

**FIRST Amendment to the Iowa Department of Human Services
Wrap Around Child Care Program Request for Proposal**

This Amendment to RFP Number ACFS 21-002 is effective as of January 14, 2020. The RFP is amended as follows:

This amendment includes minor changes throughout correcting the following:

- a. Updated page numbers
- b. Corrected indentions
- c. Bulleting existing lists
- d. Correction of document headers

Table of Contents is hereby amended to update page numbers.

Revision 1. Section 3.2.3, Information to Include Behind Tab 3: RFP Forms., is deleted and replaced as follows:

The forms listed below are attachments to this RFP. Fully complete and return these forms behind Tab 3:

- Attachment A: Release of Information Form
- Attachment B: Primary Bidder Detail & Certification Form
- Attachment C: Subcontractor Disclosure Form (one for each proposed subcontractor)
- Attachment D: Additional Certifications
- Attachment E: Certification and Disclosure Regarding Lobbying

Revision 2. Section 3.2.4, Information to Include Behind Tab 4: Bidders Approach to Meeting Deliverables., is deleted and replaced as follows:

Attachment F: Wrap Around Child Care Program Application

- **Bidder Organization Packet**
 - ***Form 1: Minority Impact Statement (fill provided form)***
 - ***Form 2: Federal Indirect Costs Agreement (if applicable)***
 - ***Form 3: Table of Organization for Overall Operations (from bidder organization- for the evaluation committee to understand the organization)***
 - ***Form 4: Table of Organization Specific to RFP (for the evaluation committee to understand the proposal)***
 - ***Form 5: Family Eligibility Form (from bidder organization)***
 - ***Form 6: Wrap Around Child Care Program Organization Details***
- **Service Location Group Packet includes the following forms for each Service Location Group:**
 - ***Form 7: Service Location Group Identification Form***
 - ***Form 8: Service Location Group Questionnaire***

- **Form 9: Service Location Group Schedule**
- **Form 10: Service Location Details (All items below for each Service Location/Facility)**
 - **Subcontractor Detail Form**
 - **Subcontractor Disclosure Form**
 - **Current Agency License Status**
 - **Evidence the Service Location meets the Head Start Performance Standards, is accredited by the National Association for the Education of Young Children, has Quality Rating System level 3, 4, 5, or meets the Quality Preschool Performance Standards**

Note:

Bid Proposals shall not contain promotional or display materials unless specifically required.

If a bidder proposes more than one method of meeting the RFP requirements, each method must be drafted and submitted as separate Service Location Group Packet. Each will be evaluated separately.

Revision 3. Section 4.3, Scoring and Evaluation Criteria., is deleted and replaced as follows:

The evaluation committee will use the method described in this section to assist with initially determining the relative merits of each Bid Proposal.

The scored technical proposal components have been broken into three (3) forms within the bid proposal application. These forms will be scored as follows:

Form 6 – Wrap Around Child Care Program Organizational Details and

Form 9 – Service Location Group Schedule for each Service Location Group

Scoring

Points will be assigned to each evaluation component as follows and weighted to the total listed in the section, unless otherwise designated:

4	Bidder has agreed to comply with the requirements and provided a clear and compelling description of how each requirement would be met, with relevant supporting materials. Bidder's proposed approach frequently goes above and beyond the minimum requirements and indicates superior ability to serve the needs of the Agency.
3	Bidder has agreed to comply with the requirements and provided a good and complete description of how the requirements would be met. Response clearly demonstrates a high degree of ability to serve the needs of the Agency.
2	Bidder has agreed to comply with the requirements and provided an adequate description of how the requirements would be met. Response indicates adequate ability to serve the needs of the Agency.

1	Bidder has agreed to comply with the requirements and provided some details on how the requirements would be met. Response does not clearly indicate if all the needs of the Agency will be met.
0	Bidder has not addressed any of the requirements or has provided a response that is limited in scope, vague, or incomplete. Response did not provide a description of how the Agency's needs would be met.

Form 8 – Service Location Group Questionnaire Form for this Service Location Group

Scoring

Points will be assigned to each evaluation component based on the bidders demonstrated level of service. Specific service level detail is provided following each question in Form 8. Points will be assigned to each evaluation component as follows:

SCORING	Service Level
100	1
75	2
50	3
25	4
0	5

Technical Proposal Components.

Form 6 and Form 9 - When Bid Proposals are evaluated, the total points for each component are comprised of the component's assigned weight multiplied by the score the Bid Proposal earns.

Form 8 – Points will be assigned based on the demonstrated service level and are not weighted for this form.

Total points assigned for all forms will be combined for a total score for each service location.

Revision 4. Service Location Group Packet Instructions, is deleted and replaced as follows:

(Return this completed packet behind Tab 4 of the Bid Proposal.)

