

Request for Proposal

For

Building Families Early Childhood

Area

Fiscal Years

2018

2019

2020

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SECTION I: INTRODUCTION

1.1 Purpose

The purpose of this Request for Proposals (RFP) is to solicit proposals for programs/services to assist families with children ages 0-5, within the area of Hamilton, Humboldt and Wright Counties, for the following:

- ❖ Health, Mental Health, and Nutrition
- ❖ Family Support and Education
- ❖ Early Learning
- ❖ Special Needs and Early Intervention

Building Families intends to award a one (1) year contract beginning on July 1, 2017 and ending on June 30, 2018 with up to two (2) additional one (1) year extensions at the sole discretion of Building Families Board. Any contract resulting from the RFP shall not be an exclusive contract.

1.2 Definitions/Information

Health, Mental Health, and Nutrition: Comprehensive health services that address vision, hearing, nutrition, behavioral, and oral health as well as medical health needs.

- ❖ Dental Screenings
- ❖ Social and Emotional Development
- ❖ Nutrition Programs and Education for children and parents

Family Support and Education: All families should have economic and parenting supports to ensure all children have nurturing and stable relationships with caring adults.

- ❖ Home Visitation: Programs that go into consumer's home to provide parent education/support on topics such as brain development, health, etc.
- ❖ Group-Based Parent Education
- ❖ Socialization Groups that incorporate parent support, parent child interactions and parenting information

Early Learning: All children should have access to early care and education opportunities in nurturing environments where they can learn what they need to succeed in school and life.

- ❖ Quality Early Childhood Environments
- ❖ Preschool Coordination and Access
- ❖ Recruitment
- ❖ Implementing researched based and best practices
- ❖ Evaluation for success
- ❖ Transportation

Special Needs and Early Intervention: All children with special needs should be identified as early as possible, assessed and receive appropriate services.

- ❖ Parental information
- ❖ Screening for special needs
- ❖ Transportation

❖ Referrals

Early Childhood Funding: Building Families is allowed, but not required, to support specific activities with Early Childhood Funding.

See [Tool G](#) for more information.

Specified Performance Measures will be required for each funded activity and contract.

Examples of allowable activities include:

Capacity Building

- Increase access to infant, 2nd and 3rd shift, and inclusive child care through provider recruitment and support.
- Increase children's access to Head Start, Early Head Start, and other evidence-based child development and child care programs, through provider support.
- Provide information to help parents select quality child care environments (comprehensive consumer education).

Quality Improvement

- Recruitment of and assistance to home- and center-based child care providers in meeting registration, licensure, and quality rating system or accreditation standards. Examples include, but are not limited to:
 - Home- and center-based child care consultants
 - Child Care Nurse Consultants
 - The completion of self-assessments and program improvement plans
 - Limited equipment purchases and minor facility remodeling to meet health and safety standards required by licensing or registration, e.g., purchase of cribs for infants, installing a sink in an infant room, installing egress windows
- Provide training and professional development opportunities for home- and center-based child care and preschool providers with community partners such as Child Care Resource and Referral, community colleges, and ISU Extension. Examples include, but are not limited to:
 - Health and safety training
 - Use of developmentally appropriate practices, discipline and curriculums
 - Integrating inclusive and culturally competent practices
 - Program for Infant and Toddler Caregivers (PITC)
- Partner with T.E.A.C.H. Iowa to provide tuition assistance to home- and center-based child care and preschool providers to enroll in early childhood education coursework at community colleges.

School Ready Funding: Building Families is allowed, but not required, to support specific activities with School Ready Funding. Specified Performance Measures will be required for each funded activity and contract. Examples of allowable activities include:

Family Support Prenatal through Five – These funds must be used to directly support individuals who function in the role of parents. Sixty percent of all funds that Building Families Early Childhood expends on family support programming must include a home visitation component. Early Childhood Iowa (ECIA) Boards are strongly encouraged to support programs implementing evidence-based family support and parent education practices.

See [Tool FF](#) for additional requirements.

Preschool Programming Support for Low Income Families – This categorical funding was legislated to assist low-income parents with tuition for preschool and other supportive services for children ages three, four, and five who are not attending kindergarten in order to increase the basic family income eligibility requirement to not more than 200 percent of the federal poverty level; and for preschool program expenses not covered under chapter 256C (Statewide Voluntary Preschool Program for Four-Year-Old Children). In addition, if sufficient funding is available after addressing the needs of those who meet the basic income eligibility requirement, an ECIA board may provide for eligibility for those with a family income in excess of the basic income eligibility requirement through use of a sliding scale or other copayment provision.

See [Tool CC](#) for additional requirements.

Quality Improvement Funds – These funds are used to improve the quality of early care, health and education projects and programs that:

- Support quality improvement efforts.
- Are evidence-based, quality practices and services, that have been proven to positively affect outcomes for children
- Produce and document expected performance outcomes
- Align with the community plan and identified ECIA priorities.
- Staffing necessary to fulfill ECIA board administrative responsibilities

See [Tool II](#) for additional requirements.

Other Funds (General Aid) – These funds do not have categorical requirements, however, they must:

- Be used to support early care, health and education for children and families prenatal through age five.
- Demonstrate effectiveness through documented and reported performance measures.
- Not be used for administrative costs (legal fees, fiscal agent fees, insurance, or the role of coordinator/director when doing board administrative functions, etc.)

1.3 Background Information

This RFP is designed to provide bidders with the information necessary for the preparation of competitive bid proposals. The RFP process is for Building Families' benefit and is intended to provide Building Families with competitive information to assist in the selection process. It is not intended to be comprehensive. Each bidder is responsible for determining all factors necessary for submission of a comprehensive bid proposal. Building Families adheres to all applicable federal and state laws, rules, and regulations when entering into a contract for service.

