



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

## **FY 16 Request for Proposals**

**To Provide High Quality Services in Support of the  
Linn County Early Childhood Iowa Board Priorities  
for Families with Children Prenatal thru Age 5**

### **BID PROCESS OVERVIEW & INSTRUCTIONS**

**Issued March 26, 2015 (for FY 16)**

## 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 one-year contract will be offered on approved proposals for the time period of July 1, 2015-June 30, 2016. *The Board will finish the Community Plan update during FY 16 and plans to issue bids for 2-year contracts effective with the FY 17 funding process.*

## Eligible Program Categories

The Early Childhood Iowa State Board developed a list of eligible Program Categories that could be funded by local ECI Boards. The list below contains the eligible Program Categories that align with the Linn County ECI Board Priorities.

Review the list below and select **the one (1) Program Category** that best matches the primary services of your program. Your Bid Proposal and Budget will pertain only to this **one** Program Category. If you find additional Program Categories that meet your program services you will submit an additional separate Proposal & Budget for that Category.

- **Child Care Nurse Consultant:** Registered nurse, with an Iowa Training Project for Child Care Nurse Consultants credential, provides guidance, training and consultation to promote safe and healthy child care environments.
- **Dental:** Screenings, care coordination and financial support of dental treatment for children and/or pregnant women.
- **Early Care and Education Classroom Support:** Financial support of a percentage of the expenses of high-quality early care provider classrooms. Funds are braided with other sources to allow all income eligible children in that classroom to attend at no cost. It is not a scholarship awarded to a specific child.
- **Health Services:** Hearing, vision, developmental screening for children (0-5yr) & follow-up services.
- **Quality Improvements for Early Learning Environments:** A menu of supports and resources to improve or maintain the quality of home & center-based child care programs.
- **Technical Assistance: Consultant/Mentoring/Coaching:** Provide onsite and electronic/phone consultation, mentoring, coaching or technical assistance to home and center-based programs. Examples may include: child care center/home consultants; early learning coordinators; EC-PBIS coaches; etc.

- **Scholarships:** Free tuition slots for children from high-need families to attend high quality regulated preschool or wraparound care. ECI-funded tuition fee cannot exceed the private pay tuition fee. Funds are not provided to the Parents.
- **Family Support or Parent Education:** Group-based or In-Home visitation early intervention strategy to improve birth outcomes, parental knowledge, family economic success, the home learning environment, family and child involvement with others, and coordination with other community resources.
  - One day, stand-alone events such as a child fair, are not eligible for funding.
  - A home visit is a face-to-face visit with a family in their home, or other alternate location, to facilitate meeting the family’s goals. Temporary use of an alternate location may happen when meeting in the family home presents safety concerns for the worker or the family or on rare occasions to facilitate meeting the program’s outcomes such as medical appointments or school staffing. Home Visits are calculated based on the number of times you meet with the family. They are NOT multiplied by the number of children present.
  - Parent education programs have the following characteristics:
    - Parent education lasts a minimum of six weeks and utilizes standardized curricula.
    - Provides parents’ with information, skills, support systems and confidence in their parental role in order to support, nurture and promote children’s health and development;
    - Provides information that meets the needs of parents for specific content and shared in a manner that is responsive to parents’ learning style, education and culture.

### **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 for Early Childhood Iowa services 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.
- Must provide 15% of the \$ amount of ECI funding awarded as Local Match (cash or in-kind).

## Linn County Early Childhood Iowa Board Priorities

The FY 16 Linn County Early Childhood Iowa Community Plan draft identified priority needs. 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 for which they have the capacity to impact.

<b>Childcare and Preschool Supports:</b> <i>Affordable, High Quality &amp; Accessible</i>
Part-day, quality, regulated childcare or preschool at no cost to income eligible family
Full-day, full-year or school year quality, regulated childcare (Wraparound) at no cost to income eligible family
Services to increase and maintain Quality and Safety of child care environments
Child care/Early care provider trainings to address, but not be limited to, child behavior issues, child development milestones, diverse populations and cultures, child health & nutrition and small business practices
<b>Parent Education and Family Support:</b> <i>Supportive, Connected &amp; Accessible</i>
Parenting resources to assist families with child behavior issues and developmental milestones & connections with community resources
In-Home family support services to reduce child abuse, neglect and involvement with DHS
Connect families with basic need resources (e.g. income, housing, food, transportation) in support of family stability
<b>Health and Behavioral Supports:</b> <i>Early Identification &amp; Connection to Services</i>
<b>HEALTH</b>
Early identification of child health, hearing, vision, dental or developmental needs in underserved or high need populations
Care coordination and follow-up support for children with identified health, vision, hearing dental or developmental needs
<b>BEHAVIORAL</b>
Early identification of children with behavioral or mental health needs in underserved or high need populations
Intervention, care coordination and support services for children with identified behavioral or mental health needs