Fully complete and submit the following information for EACH Service Location Group Packet, in the order below. The responses in this packet should apply to the Service Location Group, specifically. The bidder needs to include one Service Location Group Packet for EACH Service Location Group.

- **Service Location Group Packet includes the following forms for each Service Location Group:**
 - **Form 7: Service Location Group Identification Form**
 - **Form 8: Service Location Group Questionnaire**
 - **Form 9: Service Location Group Schedule**

- **Form 10: Service Location Details (All items below for each Service Location/Facility)**
 - **Subcontractor Detail Form**
 - **Subcontractor Disclosure Form**
 - **Current Agency License Status**
 - **Evidence the Service Location meets the Head Start Performance Standards, is accredited by the National Association for the Education of Young Children, has Quality Rating System level 3, 4, 5, or meets the Quality Preschool Performance Standards**
 - **Repeat Form 10 for each Service Location in this Service Location Group** (Include one Service Location Group Packet for EACH Service Location Group).

Revision 5. Form 7: Service Location Group Identification Form, Instructions, second section, red sentence that begins “Only group the Service Locations together...” is deleted and replaced as follows:

Only group the Service Locations together if the service level the evaluation committee would choose in all questions on the Service Location Group Questionnaire are the same service level for all Service Locations.

Revision 6. Form 8: Service Location Group Questionnaire Form for this Service Location Group, Service Location Group, is deleted and replaced as follows:

Service Location Group Questionnaire Form:

INSTRUCTIONS: For each Service Location or Service Location Group identified on the Service Location

Group Identification Form(s), the bidder must submit one Service Location Group Questionnaire. If the bidder would describe a different service level for any of the questions on the form, for Service Location(s) that have been grouped, the Service Location(s) should not be in the same Service Location Group and should be split out into other groups or reported individually.

Service Locations are appropriately grouped if they would describe the exact same service level to the questions in the Service Location Group Questionnaire, for each Service Location in the group. If the bidder would describe different service levels to the questions in the Service Location Group Questionnaire, for Service Locations in a group, then the Service Location(s) must be split out into a different Service Location Group or Groups. The Agency may choose not to evaluate an entire group of Service Locations if the Service

Locations are inappropriately grouped or the bidder does not provide a separate questionnaire for each Service Location Group.

If any service level is different for a Service Location(s), list that Service Location in its own group and complete a separate Service Location Group Questionnaire for that Service Location(s). If there is any doubt in whether or not the Service Locations should be grouped together, list them separately and fill out the Service Location Group Questionnaire for each Service Location. Service locations that are inappropriately grouped together cannot be fairly evaluated and may not receive funding. Each Service Location group will be evaluated separately by the evaluation committee. Add more rows or rationale boxes to the Service Location Group Identification Form, as needed.

Scoring Guide for the Service Location Group Questionnaire(s):

The information provided in the Service Location Group Questionnaire will be reviewed by the evaluation committee. The evaluation committee will assign service levels based on all information supplied.

Scoring Guide.

Points will be assigned to each evaluation component as designated within the evaluation committee service levels in each section.

Revision 7. Form 8: Service Location Group Questionnaire, is deleted and replaced as follows:

Bidder Service Location Group Packet No. _____ (“Service Location Group”)

The information provided in this Service Location Group Questionnaire are responses for the entire Service Location Group included in this Service Location Group Packet. Make sure the Service Location Group Number on this Questionnaire is the same as the Service Location Group Number on the Service Location Group Identification Form at the beginning of this packet. If any answer in this Questionnaire would vary based on the Service Location, complete a new Service Location Group Packet for that Service Location.

Service Period Continuity (Total Points Possible = 100)

Explain how this Service Location Group will provide Service Period Continuity. Bidders must provide enough detail to demonstrate the level at which services are provided, here:

Evaluation Committee Scoring Rubric for this item:

Service Level	Description	Possible Score
1	At this Service Location Group, Core Program and Wrap Around Child Care Program services are the same for the entire contract period and will be Full Day, Full Week, and do not vary during summer months.	100
2	At this Service Location Group, Core Program and Wrap Around Child Care Program services are provided Full Day, Full Week (Monday through Friday), but the Service Location Group operates with a modified schedule during the summer months.	75
3	At this Service Location Group, Core Program and Wrap Around Child Care Program services are provided Full Day, Full Week (Monday through Friday), but the Service Location Group does not operate a program during all or part of the summer.	50
4	At this Service Location Group, Core Program and Wrap Around Child Care Program services are provided Full Day, Full Week (Monday through Friday), but the Service Location Group operations cannot be described in any of the service levels, above. See explanation, below.	25
5	At this Service Location, Core Program and Wrap Around Program services are not provided Full Day, Full Week (Monday through Friday, or during the summer. A plan for continuity in services is not evident.	0