1.4 Additional Information

All prospective bidders are encouraged to link into definitions and requirements for funding on the Early Childhood Iowa Website, www.earlychildhoodiowa.org and the Building Community Plan, www.buildingfamilies.net

Priority will be given to proposals for programs/projects that:

- a. are a continuation of a successful Early Childhood Iowa Area funded program/project
- b. are built upon research or evidence based practices, or are credentialed or in the process of credentialing
- c. complement the current continuum of services to avoid duplication of efforts
- d. are preventative in nature and will demonstrate long term results to impact identified needs
- e. are family focused, increase child care capacity in order for parents to obtain or retain employment, aid low-income families with children pre-birth to 5 years, increase school readiness and promote healthy children and families
- f. promote collaborative and innovative problem-solving to meet the needs of our community
- g. demonstrate the effectiveness of projects through outcome-based evaluation processes
- h. utilize multiple sources of funding and/or leverage other sources of funding

SECTION II: ADMINISTRATIVE INFORMATION

2.1 Issuing Officer

The Issuing Officer, identified below, is the sole point of contact regarding the RFP from the date of issuance until selection of the successful bidder.

Building Families - Early Childhood Area

Attn: Michelle Walters, Director

120 1st Ave NW

Suite #14

Clarion, IA 50525

Phone: (515) 602.6371

E-mail: mwalters@co.wright.ia.us

2.2 Restriction on Communication

From the issue date of this RFP until announcement of the successful bidder, bidders may contact only the Issuing Officer. The Issuing Officer will respond only to questions regarding the procurement process. Bidders shall be disqualified if they contact any Building Families Board Member other than the Issuing Officer regarding this RFP.

2.3 Procurement Timetable

Building Families 2018-2020 Request for Proposal (RFP)

Procurement Timetable

There are no exceptions to any deadlines for the Bidder; however the Agency reserves the right to change the dates. Times provided are in Central Standard Time.

Event	Date/Time
Agency issues RFP to Website	January 16, 2017
Agency issues RFP via Email	January 16, 2017
Bidders Conference: To be held following the Program Committee Meeting	January 27, 2017
Call in Option will be available: Dial: 605.475.4700 Participant Passcode: 261258#	11:30AM- 12:30PM
Bidders Letter of Intent Due to Issuing Officer	January 30, 2017
Written Questions Due to Issuing Officer	February 6, 2017, 2:00 PM
Written Responses to Questions Issued	February 13, 2017; 4:30 PM
Bidder Proposals Due to Issuing Officer	March 13, 2017; 2:00 PM CST
Notice of Intent to Award Issued	May 2, 2017
Contracts Executed & Services Start	July 1, 2017

****Contracts will not be issued until the State Team approves Building Families' ECI FY18 Budget**

2.4 Questions, Requests for Clarification and Suggested Changes

Building Families assumes no responsibility for verbal representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFP. Bidders with questions or requests for clarification shall submit them to the Issuing Officer before 2:00 p.m., Daylight Savings Time, February 6, 2017. Responses to questions will be sent, via email to all bidders that have requested the RFP packet and posted on www.buildingfamilies.net.

2.5 Amendment to the RFP and Bid Proposal and Withdrawal of Bid Proposal

Building Families reserves the right to amend the RFP at any time. The bidder shall acknowledge receipt of an amendment in its proposal. If the amendment occurs after the closing date for receipt of bid proposals, Building Families may, in its sole discretion, allow bidders to amend their bid proposals if necessary.

The bidder may amend its bid proposal. The amendment must be in writing and signed by the bidder. The Issuing Officer must receive the amendment by the deadline for submitting proposals. Electronic mail and faxed amendments will not be accepted.

The bidder may withdraw its bid proposal prior to the closing date for receipt of bid proposals by submitting a written request to withdraw to the Issuing Officer. Electronic mail and faxed requests to withdraw will not be accepted.

2.6 Submission of Bid Proposals

The bid proposal must be received by the Issuing Officer before 2:00 p.m., local Iowa time (CST), March 13, 2017. This mandatory requirement will not be waived by Building Families. Any bid proposal received after this deadline will be rejected and returned unopened to the bidder. Bidders mailing bid proposals must allow ample mail delivery time to ensure timely receipt of their bid proposals. It is the bidder's responsibility to ensure that the bid proposal is received prior to the deadline. Postmarking by the due date will not substitute for actual receipt of the bid proposal by Building Families. Electronic mail and faxed bid proposals will **not** be accepted.

2.7 Bid Proposal Opening

Building Families will open bid proposals on January 16, 2017. The bid proposals will remain confidential until the Grant Review Committee has reviewed the entire bid proposals submitted in response to this RFP and Building Families has announced a notice of intent to award a contract. See Iowa Code Section 72.3.

2.8 Costs of Preparing the Bid Proposal

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

2.9 Rejection of Bid Proposals

Building Families reserves the right to reject any or all bid proposals, in whole and in part, and to cancel this RFP at any time prior to the execution of a written contract. Issuance of this RFP in no way constitutes a commitment by Building Families to award a contract.

2.10 Disqualification

Building Families shall reject outright and shall not evaluate proposals for any one of the following reasons:

- ✓ The bidder fails to deliver the bid proposal by the due date and time.
- ✓ The bidder states that a service requirement cannot be met.
- ✓ The bidder's response materially changes a service requirement.
- ✓ The bidder's response limits the rights of Building Families.
- ✓ The bidder fails to include information necessary to substantiate that it will be able to meet a service requirement. A response of "will comply" or merely repeating the requirement is not sufficient.
- ✓ The bidder fails to respond to Building Families' request for information, documents, or references.
- ✓ The bidder fails to include any signature, certification, authorization, stipulation, disclosure or guarantee requested in section 4 of this RFP.
- ✓ The bidder presents the information requested by this RFP in a format inconsistent with the instructions of the RFP.
- ✓ The bidder initiates unauthorized contact regarding the RFP with Board Members.
- ✓ The bidder provides misleading or inaccurate responses.
- ✓ The bidder does not submit a completed RFP or fails to complete all required information on the RFP.

