal.

Acceptance/Rejection Rights

The Linn County ECI Board reserves the right to accept or reject any or all proposals submitted. The submission of a proposal does not guarantee the respondent any rights, nor obligates the Linn County Early Childhood Iowa Board in any way.

Appeal Process

Appeals must be made in writing to the Linn County ECI Board Chair and sent in care of ECI Director at Linn County Community Services, 1240 26th Ave Ct SW, Cedar Rapids, IA 52404, and must be received within five calendar days of applicant's receipt of funding decision notice.

Appeals must be based on a contention that the process violated state or federal law, that policies or rules did not provide adequate public notice, or involved a conflict of interest by staff or review team members. The Linn County ECI Chair will review the appeal and make a recommendation to the ECI Board. The ECI Board will review the appeal, take action and mail a notice to the appellant within ten working days of this review.

Expectations & Responsibilities of Successful Applicant to include but not limited:

- Enter into a contractual agreement with the Linn County Early Childhood Iowa Board.
- Submit claim expenditures each month with appropriate documentation on forms provided by Linn County ECI. If ECI-funded staff is funded from more than one source then an aggregate Time Study/Payroll form will be required.
- Provide documentation of 15% Local Match (cash or in-kind) of the ECI funds awarded.
- Accurately collect and report required State data and locally determined data by the quarterly report deadline in the format provided by Early Childhood Iowa.
- Present on the accomplishments of the program and progress of the project upon request.
- Participate in Program Fair/host a Linn Co ECI Board meeting upon request.
- Promote Linn County Early Childhood Iowa as a funding source on all applicable materials.
- Indirect Administrative costs are limited to 5%.
- Submit Proof of Insurance listing Linn County Early Childhood Iowa Board as a certificate holder with the signed Contract.
- Provide relevant Audit information annually.
- Obtain or maintain a High Quality standard.
- Family Support or Parent Education programs: Agree to participate in the State's web-based data collection system requirements.