## Funding

Linn County Early Childhood Iowa Board has not yet received notification of its FY 16 allocation. Assuming that funds are status quo in FY 16, then that represents five years of flat funding to Linn County Early Childhood Iowa. The estimated total amount of program \$ available 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 prenatal thru age 5.
- **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.
  - EC Services cannot be provided in Head Start/Early Head Start, Statewide Voluntary Preschool, Shared Visions, or Title I.

The Board will select the most qualified proposals and then align them with their 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 26, 2015 ----- By March 30, 2015	<b>Request for Proposal (RFP) issued</b> Notice sent via e-mail to current providers and known community 501 (c) (3) non profits, governmental entities ----- Notice sent to Legal Section of Cedar Rapids <i>Gazette</i> & Posted on Linn County ECI website
Noon April 9, 2015	<b>Informal Bidders Conference</b> held @ Linn County Community Services Building, 1240 26 <sup>th</sup> Ave Ct SW, Cedar Rapids <b>(Attendance is optional)</b>
<b>Noon</b> <b>April 16, 2015</b>	<b>REQUIRED Letter of Intent Due</b> <ul style="list-style-type: none"> <li>○ Submit via e-mail by to <a href="mailto:chris.kivett-berry@linncounty.org">chris.kivett-berry@linncounty.org</a></li> <li>○ By Noon, CST</li> </ul> <b>A Letter of Intent is required in order to submit a proposal.</b> If later you decide not to apply that is fine.
<b>10:00 AM</b> <b>April 28, 2015</b>	<b>Proposal &amp; Budget Due</b> <ul style="list-style-type: none"> <li>○ Both the Electronic version and Hard copies must be received in the Early Childhood Iowa office <b>by 10:00 am, CST.</b></li> </ul>
May 26, 2015	Linn County Early Childhood Iowa Board discusses/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 2015	As applicable, applicants may be required to meet with Board or Board Committee re: proposal or budget.
Upon final Board determination	<b>Notification letters sent</b> to all applicants.
July 1, 2015-June 30, 2016	<b>Contract duration period.</b>

## Submission Requirements

- Responses to the Bid Proposal must be typed in font no smaller than 12-point.
- Proposals shall not exceed twenty-one (21) one-sided pages, **including** the Cover Page, Sections I and II and the Budget Form.
- No** attachments or appendices allowed.
- Do not** use a binder or cover for the proposal.

### Required Submittals:

1. **One e-mailed Letter of Intent** sent by **deadline** to Chris Kivett-Berry at [chris.kivett-berry@linncounty.org](mailto:chris.kivett-berry@linncounty.org)
  - **There is not a form**- simply send an e-mail and specify for which **State-defined Program Category** you will apply. (Refer to page 2-3 of Proposal template.) The Letter of Intent is required to submit a Proposal but if you are not certain of which Category you will select you may note that in the letter.
2. **One non-pdf Proposal and Budget** sent via e-mail by **deadline** to Chris Kivett-Berry at [chris.kivett-berry@linncounty.org](mailto:chris.kivett-berry@linncounty.org)
3. **One** stapled Original, **plus One** stapled copy of the Bid Proposal and Budget **received by/delivered to the 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 26<sup>th</sup> Avenue Court SW  
Cedar Rapids, IA 52404**

### 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.

## Points

Proposals will be evaluated using the following point system:

▪ Section I and II:	No points
▪ Overview:	10 pts
▪ Client Population:	5 pts
▪ Program Specifics:	10 pts
▪ Agency/Staff :	5 pts
▪ Best Practice:	10 pts
▪ Collaboration:	5 pts
▪ Data:	5 pts
▪ Funding:	5 pts
▪ Guiding Principles	5 pts awarded by Reviewer
Total Points possible:	60 Points

## **Proposal Evaluation Process**

Proposals will be individually read and scored by eligible Linn County ECI Board members. The Finance Committee and Executive Committee members will collect the Board member scores, review the aggregate results 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 26<sup>th</sup> 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.
- Submit Proof of Insurance listing Linn County Early Childhood Iowa Board as a certificate holder with the signed Contract.
- Provide relevant Audit information annually.
- Family Support or Parent Education programs: Obtain or maintain Evidence-based or Promising Practice status.
- Family Support or Parent Education programs: Agree to participate in the State's web-based data collection system currently called REDCap.