2.11 Nonmaterial and Material Variances

Building Families reserves the right to waive or permit cure of nonmaterial variances in the bid proposal's form and content providing, in the judgment of Building Families, such action is in the best interest of Building Families. Nonmaterial variances include minor informalities that do not affect responsiveness; that are merely a matter of form or format; that do not change the relative standing or otherwise prejudice other bidders; that do not change the meaning or scope of the RFP; or that do not reflect a material change in the services. In the event Building Families waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the bidder from full compliance with RFP specifications or other contract requirements if the bidder is awarded the contract. The determination of materiality is in the sole discretion of Building Families.

2.12 Reference Checks

Building Families reserves the right to contact any reference to assist in the evaluation of the bid proposal, to verify information contained in the bid proposal and to discuss the bidder's qualifications and the qualifications of any subcontractor identified in the bid proposal.

2.13 Information from Other Sources

Building Families reserves the right to obtain and consider information from other sources concerning a bidder, such as the bidder's capability and performance under other contracts.

2.14 Verification of Bid Proposal Contents

The contents of a bid proposal submitted by a bidder are subject to verification. Misleading or inaccurate responses shall result in disqualification.

2.15 Criminal History and Background Investigation

Building Families reserves the right to conduct criminal history and other background investigation of the bidder, its officers, directors, shareholders, or partners and managerial and supervisory personnel retained by the bidder for the performance of the contract.

2.16 Bid Proposal Clarification Process

Building Families may request clarification from bidders for the purpose of resolving ambiguities or questioning information presented in the bid proposals. Clarifications may occur throughout the bid proposal evaluation process. Clarification responses shall be in writing and shall address only the information requested. Responses shall be submitted to Building Families within the time stipulated at the occasion of the request.

2.17 Disposition of Bid Proposals

All bid proposals become the property of Building Families and shall not be returned to the bidder unless all bid proposals are rejected or the RFP is cancelled. In either event, bidders will be asked to send prepaid shipping instruments to Building Families for return of the bid proposals submitted. In the event Building Families does not receive shipping instruments, Building Families will destroy the bid proposals. Otherwise, at the conclusion of the selection process, the contents of all bid proposals will be in the public domain and be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other applicable law.

2.18 Public Records and Request for Confidential Treatment

All information submitted by a bidder may be treated as public information by Building Families following the conclusion of the selection process unless the bidder properly requests that information be treated as confidential at the time of submitting the bid proposal. Building Families' release of information is governed by Iowa Code Chapter 22. Bidders are encouraged to familiarize themselves with Chapter 22 before submitting a proposal. Building Families will copy public records as required to comply with the public records laws.

Any request for confidential treatment of information must be included in the transmittal letter with the bidder's bid proposal. In addition, the bidder must enumerate the specific grounds in Iowa Code Chapter 22 or other applicable law, which support treatment of the material as confidential and explain why disclosure is not in the best interest of the public. The request for confidential treatment of information must also include the name, address, and telephone number of the person authorized by the bidder to respond to any inquiries by Building Families concerning the confidential status of the materials.

Any bid proposal submitted which contains confidential information must be conspicuously marked on the outside as containing confidential information, and each page upon which confidential information appears must be conspicuously marked as containing confidential information. Identification of the entire bid proposal as confidential shall be deemed non-responsive and disqualify the bidder.

If the bidder designates any portion of the RFP as confidential, the bidder must submit one copy of the bid proposal from which the confidential information has been excised. This excised copy is in addition to the number of copies requested in section 4 of this RFP. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the bid proposal as possible.

Building Families will treat the information marked confidential as confidential information to the extent such information is determined confidential under Iowa Code Chapter 22 or other applicable law by a court of competent jurisdiction.

In the event Building Families receives a request for information marked confidential, written notice shall be given to the bidder seventy-two (72) hours prior to the release of the information to allow the bidder to seek injunctive relief pursuant to Section 22.8 of the Iowa Code.

The bidder's failure to request confidential treatment of material pursuant to this section and the relevant law will be deemed by Building Families as a waiver of any right to confidentiality which the bidder may have had.

2.19 Copyrights

By submitting a bid proposal, the bidder agrees that Building Families may copy the bid proposal for purposes of facilitating the evaluation of the bid proposal or to respond to requests for public records. The bidder consents to such copying by submitting a bid proposal represents and warrants that such copying will not violate the rights of any third party. Building Families shall have the right to use ideas or adaptations of ideas that are presented in the bid proposals.

2.20 Release of Claims

By submitting a bid proposal, the bidder agrees that it will not bring any claim or cause of action against Building Families based on any misunderstanding concerning the information provided herein or concerning failure, negligent or otherwise, to provide the bidder with pertinent information as intended by this RFP.

2.21 Presentations

Bidders may be required to make a presentation of the bid proposal. The presentation may occur at Building Families' offices or at the offices of the bidder. The determination as to need for presentations, the location, order, and schedule of the presentations is at the sole discretion of Building Families. The presentation may include slides, graphics and other media selected by the bidder to illustrate the bidder's bid proposal. The presentation shall not materially change the information contained in the bid proposal.

2.22 Evaluation of Bid Proposals

Bid proposals that are timely submitted and are not subject to disqualification will be reviewed in accordance with Section 5 of the RFP.

2.23 Notice of Intent to Award

Notice of Intent to Award the contract will be sent by mail to all bidders submitting a timely bid proposal. 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 Building Families and the apparent successful bidder. Contracts will not be issued until the State ECI team has approved Building Families' 2018 Budget.

