

**INFORMAL COMPETITIVE SOLICITATION
for**

Parenting Groups and Family Support Services for Refugee Families

INTRODUCTION

In accordance with the informal competition procedures provided for in 11 Iowa Administrative Code rule 118.9, the Department of Human Services (the Agency), in collaboration with the Johnson County Decategorization Board (herein after referred to as the "Agency") seeks a qualified entity or entities to provide parenting groups and family supports for refugee families and/or youth who are at risk of involvement with the Iowa Department of Human Services.

The Agency anticipates the term of any resulting contract(s) will be from November 1, 2022, through June 30, 2023. Resulting contract(s) have the potential for one (1), 1-year extension. Contracts are limited to a maximum of \$10,000 for one year. The maximum value of potential contracts with renewals is limited to \$20,000. All contracts and renewals are subject to availability of funds.

Bidders interested in providing these services should submit proposals to Laurie Nash, no later than 3:00 pm (local time), on September 7, 2022. Proposal must be submitted by email to: lnash@johnsoncountyiowa.gov and MUST be sent as a separate attachment. Any proposal received after this deadline will be rejected.

Proposals should include the Bidder's cost proposal and sufficient information regarding the Bidder's ability to perform the services sought to enable the Agency to make a judgment about the Bidder's ability to perform the work identified in the Scope of Services.

The Agency reserves the right to reject any or all proposals, in whole or in part, to advertise for new proposals, to abandon the need for such services, and to cancel this Informal Competitive Solicitation at any time prior to the execution of the written contract.

All information submitted by a Bidder may be treated as a public record by the Agency unless the Bidder properly requests that the information be treated as confidential information in accordance with the public records laws of the State of Iowa at the time its proposal is submitted.

The costs of preparation and delivery of the bid proposal are solely the responsibility of the Bidder.

By submitting a proposal, the Bidder agrees that the Agency may copy the proposal for purposes of facilitating the evaluation of the proposal or to respond to requests for public records and represents that such copying will not violate the rights of any third party.

By submitting a proposal, the Bidder agrees that it will not bring any claim or have any cause of action against the Agency based on any misunderstanding concerning the information provided herein or concerning the Agency's failure, negligent or otherwise, to provide the bidder with pertinent information as intended by this Informal Competitive Solicitation.

TIMETABLE

The dates set forth below are for informational planning purposes only. The Agency reserves the right to change the dates:

Event	Date
Agency Issues Notice of the Informal Solicitation to Targeted Small Business Website (48 hours)	August 1, 2022
Agency Issues Informal Solicitation	August 3, 2022
Bidder Proposals and any Amendments to Proposals Due By	September 7, 2022, at 3:00 PM
Agency Announces Apparent Successful Bidder/Notice of Intent to Award	September 20, 2022
Contract Negotiations and Execution of the Contract Completed	October 20, 2022
Anticipated Start Date for the Provision of Services	November 1, 2022

RESTRICTION ON COMMUNICATION

From the date of issuance of this Informal Competitive Solicitation until announcement of the successful Bidder, Bidders may not contact any employee of the State of Iowa other than the identified contact person about this Informal Bid Solicitation. Bidders may contact Laurie Nash at lnash@johnsoncountyiowa.gov with questions related to the interpretation of this Informal Competitive Solicitation and the procurement process. Written responses to all questions received will be provided to all potential Bidders. If a Bidder or someone acting on a Bidder's behalf attempts to discuss this Informal Competitive Solicitation orally or in writing with any members of the evaluation committee, or any employee of the State of Iowa, other than Kristi Tisl, the Bidder may be disqualified.

PROPOSAL

Proposals must include a cover page that includes the following:

Name of Organization

Title of Program

Contact Person

Address

Telephone

Email

Amount of Request

Tax ID

Summary (a 2-3 sentence description of the proposed project)

Proposals should include sufficient information regarding the Bidder's ability to perform the services sought to enable the Agency to make a judgment about the Bidder's ability to perform the work identified in the Scope of Services. Proposals must address the Scope of Services, Performance Measures, and Budget as described below.

SCOPE OF SERVICES

The successful Bidder will provide parent and family support services specific to immigrant and refugee families at risk of involvement with the child welfare system. The Bidder should address all of the following areas in their bid:

1. Explain program or initiative you are proposing to implement. This must be an evidence-based or promising practices program. Does this program have a curriculum? If so, provide an overview of its components. Does it have an evaluation component? If so, provide an overview. What are program staffing requirements? How many mothers, fathers, children, and/or families will be served through this program?
2. Is this a home visitation program? If so, how will you implement the program? What is the frequency of visits? How many visits will each family receive? How will fathers/mothers be engaged in all of the visits?
3. Is this a group-based program? If so, how will you implement the program? How frequently will the group meet? How long are the meetings? If this is a series of meetings, how many do the mothers/fathers need to attend in order to gain positive results from the program?
4. How will you recruit families at-risk of involvement with DHS? How will you keep them engaged? How will you address barriers to participation (language barriers, transportation, scheduling, child care, etc.)?
5. How will you include families in the planning, implementation, and evaluation of the program?
6. How will you ensure cultural competency of the curriculum?
7. How will you collect data on the program or initiative? How will you collect data on the effectiveness of the program or initiative?
8. How will you collect data on the program or initiative? How will you collect data on the effectiveness of the program, including, but not limited to:
 - a. Increased formal and/or informal support networks for fathers/mothers
 - b. Increase in parents' healthy interactions with their children
 - c. Improved parent-child relationships
 - d. Improved parent-child communication
 - e. Increased knowledge on effective parenting
 - f. Increased knowledge on childhood development
 - g. Increased involvement in child's life

Budget

Attach a separate budget to the bid proposal. Explain how much it will cost to provide these services, including staff time, benefits, material and supply expense reimbursement, participant incentives, and administrative costs. Indirect costs are limited to no more than 10% of the total budget.

Note: The Agency may choose to pay the selected Bidder a unit rate for each hour of service which is calculated using this budget.

BIDDER ELIGIBILITY REQUIREMENTS

- The Bidder is currently registered to do business in Iowa.
- The Bidder is not presently debarred, suspended, proposed for debarment or declared ineligible from participation by any governmental department or agency.
- The Bidder has insurance coverage which meets contractual requirements.
- Services are restricted to adults with children under age 18.

EVALUATION CRITERIA

The Agency will utilize an evaluation committee to evaluate and review proposals. The committee will consider all information provided in the proposal when making its recommendation and may consider relevant information from other sources. **The evaluation committee will award the contract to the responsible Bidder submitting the best proposal. The lowest priced proposal is not necessarily the best proposal.**

The evaluation committee's selection will be subject to the final approval of the Agency. The proposals will be evaluated, and a recommendation will be made using the following criteria, which are listed in no particular order:

1. Cost;
2. Past performance of work that is identical or similar to the scope of services identified;
3. Experience and references that demonstrate, to the satisfaction of the Agency, the expertise and ability of the Bidder to provide the Scope of Services described in the Informal Competitive Solicitation; and
4. The capacity of the Bidder to complete the responsibilities described in the Scope of Services.

If there is a tie for the best proposal and only one of the Bidders is an Iowa business, the Iowa business shall be given preference over the out of state Bidders.

NOTICE OF INTENT TO AWARD

Notice of Intent to Award will be sent by mail to all bidders submitting a timely bid proposal no later than September 20, 2022. The Notice of Intent to Award is subject to execution of a written contract and, as a result, the Notice does not constitute the formation of a contract between the Agency and the apparent successful bidder.

ACCEPTANCE PERIOD

Negotiation and execution of the contract shall be completed no later than October 20, 2022. If the apparent successful bidder(s) fail to negotiate and execute a contract, in its sole discretion,

the Agency may revoke the award and award the contract to the next highest ranked bidder or withdraw the Informal Bid Solicitation.

- The Agency further reserves the right to cancel the award at any time prior to the execution of a written contract.

REVIEW OF NOTICE OF DISQUALIFICATION OR NOTICE OF INTENT TO AWARD DECISION

Bidders may request reconsideration of either a notice of disqualification or notice of intent to award decision by submitting a written request to the Agency:

Bureau Chief
c/o Bureau of Service Contract Support
Department of Human Services
Hoover State Office Building, 1st Floor
1305 E. Walnut Street
Des Moines, Iowa 50319-0114
email: reconsiderationrequest@dhs.state.ia.us

The Agency must receive the written request for reconsideration within five days from the date of the notice of disqualification or notice of intent to award decision. The written request may be mailed or emailed but may not be delivered in person. The written request may be emailed or delivered by postal service or other shipping service. Do not deliver any requests for reconsideration to the office in person. It is the Bidder's responsibility to ensure that the Bid Proposal is received prior to the deadline. Postmarking or submission to a shipping service by the due date shall not substitute for actual receipt of a request for reconsideration by the Agency.

The request for reconsideration shall clearly and fully identify all issues being contested by reference to the page and section number of the Agency's solicitation. If a bidder submitted multiple bid proposals and requests that the Agency reconsider a notice of disqualification or notice of intent to award decision for more than one bid proposal, a separate written request shall be submitted for each. At the Agency's discretion, requests for reconsideration from the same bidder may be reviewed separately or combined into one response. The Service Area Manager will expeditiously address the request for reconsideration and issue a decision. The bidder may choose to file an appeal with the Agency within five days of the date of the decision on reconsideration in accordance with 441 IAC 7.

DEFINITION OF CONTRACT

The full execution of a written contract shall constitute the making of a contract for services and no bidder shall acquire any legal or equitable rights relative to the contract services until the contract has been fully executed by the apparent successful bidder(s) and the Agency.