Bidder Service Location Group Packet No. _____ (“Service Location Group”)

Program Curriculum Continuity (Total Points Possible = 100)

Explain how this Service Location Group will provide Program Curriculum Continuity. Bidders must provide enough detail to demonstrate the level at which services are provided, here:

Evaluation Committee Scoring Rubric for this item:

Bidder Service Location Group Packet No. _____ (“Service Location Group”)

Service Level	Description	Possible Score
1	The curriculum at this Service Location Group aligns with the Core Program’s curriculum and provides positive guidance techniques that align with the Core Program. The curriculum is research based, age appropriate, align with Iowa’s Early Learning Standards, and is consistent throughout the year.	100
2	The curriculum at this Service Location Group is consistent with Service Level 1, but the curriculum is not the same throughout the year (i.e., there is a different summer curriculum or other variances in the curriculum).	75
3	The curriculum at this Services location group does not meet one of the following requirements: a) align with the Core Program’s curriculum, or b) provide positive guidance techniques that align with the Core Program, or c) research based, or d) developmentally appropriate	50
4	The curriculum at this Service Location Group does not meet two of the following requirements: a) align with the Core Program’s curriculum, or b) provide positive guidance techniques that align with the Core Program, or c) research based, or d) developmentally appropriate	25
5	The curriculum at this Service Location Group does not meet three or more of the following requirements: a) align with the Core Program’s curriculum, or b) provide positive guidance techniques that align with the Core Program, or c) research based, or d) developmentally appropriate	0

Staff Continuity (Total Points Possible = 100)

Explain how this Service Location Group will provide Staff Continuity. Bidders must provide enough detail to demonstrate the level at which services are provided, here:

Evaluation Committee Scoring Rubric for this item:

Service Level	Description	Possible Score
1	Wrap Around Child Care Program services at this Service Location Group will be provided by the same staff as the Core Program, regardless of whether the Core Program is providing services or not and will remain consistent for the Full Day, Full Week, and Full Year, throughout the contract period.	100
2	Wrap Around Child Care Program services at this Service Location Group will be provided by staff different from the Core Program staff, but the Wrap Around Child Care Program and the Core Program staff schedules will overlap with the Core Program staff by at least 30 minutes when the Core Program is providing services and will remain consistent for the Full Day, Full Week, and Full Year, throughout the contract period.	75
3	Wrap Around Child Care Program services at this Service Location Group will be provided by the same staff and will remain consistent for the Full Day, Full Week, and Full Year, throughout the contract period, even when the Core Program and Wrap Around Child Care Program staff are different.	50
4	The service levels above do not accurately describe services provided at this Service Location Group but the description provides some evidence of the staff for the Core Program and the Wrap Around Child Care Program working together (Describe).	25
5	The service levels above do not accurately describe services provided at this Service Location Group and the description does not provide sufficient evidence of the staff for the Core Program and the Wrap Around Child Care Program working together (Describe).	0

Bidder Service Location Group Packet No. _____ (“Service Location Group”)

Service Location (Facility) Continuity (Total Points Possible = 100)

Explain how this Service Location Group will provide Service Location (Facility) Continuity. Bidders must provide enough detail to demonstrate the level at which services are provided, here:

Evaluation Committee Scoring Rubric for this item:

Service Levels	Description	Possible Score
1	Wrap Around Child Care Program at this Service Location Group will be provided in the same classroom as the Core Program.	100
2	Wrap Around Child Care Program at this Service Location Group will be provided in the same building, but not the same classroom, as the Core Program.	75
3	Wrap Around Child Care Program at this Service Location Group will be provided at the same campus and property, but not the same building as the Core Program.	50
4	Service Levels 1, 2, and 3 do not accurately describe services provided at this Service Location Group but continuity is evident in different ways (Describe).	25
5	Service Levels 1, 2, and 3 do not accurately describe services provided at this Service Location Group and continuity is not evident (Describe).	0

Revision 8. Attachment G: Vendor Security Questionnaire, the title is deleted and replaced as follows:

Attachment G: Sample Vendor Security Questionnaire (DO NOT INCLUDE IN PROPOSAL. THIS WILL BE REQUESTED TO VERIFY COMPLIANCE BEFORE SERVICES BEGIN)

Revision 9. Attachment H: Sample Security Compliance Attestation, the title is deleted and replaced as follows:

Attachment H: Sample Security Compliance Attestation (DO NOT INCLUDE IN PROPOSAL. THIS WILL BE REQUESTED TO VERIFY COMPLIANCE BEFORE SERVICES BEGIN)