All proposals will be evaluated numerically. However, the highest evaluation score does not constitute an award. Building Families Board will evaluate the proposals based on the need of the Early Childhood Area, the funding amount and requirements for each "carve out", and the priority of the project or proposal as determined by the Board.

2.24 Acceptance Period

Negotiation and execution of the contract shall be completed no later than June 30, 2017. If the apparent successful bidder fails to negotiate and execute a contract, in its sole discretion, Building Families may revoke the award and award the contract to the next highest ranked bidder or withdraw the RFP.

Building Families further reserves the right to cancel the award at any time prior to the execution of a written contract.

2.25 Review of Award Decision

Bidders may request review of the award decision by filing a written appeal to:

Aaron Olson, Chairperson
528 Sumner Ave
Humboldt, Iowa 50548

The appeal must be filed within five (5) working days after the Notice of Intent to Award

is issued. The request to review the award decision must be in writing and must clearly and fully identify all issues being contested by reference to the page and section number of the RFP. The Board Chair shall review the award decision based on the same information that was before the Grant Review Committee. An evidentiary hearing will not be conducted. The Board Chair shall issue a written decision within ten (10) working days of receipt of the review request. The decision of the Board Chair shall be final. A request to review the award decision shall not stay negotiations with the apparent successful bidder.

2.26 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 Building Families.

2.27 Choice of Law and Forum

This RFP and the resulting contract are to be governed by the laws of the State of Iowa. Changes in applicable laws and rules may affect the award process or the resulting contract. Bidders are responsible for ascertaining pertinent legal requirements and restrictions. Any and all litigation or actions commenced in connection with this RFP shall be brought in the appropriate Iowa forum.

2.28 Restrictions on Gifts and Activities

Iowa Code Chapter 68B restricts gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Bidders are responsible to determine the applicability of this Chapter to their activities and to comply with the requirements. In addition, pursuant to Iowa Code section 722.1, it is a felony offense to bribe or attempt to bribe a public official.

2.29 No Minimum Guaranteed

Building Families anticipates that the selected bidder will provide services as requested by Building Families. Building Families will not guarantee any minimum compensation will be paid to the bidder or any minimum usage of the bidder's services.

SECTION III: INSTRUCTIONS, SERVICE REQUIREMENTS, AND CONTENT OF BID PROPOSALS

These instructions prescribe the format and content of the bid proposal and are designed to facilitate the submission of a bid proposal that is easy to understand and evaluate. Failure to adhere to the proposal format shall result in the disqualification of the bid proposal.

3.1 Instructions

- ❖ The bid proposal shall be typewritten on 8.5" x 11" paper (one side only), 12 point font, and 1.5 spaced.
- ❖ The bid proposal shall be in the format provided in Section VI of the Application.
- ❖ No handwritten materials will be accepted.
- ❖ Bidders must submit one (1) original, and five (5) hard copies and 1 (1) electronic copy to the Issuing Officer by the date and time due.
- ❖ All proposals funded through Building Families will be required to submit progress reports quarterly.
- ❖ All proposals funded will provide information to its consumers about the other programs funded by Building Families as well as information on community resources and general support programs.
- ❖ The Building Families logo shall be included on all information about the program/service that is receiving funding.
- ❖ The Building Families logo shall be included on all marketing and promotional materials.
- ❖ All supporting documents must be signed and included in the original hard copy.
- ❖ If the bidder designates any information in its bid proposal as confidential, the bidder must also submit one (1) copy of the bid proposal from which confidential information has been excised. The confidential material must be excised in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the bid proposal as possible.
- ❖ Attachments shall be referenced in the bid proposal.
- ❖ If a bidder proposes more than one project each should be labeled and submitted separately. Each project proposal will be evaluated separately.
- ❖ Proof or a certificate of insurance must be included in the attachments.
- ❖ Proof of accreditation, certifications, or any document that indicates the program/service is evaluated for quality and fidelity must be included in the attachments.

3.2 Acceptance of Terms and Conditions

The bidder shall specifically stipulate that the bid proposal is predicated upon the acceptance of all terms and conditions stated in the RFP. If the bidder objects to any term or condition, specific reference to the RFP page and section number must be made. Objections or responses that materially alter the RFP shall be deemed non-responsive and disqualify the bidder.

3.3 Proposal Certification

The bidder shall sign and submit with the bid proposal a transmittal letter. The original signature must be included with hard copy, in which the bidder shall certify that the contents of the bid proposal are true and accurate.

3.4 EXHIBIT I: Certification and Mandatory Guarantee

The bidder shall sign and submit with the bid proposal the document included in EXHIBIT I:

- ❖ Lobbying
- ❖ Pro-Children Act
- ❖ Drug Free Workplace
- ❖ Debarment, Suspension, Ineligibility and Voluntary, Exclusion—Lower Tier Covered Transactions

3.5 EXHIBIT II: Authorization to Release Information

The bidder shall sign and submit with the bid proposal the document included in EXHIBIT II in which the bidder authorizes the release of information to Building Families.

3.6 EXHIBIT III: Iowa Code Chapter 8F Certification

The bidder shall sign and submit with the bid proposal the document included in EXHIBIT III in which the bidder agrees to provide additional information to Building Families or the Iowa Legislative Services Agency upon request.

3.7 EXHIBIT IV: Minority Impact Statement

The bidder shall sign and submit with the bid proposal the document included in EXHIBIT IV in which the bidder indicates the potential impact of the grant project's proposed programs or policies on minorities.

3.8 EXHIBIT V: Mandatory Requirements Checklist

Bidders are expected to confirm review of their proposal against the Mandatory Requirements for this RFP.

3.9 Firm Bid Proposal Terms

The bidder shall guarantee in writing the availability of the services offered and that all bid proposal terms, including price, will remain firm a minimum of 90 days following the deadline for submitting proposals.

