

# FY 17 ECI Bid Proposal Instructions for Child Care Provider Professional Development Opportunities in Linn County



## Linn County ECI Overview

Linn County Early Childhood Iowa (ECI) is a citizen-led Board of Directors that assesses community needs and allocates State funds 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.*

## Bid Intent

Linn County ECI Board invites you to submit a proposal that advances the local Early Childhood Community Plan priority of **Professional Development: Training or Conference** to increase the quality and capacity of child care programs. The source of the grant funds is Dept of Human Services Early Childhood \$ and has the following restrictions on use.

## Bid Parameters

**State Requirements** (per State ECI Tool G, adopted on 4/3/15)

Intended Use: To increase the capacity and quality of childcare environments.

### Eligible Uses

- To Provide **Group professional development** activities open for enrollment to any Linn County child care provider.
- To Pay a portion of cost of current **Linn County Early Childhood Iowa-funded child care program staff** to attend a relevant professional development training or conference that staff would not be able to attend without these grant dollars. If awarded these funds then staff would be required to share the knowledge/skills gained with the child care community and provide a written plan to the ECI Board of how they will disseminate the information. **Note: Staff from Core Programs (see list below) are NOT eligible for this option.**

### Eligible Participants

- Linn County Registered child development homes, DHS licensed child care centers and legally operating non-registered child care homes.
- Linn County Core Programs identified as Shared Visions Preschool, Head Start/Early Head Start and State Voluntary Preschool programs are allowed to attend group professional development activities that are open to any provider.

- **Note:** These funds cannot be used to directly support a Core Program (see list above). Examples include paying for a specific Core Program staff to attend a training/conference or to fund a training that is only open to a Core Program.

## **Linn County Requirements**

### Funding

**Up to \$13,000 is** available for use in Fiscal Year 2017. Intent is to fund more than one applicant. Local Match (cash or in-kind) of 15% is required.

### Contract

Funds will be available from contract effective date to June 30, 2017. These are 1 time funds and will not be renewed.

### Eligible Applicant

Must be currently registered to do business in Iowa and serve the eligible audience listed in the State Requirements.

### Eligible use

- The Linn County ECI Board surveyed child care providers on their training needs and the results are in Attachment A: FY 15 Linn County ECI Child Care Provider Needs Survey. Training or conference that addresses a need identified in the survey is of high priority.
- Professional Development activity to be offered to eligible Linn County child care providers and must be completed prior to June 30, 2017.

## **Timeline** Linn Co ECI reserves the right to adjust timetable as needed.

<b>DATES</b>	<b>ACTIVITY</b>
By October 26, 2016	<b>Request for Proposal (RFP) issued</b> Notice sent via e-mail to current ECI providers and known relevant providers and posted to the Linn County ECI website.
<b>Noon November 8, 2016</b>	<b>REQUIRED Notice of Intent to apply</b> ○ Submit via e-mail by to <a href="mailto:jeanette.shoop@linncounty.org">jeanette.shoop@linncounty.org</a> <b>A Notice of Intent is required in order to submit a proposal. If later you decide not to apply that is fine. There is no form- an email stating intent to apply is sufficient.</b>
<b>Noon November 30, 2016</b>	<b>Proposal &amp; Budget Due</b> ○ Both the Electronic version and Hard copies must be received in the Linn County Early Childhood Iowa office <b>by Noon.</b>
Dec 1-9, 2016	ECI Board members review the proposals.
Dec 12-20, 2016	Linn County Early Childhood Iowa Board discusses/acts on funding recommendations.
Upon Board determination	Notification sent to all applicants.

Dec Board meeting 2016- June 30, 2017	Contract duration period.
--	---------------------------

## Submission Requirements

- Responses to the Bid Proposal must be typed in font no smaller than 12-point.
- Proposals shall not exceed nine (9) one-sided pages, **including** Cover Page and Budget Form.
- Do not** use a binder or cover for the proposal.
- Questions about the proposal must be sent to Jeanette Shoop via e-mail. The question and ECI office response will be shared with those that submit a Notification of Intent.

## Required Submittals:

1. **One (1) e-mailed Notification of Intent** to apply sent by **deadline** to Jeanette Shoop at [jeanette.shoop@linncounty.org](mailto:jeanette.shoop@linncounty.org)
  - **There is no form**- simply send an e-mail stating your intent to apply. Notification of Intent is required for your proposal to be considered. If later you opt not to apply that is fine.
2. **One (1) Proposal and non-pdf Budget** sent via e-mail by **deadline** to Jeanette Shoop at [jeanette.shoop@linncounty.org](mailto:jeanette.shoop@linncounty.org) The proposal can be a pdf but the Budget must be in Excel.
3. **One** stapled Original and **one copy** of the Bid Proposal and Budget **received by/delivered to the Early Childhood Iowa Office by deadline**. *Note that the copy can be double-sided. (This is not the post-marked date. It is the date the proposal is received.)*

Send to: **Jeanette Shoop, LCCS**  
**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.

## Proposal Evaluation Process

Proposals will be individually read and ranked by eligible Linn County ECI Board members. 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 process, any member of the Board who has a direct 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 by deadlines with appropriate documentation on forms provided by Linn County ECI.
- 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 data report deadline in the format provided by Early Childhood Iowa.
- Present on the accomplishments of the program and progress of the project 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 if copy is not already on file in ECI office.