

INFORMAL COMPETITIVE SOLICITATION

for

Positive Youth Development Services and/or Parenting Support Services

INTRODUCTION

In accordance with the informal competition procedures provided for in 11 Iowa Administrative Code rule 118.9, the Department of Health and Human Services (the Agency), in collaboration with the Johnson County Decategorization Board (the Board) seeks a qualified entity or entities to provide positive youth development services for youth ages 6-16 and/or parenting supports focusing on youth and families who are at risk of involvement with the Iowa Department of Health & Human Services.

The Agency anticipates that the term of any resulting contract(s) will be from July 1, 2025, through June 30, 2026. Contract(s) potentially may have one (1), 1-year extension. Resulting contracts will be limited to a total maximum of \$38,000.00 for the first year. The maximum potential value of all contracts with renewals is \$76,000.00. 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 12:00 pm (local time) on May 12, 2025. Proposals must be submitted by email to socialservices@johnsoncountyiowa.gov and MST be sent as a separate attachment. Any proposal received after this deadline will be rejected and returned to the Bidder.

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:

Date	Event
April 18, 2025	Agency Issues Notice of the Informal Solicitation to Targeted Small Business Website (48 hours)
April 23, 2025	Agency Issues Informal Solicitation
May 12, 2025 at 12:00 pm	Bidder Proposals and any Amendments to Proposals Due
May 14, 2025	Agency Announces Apparent Successful Bidder/Notice of Intent to Award
May 30, 2025	Contract Negotiations and Execution of the Contract Completed
July 1, 2025	Anticipated Start Date for the Provision of Services

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 socialservices@johnsoncountyiowa.gov in writing 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 *Laurie Nash*, 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.

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.

SCOPE OF SERVICES

The successful Bidder will provide positive youth development services for youth ages 6-16 and/or parenting support services for Johnson County families at risk of involvement with Iowa HHS. Such services shall include, but are not limited to, the following:

POSITIVE YOUTH DEVELOPMENT PROGRAMS

Services will be positive youth development services that occur outside of school time.

1. Describe the youth development programming/initiative proposed for implementation. Programs may use evidence-based or promising practices. Identify whether the program will implement a specific curriculum and, if so, provide an overview of its components. Identify program staffing requirements. Identify how many youth will be served through the program.
2. Describe the implementation of programming including the delivery model (e.g., virtual, in-person, or hybrid). Identify how frequently the group will meet and length of meetings. If this is a series of meetings, identify how many the youth need to attend in order to gain positive results from the program.
3. Identify whether there is an individual component to the program. If so, describe how this component will be implemented. Explain how youth will be identified to receive individualized services and how many individualized service each youth will receive.
4. Describe the process for recruiting youth at risk of involvement with Iowa HHS. Explain how the program will keep youth engaged and how it will address barriers to participation such as, but not limited to, transportation and scheduling.
5. Describe how youth will be involved in the planning, recruitment, implementation, and evaluation of the program.
6. Provide an overview of the program evaluation component including how the program is evaluated, who completes evaluations, and schedule for collecting data. Identify how data will be collected on the effectiveness of the program including, but not limited to, all identified Performance Measures. May also include increased youth protective factors and increased social emotional competence.

Performance Measures

To be reported in quarterly progress reports (15th of the months of October, January, April, July):

1. At least 75% of participating youth will report a decrease in social isolation.
2. At least 75% of participating youth will report increased healthy formal and/or informal support networks.

3. At least 75% of participating youth will report an increase in trusted and caring adults and/or sustained relationship with a caring adult.
4. 100% of staff providing programming, supervision, and/or transportation of youth will have passed Criminal and Child Abuse background checks prior to working with youth and families.
5. 100% of reports and invoices will be submitted by contract due dates.

PARENTING AND FAMILY SUPPORT PROGRAMS

Services will be parent and family support programming.

1. Identify whether this program will address family support needs related to substance misuse.
2. Describe the family support programming/initiative proposed for implementation and whether it will implement a specific curriculum. Identify how many caregivers and families will be served through the program.
3. Describe the process for identifying and recruiting caretakers/families at risk of involvement with Iowa HHS. Explain how the program will keep families engaged and how it will address barriers to participation such as, but not limited to, transportation, scheduling and child care?
4. If this is a group program, describe how the program will be implemented including the delivery model (e.g., virtual, in-person, or hybrid). Identify how frequently the group will meet and length of meetings. If this is a series of meetings, identify how many the caregivers/ families need to attend in order to gain positive results from the program.
5. If this a home visitation program, describe how this component will be implemented including frequency of visits, how many visits each caregiver/family will receive, and how caregivers/families will be engaged in all of the visits.
6. How will the program identify populations to be involved in the planning, recruitment, implementation and evaluation of this program? How will it ensure cultural competency of the curriculum, program, implementation staff, and evaluations?
7. Provide an overview of the program evaluation component including how the program is evaluated, who completes evaluations, and schedule for collecting data. Identify how data will be collected on the effectiveness of the program including, but not limited to, all identified Performance Measures.

Performance Measures

To be reported in quarterly progress reports (15th of the months of October, January, April, July):

1. At least 75% of participating caregivers will report a decrease in social isolation.
2. At least 75% of participating caregivers will report increased healthy formal and/or informal support networks.
3. At least 75% of participating caregivers will report improvement in parent-child communication.

4. 100% of staff providing programming, supervision, and/or transportation of youth will have passed Criminal and Child Abuse background checks prior to working with youth and families.
5. 100% of reports and invoices will be submitted by contract due dates.

BUDGET

Attach a separate budget to the bid proposal. Explain how much it will cost to provide these services, including staff time, benefits, transportation costs, material and supply expense reimbursement, participant incentives, and administrative/indirect 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.

EVALUATION CRITERIA

The Agency will utilize an evaluation committee to review and evaluate the 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 May 14, 2025. 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 June 1, 2025. If the apparent successful bidder fails 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 Health and Human Services
Lucas State Office Building
321 E 12th Street
Des Moines, Iowa 50319-0075
email: reconsiderationrequest@dhs.state.ia.us

The Agency must receive the written request for reconsideration within five days from the date of either a disqualification notice or a notice of intent to award, exclusive of Saturdays, Sundays, and legal state holidays. 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 assure that the request for reconsideration is received prior to the deadline. Postmarking of 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 proposals and requests that the Agency reconsider a notice of disqualification or notice of intent to award decision for more than one 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 Agency will expeditiously address the request for reconsideration and issue a decision. The Bidder may choose to file an appeal with the Agency within five calendar days of the date of the decision on reconsideration, exclusive of Saturdays, Sundays, and legal state holidays, and in accordance with 441 IAC Ch. 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 and the Agency.