SECTION IV: EVALUATION OF BID PROPOSALS

4.1 Introduction

Building Families will not necessarily award a contract to the bidder offering the lowest cost to Building Families. Instead, Building Families will award the contract to the compliant bidder whose proposal receives the most points in accordance with the evaluation criteria set forth in this section, the need of the Early Childhood Area for the proposed project or service, the amount of funding available and requirements for each “carve out” funding stream under ECI, and the priority of the project or proposal as determined by the board.

4.2 Grant Review Committee

Building Families intends to conduct a comprehensive, fair and impartial evaluation of bid proposals received in response to this RFP. In making this determination, Building Families will be represented by a Grant Review Committee made up of members of the Building Families Board Directors who do not have a conflict of interest with any proposals submitted.

4.3 Recommendation of the Grant Review Committee

The final ranking and recommendation(s) of the Grant Review Committee shall be presented to the Building Families Board for consideration. This recommendation may include, but is not limited to, the name of bidders recommended for selection or a recommendation that no bidder be selected. The Building Families Board shall consider the recommendation, but is not bound by the recommendation.

SECTION V: CONTRACT TERMS AND CONDITIONS

5.1 Contract Terms and Conditions

CONTRACT TEMPLATE

5.2 Contract Length

The term of the contract will be one (1) year and will commence on July 1, 2017 and end on June 30, 2018.

Building Families shall have the sole option to renew the contract upon the same terms and conditions for two (2) additional one-year renewal terms beginning July 1, 2018.

Contracts will not be issued until the State ECI Technical Assistance Team has approved Building Families FY2018 Budget.

SECTION VI: APPLICATION

6.1 Transmittal Letter

The transmittal letter shall be submitted as a cover letter for the bidder's proposal. The transmittal letter shall be signed by an individual authorized to legally bind the bidder.

The transmittal letter shall include the bidder's:

- ❖ Agency Name
- ❖ Fiscal Agent Name, if different from the agency submitting the application
- ❖ Mailing address
- ❖ Electronic mail address, fax number, and telephone number
- ❖ Name, address, electronic mail address, and telephone number of the bidder's representative to contact regarding all contractual and technical matters concerning this Proposal
- ❖ Name, address, electronic mail address, and telephone number of the bidder's representative to contact regarding scheduling and other arrangements
- ❖ Acknowledgement of receipt of amendments and the Agency's responses to questions submitted by the bidder in the transmittal letter
- ❖ The original signature must be included with the transmittal letter, in which the bidder shall certify that the contents of the bid proposal are true and accurate

6.2 Application Template

TITLE PAGE

I. Applicant Contact Information	
Applicant Name:	
Primary Contact Name:	
Address:	
County(ies) Served:	
Phone:	
Fax:	
E-mail:	
Federal Tax ID:	
Fiscal Agent Information (<u>ONLY</u> if different than Applicant)	
Fiscal Agent Name:	
Primary Contact Name:	
Address:	
Phone:	
Fax:	
E-mail:	
Federal Tax ID :	
Project Addresses:	<input type="checkbox"/> Health, Mental Health, and Nutrition <input type="checkbox"/> Family Support and Education <input type="checkbox"/> Early Learning <input type="checkbox"/> Special Needs and Early Intervention
Project Aligns with the following State result areas:	<input type="checkbox"/> Healthy Children <input type="checkbox"/> Children Ready to Succeed in School <input type="checkbox"/> Safe and Supportive Communities <input type="checkbox"/> Secure and Nurturing Families <input type="checkbox"/> Secure and Nurturing Early Learning Environments
Project is (Check all that Apply):	<input type="checkbox"/> Evidenced based <input type="checkbox"/> Researched based <input type="checkbox"/> Promising Practices <input type="checkbox"/> Accredited or Credentialed

Mission Statement
Organization Description:
Section I: Abstract <i>{In 100 words or less, give a one-paragraph summary of your proposal.}</i>
<i>**If you are planning to submit for more than one activity, you must submit a project proposal for each activity. An example: Training with follow up visits; activity kits; transportation; parent education; preschool support; and so on.</i>

Building Families Request for Proposal Guidelines

Requests must be 1.5 lined spaced, 12 point fonts, 8 x 11 inch paper, and single sided typed

Section II:

Narrative – 5 pages maximum

1. Show the need for the project. The need must link with the Building Families strategic plan and current priorities. Use baseline data if possible.
2. Define your plans; tell about your program and how it addresses the identified need.
3. Outline the population and area you will be providing serves to; number of children, families, child care providers, kits or totes, or units of services.
4. Define the qualifications and training of staff. What and how the ongoing training will be provided.
5. Include information on how the project and staff will be supervised.
6. Discuss your current and future collaborative efforts relating to the project.
7. Indicate how your project is not a duplication of services already provided in Hamilton, Humboldt and Wright Counties.
8. Discuss how your project can be replicated in each county.
9. Is the project evidenced based, promising practices; is the program accredited or credentialed, etc. and explain.

Results and Indicators – No page limit

Using the following matrix, identify your results, indicators, action steps and timeline.

Result (Goal to be accomplished)	Strategy (How the result will be accomplished)	Timeline (Indicate when the action step will take place.)	Indicator (Data you will collect that shows you are meeting the stated result. Must be tied into the state required results.)

Evaluation – 1 page

1. Explain how you will report back to the ECI Board.
2. Explain how you will implement project evaluation and assess the project for change.
3. Explain how you will know if your project is successful.

**ECI Director will assist in development of the state required report if award is granted.

Budget – 2 pages

Complete this budget template and include a budget narrative – or include your own project budget with a narrative:

Services:		Budget
Sub-total for Services:		
Wraparound: <i>(max. 10% of your budget. Be specific what this section will be used for)</i>		
Sub-total for Wraparound:		
	Total Budget Request:	

**Budget requests may not be granted to the extent of the request. Budgets will be subject to the amount of funding available to Building Families – Early Childhood Area.

- ❖ Provide a detailed justification of each line item (EXAMPLE: .5 FTE at \$36, 000 is \$18,000 and benefits are 25% of salary or \$9,000 and for a .5FTE is \$4,500.) (EXAMPLE: 100 miles per month @ \$.39 = \$39 x 12 months= \$468) (EXAMPLE: four (4) socializations @ \$50 for food, \$50 for children’s toys= \$100 x 4 socializations = \$400) **Budget must be balanced and accurate.**
- ❖ If the proposal involves direct services to families, indicate how many face to face client contacts you plan to make and relate it to the budget. What is your fee for service for hourly face to face contact? What is your fee for service for families? Is it based on income, a co-payment or entirely free service?

Attachments: See Appendix

SECTION VII: EVALUATION

Building Families ECI Scoring Rubric

Applicant's Name:			
Criteria	2 Minimal	6 Acceptable	10 Outstanding
Cover Sheet	Applicant shows some evidence of thorough and accurate completion of cover sheet	Applicant shows persuasive evidence of thorough and accurate completion of cover sheet	Applicant clearly demonstrates overwhelming evidence of thorough and accurate completion of cover sheet
1. Overview	Applicant shows some evidence of adequately describing the proposed program/project and of meeting minimum requirements	Applicant shows persuasive evidence of adequately describing the proposed program/project and of meeting minimum requirements	Applicant clearly demonstrates overwhelming evidence of adequately describing the proposed program/project and of meeting minimum requirements
2. Goals and Timeline	Applicant shows some evidence of having goals that align with Building Families ECI priorities and a reasonable timeline	Applicant shows persuasive evidence of having goals that align with Building Families ECI priorities and a reasonable timeline	Applicant clearly demonstrates overwhelming evidence of having goals that align with Building Families ECI priorities and a reasonable timeline
3. Model and Practices	Applicant shows some evidence of utilizing research based, evidence based or promising practices approaches	Applicant shows persuasive evidence of utilizing research based, evidence based or promising practices approaches	Applicant clearly demonstrates overwhelming evidence of utilizing research based, evidence based or promising practices approaches
4. Measurable Outcomes	Applicant shows some evidence that the program/project outcomes are measurable	The applicant show persuasive evidence that the program/project outcomes are measurable	The applicant clearly demonstrates overwhelming evidence that the program/project outcomes are measurable
5. Leverage or Potential Impact	Applicant shows some evidence of how they will impact community needs of children and families	Applicant shows persuasive evidence of how they will impact community needs of children and families	Applicant clearly demonstrates overwhelming evidence of how they will impact community needs of children and families
6. Feasibility	Applicant shows some evidence of cost effectiveness, affordability, and sustainability	Applicant shows persuasive evidence of cost effectiveness, affordability, and sustainability	Applicant clearly demonstrates overwhelming evidence of cost effectiveness, affordability, and sustainability
7. Community Partnerships	Applicant shows some evidence of building and maintaining community partnerships	Applicant shows persuasive evidence of building and maintaining community partnerships	Applicant clearly demonstrates overwhelming evidence of building and maintaining community partnerships
Budget	Applicant shows some evidence of a solid budget	Applicant shows persuasive evidence of a solid budget	Applicant clearly demonstrates overwhelming evidence of a solid budget
Rational and Subjectiveness	Applicant shows some evidence of meeting standards of building a comprehensive early childhood system within the Building Families ECI Area	Applicant shows persuasive evidence of meeting standards of building a comprehensive early childhood system within the Building Families ECI Area	Applicant demonstrates overwhelming evidence of meeting standards of building a comprehensive early childhood system within the Empowerment Area
Total			
Comments:			
Committee Recommendations		Total Amount of Request:\$ _____ Recommendation for Award:\$ _____	SR Admin \$ _____ Family Support \$ _____
Fund: Yes No			Preschool \$ _____ Quality \$ _____ Other \$ _____ Early Childhood \$ _____

SECTION VIII: APPENDIX/ EXHIBITS

8.1 All **EXHIBITS** shall be completed and returned with the Bid Proposal.

EXHIBIT I: Certifications & Mandatory Guarantee

EXHIBIT II: Release of Information

EXHIBIT III: Iowa Code Chapter 8F Certification

EXHIBIT IV: Minority Impact Statement

EXHIBIT V: Mandatory Requirements and Reasons for Disqualification

EXHIBIT I

CERTIFICATIONS & MANDATORY GUARANTEE

CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST.

The bidder certifies that the Bid Proposal was developed independently. The bidder also certifies that no relationship exists or will exist during the contract period between the bidder and Building Families that interferes with fair competition or is a conflict of interest. Building Families reserves the right to reject a Bid Proposal or cancel the Notice of Intent, if in its sole discretion, any relationship exists that could interfere with fair competition or conflict with the interests of Building Families.

CERTIFICATION REGARDING REGISTRATION, COLLECTION AND REMISSION OF STATE SALES AND USE TAX.

The bidder shall certify it is either a) registered or will become registered with the Iowa Department of Revenue to collect and remit Iowa sales and use taxes as required by Iowa Code chapter 423; or b) not a "retailer" of a "retailer maintaining a place of business in this state" as those terms are defined in Iowa Code subsections 423.1(42) & (43). The bidder also acknowledges that Building Families may declare the bid void if the above certification is false. Bidders may register with the Department of Revenue online at:

<http://www.state.ia.us/tax/business/business.html>.

FIRM BID PROPOSAL TERMS.

The bidder guarantees the availability of the services offered and that all Bid Proposal terms, including price, shall remain firm, for the minimum number of days as stipulated in the RFP Special Terms, following the deadline for submitting proposals. By submitting a Bid Proposal, the bidder agrees to provide services which meet or exceed the requirements of Building Families' RFP unless noted in the Bid Proposal and at the prices quoted by the bidder.

BID PROPOSAL SECURITY.

The bidder guarantees the submission of a bid bond, a certified or cashier's check, or an irrevocable letter of credit in favor of or made payable to Building Families in the amount stipulated in the Special RFP Terms, which shall guarantee the availability of the services as provided in the preceding subsection. The bidder understands that if the bidder elects to use a bond, a surety licensed to do business in Iowa must issue the bond on a form acceptable to Building Families. The bidder

understands that the proposal security shall be forfeited if the bidder chosen to receive the contract withdraws its Bid Proposal after Building Families issues a Notice of Intent to Award, does not honor the terms offered in its Bid Proposal, or does not negotiate contract terms in good faith. The bidder further understands that the security submitted by bidders will be returned, if not forfeited for reasons state above, when the Bid Proposals expire, are rejected, or Building Families enters into a contract with the successful bidder, whichever is earliest.

CERTIFICATION REGARDING LOBBYING.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid on behalf of the Sub-Grantee to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of the Congress, an officer or employee of the Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of the Congress, or an employee of a Member of Congress in connection with this Contract, grant, loan, or cooperative agreement, the applicant shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The bidder shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than

\$10,000 and not more than \$100,000 for each such failure.

**CERTIFICATIONS & MANDATORY
GUARANTEE CERTIFICATION OF
COMPLIANCE WITH PRO-CHILDREN ACT
OF 1994**

Bidder shall comply with Public Law 103-227, Part C Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act). This Act requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the Deliverables are funded by federal programs either directly or through State or local governments. Federal programs include grants, cooperative agreements, loans or loan guarantees, and contracts. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable federal funds is Medicare or Medicaid; or facilities (other than clinics) where WIC coupons are redeemed. The bidder further agrees that the above language shall be included in any subawards that contain provisions for children's services and that all subgrantees shall certify compliance accordingly. Failure to comply with the provisions of this law may result in the imposition of a civil monetary penalty of up to \$1000 per day.

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION – LOWER
TIER COVERED TRANSACTIONS.**

By signing and submitting this document, the bidder is providing the certification set out below:

1. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the bidder knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

2. The bidder shall provide immediate written notice to the person to whom this document is submitted if at any time the bidder learns that its certification was erroneous when submitted or had

become erroneous by reason of changed circumstances.

3. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principle, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this document is submitted for assistance in obtaining a copy of those regulations.

4. The bidder agrees by submitting this document that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by Building Families or agency with which this transaction originated.

5. The bidder further agrees by submitting this document that it shall include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

6. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. A participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

8. Except for transactions authorized under paragraph 4 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal

government, Building Families or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

a. The bidder certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

b. Where the bidder is unable to certify to any of the statements in this certification, such bidder shall attach an explanation to this document.

CERTIFICATION REGARDING DRUG FREE WORKPLACE

1. Requirements for Contractors Who are Not Individuals. If the bidder is not an individual, by signing below bidder agrees to provide a drug-free workplace by:

a. publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's workplace and specifying the actions that will be taken against employees for violations of such prohibition;

b. establishing a drug-free awareness program to inform employees about:

(1) the dangers of drug abuse in the workplace;

(2) the person's policy of maintaining a drug-free workplace;

(3) any available drug counseling, rehabilitation, and employee assistance programs; and

(4) the penalties that may be imposed upon employees for drug abuse violations;

c. making it a requirement that each employee to be engaged in the performance of such

contract be given a copy of the statement required by subparagraph (a);

d. notifying the employee in the statement required by subparagraph (a), that as a condition of employment on such contract, the employee will:

(1) abide by the terms of the statement; and

(2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction;

e. notifying the contracting agency within 10 days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction;

f. imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by 41 U.S.C. § 703; and

g. making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs (a), (b), (c), (d), (e), and (f).

2. Requirement for individuals. If the bidder is an individual, by signing below the bidder agrees to not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract.

3. Notification Requirement. The bidder shall, within 30 days after receiving notice from an employee of a conviction pursuant to 41 U.S.C. § 701(a)(1)(D)(ii) or 41 U.S.C. § 702(a)(1)(D)(ii):

a. take appropriate personnel action against such employee up to and including termination; or

b. require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

IN WITNESS WHEREOF, the bidder hereby certifies that the above is true and accurate, that the bidder will fully comply with all obligations included herein, and that the bidder has caused a duly authorized representative to execute this document.

Date: _____

Signature of Authorized Representative for Bidder

Name of Organization

EXHIBIT II

RELEASE OF INFORMATION

_____ (name of bidder) hereby authorizes any person or entity, public or private, having any information concerning the bidder's background, including but not limited to its performance history regarding its prior rendering of services similar to those detailed in this RFP, to release such information to Building Families.

The bidder acknowledges that it may not agree with the information and opinions given by such person or entity in response to a reference request. The bidder acknowledges that the information and opinions given by such person or entity may hurt its chances to receive contract awards from Building Families or may otherwise hurt its reputation or operations. The bidder is willing to take that risk. The bidder agrees to release all persons, entities, Building Families, and the State of Iowa from any liability whatsoever that may be incurred in releasing this information or using this information.

Signature of Authorized Representative

Date

Name of Organization

EXHIBIT III

IOWA CODE CHAPTER 8F CERTIFICATION

As a condition of entering into this Contract with Building Families, the Contractor certifies that it has the following information available for inspection by Building Families and the Iowa Legislative Services Agency:

1. Information documenting the legal status of the Contractor, such as agreements establishing it pursuant to Iowa Code Chapter 28E or other intergovernmental agreements, articles of incorporation, bylaws, or any other information related to the establishment or status of the Contractor. In addition, the information shall indicate whether the Contractor is exempt from federal income taxes under Section 501 (c), of the Internal Revenue Code.

2. Information regarding training and education received by the members of the governing body of the Contractor relating to duties and legal responsibilities of the governing body.

3. Information regarding the procedures used by the governing body of the Contractor to do all of the following:

(a) Review the performance of management employees and establish the compensation of those employees.

(b) Review the Contractor’s internal controls relating to accounting processes and procedures.

(c) Review the Contractor’s compliance with the laws, rules, regulations, and contractual agreements applicable to its operations.

(d) Information regarding adopted ethical and professional standards of operation for the governing

body and employees of the Contractor and information concerning the implementation of these standards and the training of employees and members of the governing body on the standards. The standards shall include but not be limited to a nepotism policy which shall provide, at a minimum, for disclosure of familial relationships among employees and between employees and members of the governing body, policies regarding conflicts of interest, standards of responsibility and obedience to law, fairness, and honesty.

4. Information regarding any policies adopted by the governing body of the Contractor that prohibit taking adverse employment action against employees of the Contractor who disclose information about a service contract to the Contractor, the auditor of state, or the office of citizens’ aide and that state whether those policies are substantially similar to the protection provided to state employees under Iowa Code § 70A.28. The information provided shall state whether employees of the Contractor are informed on a regular basis of their rights to disclose information to Building Families, the office of citizens’ aide, the auditor of state, or the office of the attorney general and the telephone numbers of those organizations.

The Contractor agrees to provide any additional information to Building Families or the Iowa Legislative Services Agency upon request. I/We further state that the Contractor is in full compliance with all laws, rules, regulations, and contractual agreements applicable to the Contractor and the requirements of the Iowa Code Chapter 8F.

[Certification shall be signed by: **1. An Officer and one member of the Board of Directors; or 2. Two members of the Board of Directors; or 3. The sole proprietor of the Contractor]**

Signature of Authorized Representative for Bidder

Signature of Authorized Representative for Bidder

Date: _____

Date: _____

Name of Organization

**Exhibit IV:
Minority Impact Statement**

Pursuant to 2008 Iowa Acts, HF 2393, Iowa Code Section 8.11, all grant applications submitted to the State of Iowa which are due beginning January 1, 2009 shall include a Minority Impact Statement. This is the state's mechanism to require grant applicants to consider the potential impact of the grant project's proposed programs or policies on minority groups.

Please choose the statement(s) that pertains to this grant application. Complete all the information requested for the chosen statement(s).

- The proposed grant project programs or policies could have a disproportionate or unique **positive** impact on minority persons.

Describe the positive impact expected from this project.

Indicate which group is impacted:

- Women
- Persons with a Disability
- Blacks
- Latinos
- Asians
- Pacific Islanders
- American Indians
- Alaskan Native Americans
- Other

- The proposed grant project programs or policies could have a disproportionate or unique **negative** impact on minority persons.

Describe the negative impact expected from this project.

Present the rationale for the existence of the proposed program or policy.

Provide evidence of consultation of representatives of the minority groups impacted.

Indicate which group is impacted:

- Women
- Persons with a Disability
- Blacks
- Latinos
- Asians
- Pacific Islanders
- American Indians
- Alaskan Native Americans
- Other

- The proposed grant project programs or policies are **not expected to have** a disproportionate or unique impact on minority persons.

Present the rationale for determining no impact.

I hereby certify that the information on this form is complete and accurate, to the best of my knowledge: Name: _____ Title: _____

Definitions

“Minority Persons,” as defined in Iowa Code Section 8.11, mean individuals who are women, persons with a disability, Blacks, Latinos, Asians or Pacific Islanders, American Indians, and Alaskan Native Americans.

“Disability,” as defined in Iowa Code Section 15.102, subsection 5, paragraph “b,” subparagraph (1):

b. As used in this subsection:

(1) “*Disability*” means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of the individual, a record of physical or mental impairment that substantially limits one or more of the major life activities of the individual, or being regarded as an individual with a physical or mental impairment that substantially limits one or more of the major life activities of the individual.

“*Disability*” does not include any of the following:

- (a) Homosexuality or bisexuality.
- (b) Transvestism, transsexualism, pedophilia, exhibitionism, voyeurism, gender identity disorders not resulting from physical impairments or other sexual behavior disorders.
- (c) Compulsive gambling, kleptomania, or pyromania.
- (d) Psychoactive substance abuse disorders resulting from current illegal use of drugs.

“State Agency,” as defined in Iowa Code Section 8.11, means a department, board, bureau, commission, or other Agency or authority of the State of Iowa.

EXHIBIT V

MANDATORY REQUIREMENTS CHECKLIST

Bidders are expected to confirm review of their proposal against the Mandatory Requirements for this RFP by initialing in the space provided. Building Families will make the final determination as to whether Mandatory Requirements have been met.

<u><i>Bidder</i></u>	<u><i>Building Families</i></u>	<i>Mandatory Requirements</i>
		Proposal received by the due date and time.
		Submitted one (1) original proposal, and five (5) hard copies and one (1) electronic copy to the Issuing Officer
		The bid proposal is typewritten on 8.5" x 11" paper (one side only), 12 point font, and 1.5 spaced
		Proposal does not go over the allowed number of pages.
		Bid Proposal format meets RFP preparation requirements.
		Transmittal letter has all required content/information.
		Budget has all required content/information.
		All Attachments are included.
		Exhibits are included and signed.
		Bid Proposal contains all signatures, certifications, authorizations, stipulations, disclosures or guarantees required in the RFP
		RFP addresses only one project.
		Proof or a certificate of insurance is included in the attachments.
		Proof of accreditation, certifications, or any document that indicates the program/service is evaluated for quality and fidelity is included in the attachments.

Signature of Authorized Representative for Bidder

Date: _____

Name of Organization

Signature of Building Families Representative

Date: _____

Time: _____