RFP# FWBP-CC-24-051

Refugee Child Care Program

Attachment H – Technical Response Template

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| **Bidder:** |  |

Please check the appropriate box(es) below. You may choose to provide services in one single project county or multiple project counties.

\_\_\_\_ I am proposing to provide services in Black Hawk County

\_\_\_\_ I am proposing to provide services in Buena Vista County

\_\_\_\_ I am proposing to provide services in Scott County

**Overview:**

This document provides questions and prompts for the Bidder to address each section of the Scope of Work in the Refugee Child Care Project Request for Proposal (RFP). References to “you,” “the Bidder,” “Bidders,” etc. all refer to the organization that is submitting a proposal in response to this RFP. The Bidder should complete this document with details of its proposed approach for the Scope of Work detailed in the RFP document.

Instructions: Please use the yellow shaded fields to indicate your answers to the following questions. The yellow fields will automatically expand to accommodate content. Every attempt should be made to preserve the original format of this form. A completed Technical Response Template is a requirement for proposal submission. Failure to complete and submit this form may impact your proposal’s responsiveness. Responses to each component and section should fully address all requirements of the relevant Scope of Work. Bid responses should provide sufficient detail so that the Agency can understand and evaluate the Bidder’s approach and should not merely repeat the questions. Bidders are given wide latitude in the degree of detail they offer or the extent to which they reveal plans, designs, examples, processes, and procedures. Bidders do not need to address any responsibilities that are specifically designated as Agency responsibilities.

Note: Any tables or other exhibits referenced in the relevant answer field should be included behind Tab 2 as a legible accurately referenced Attachment.

* For example, the Background/Experience section of the Technical Proposal document requests 3 Letters of Reference as well as 2 Tables of Organization. Please include your 3 Letters of Reference, 2 Tables of Organization, and any other exhibits required by the Technical Proposal as referenced Attachments in Tab 2 after your Technical Proposal.

Proposals shall identify any deviations from the specifications the Bidder cannot satisfy. 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 Bid Proposals. Each will be evaluated separately.

**SECTION 1**

Please note, the page limit for Section 1 is limited to 10 pages, including any associated Attachments.

1. **Overview/Executive Summary**  
   Provide an overview/executive summary of your proposal.

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1. **Background/Experience**  
   Please explain the level of technical experience in providing the types of services sought by this RFP. Provide a description of all services similar to those sought by this RFP that the Bidder has provided to the Agency and other businesses or governmental entities within the last twenty-four (24) months. In addition, please provide the following:
   * Letters of reference from three (3) of the Bidder’s previous clients knowledgeable of the Bidder’s performance in providing services similar to those sought in this RFP, including a contact person, telephone number, and electronic mail address for each reference. It is preferred that letters of reference are provided for services that were procured in a competitive environment. Persons who are currently employed by the Agency are not eligible to be references;
   * Tables of Organization. Illustrate the lines of authority in two tables:
     + One showing overall operations
     + One showing staff who will provide services under the RFP
   * List any details of whether the Bidder or any owners, officers, primary partners, staff providing services or any owners, officers, primary partners, or staff providing services of any subcontractor who may be involved with providing the services sought in this RFP, have ever had a founded child or dependent adult abuse report, or been convicted of a felony; and
   * Description of experience managing subcontractors, if the Bidder proposes to use subcontractors.

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**SECTION 2**

**Project County Information.**

The bidder shall describe their approach to meeting the Scope of Work in Section 1.3.1 for **each** project county you are bidding on. Please note, the page limit for **each** project county in Section 2 is limited to 10 pages, including any associated Attachments.

**Black Hawk County**

1. **Section 1.3.1.1 Professional Development Opportunities**  
   Describe your approach to, through an Agency-approved training organization accessed through Iowa’s Early Childhood Workforce Registry, i-PoWeR <https://ccmis.dhs.state.ia.us/trainingregistry/TrainingRegistry/Public/> or listed at <https://hhs.iowa.gov/sites/default/files/Approved_Preservice_Orientation.pdf>, provide professional development opportunities for the Essentials Child Care Preservice training for Refugee child care providers with resources and training provided in their primary language.

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1. **Section 1.3.1.2 Rules and Regulations**  
   Please demonstrate familiarity with and/or ability to interpret rules and regulations regarding family child care in the State of Iowa and explain how you plan to collaborate with community agencies in the child care business, including Iowa Child Care Resource & Referral (CCR&R) Agencies, to remain updated on rules and regulations, as well as best practices.

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1. **Section 1.3.1.3 Technical Assistance and Support**  
   Explain how you propose to have access to multi-lingual staff and shall provide multi-lingual Technical Assistance and support to assist Refugee Child Care Program applicants through applications, background checks, fingerprinting, provide Technical Assistance and training, and preparation for pre-inspection by the Department of Health and Human Services.

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1. **Section 1.3.1.4 Child Care Billing Assistance**  
   Explain how you propose to assist registered Child Development Home providers, as part of the Refugee Child Care Project, with assistance on tracking and submitting invoices to the Agency for Child Care Assistance reimbursement, if applicable.

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1. **Section 1.3.1.5 Reporting and Data**  
   Describe how you plan to meet all reporting and data requirements listed in Section 1.3.1.5 in its entirety, which includes:
   * Provide quarterly updates via email to the Contract Manager that outline community outreach efforts, current number of providers being assisted, number of completed trainings, as well as the total number of applicants successfully obtaining a Child Development Home registration. As part of your response, please address the following:
     + Describe your approach to data quality assurance.

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1. **Section 1.3.1.6 Iowa Child Care Collaborative**Explain your approach to refer registered Child Development Homes who are participants of the Refugee Child Care Program to the Iowa Child Care Collaborative to apply for use of a Child Care Management System and Financial Management Consultants. Additionally, Contractor shall provide Technical Assistance as needed to support application and participation with the Iowa Child Care Collaborative.

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1. **Section 1.3.1.7 Project Activities**

Describe your approach to the following project activities:

* Target the Refugee population; and
  + Recruitment of Refugees for this project

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**Buena Vista County**

1. **Section 1.3.1.1 Professional Development Opportunities**  
   Describe your approach to, through an Agency-approved training organization accessed through Iowa’s Early Childhood Workforce Registry, i-PoWeR <https://ccmis.dhs.state.ia.us/trainingregistry/TrainingRegistry/Public/> or listed at <https://hhs.iowa.gov/sites/default/files/Approved_Preservice_Orientation.pdf>, provide professional development opportunities for the Essentials Child Care Preservice training for Refugee child care providers with resources and training provided in their primary language.

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1. **Section 1.3.1.2 Rules and Regulations**  
   Please demonstrate familiarity with and/or ability to interpret rules and regulations regarding family child care in the State of Iowa and explain how you plan to collaborate with community agencies in the child care business, including Iowa Child Care Resource & Referral (CCR&R) Agencies, to remain updated on rules and regulations, as well as best practices.

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1. **Section 1.3.1.4 Child Care Billing Assistance**  
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1. **Section 1.3.1.5 Contractor Reports and Data**  
   Describe how you plan to meet all reporting and data requirements listed in Section 1.3.1.5 in its entirety, which includes:
   * Provide quarterly updates via email to the Contract Manager that outline community outreach efforts, current number of providers being assisted, number of completed trainings, as well as the total number of applicants successfully obtaining a Child Development Home registration. As part of your response, please address the following:
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* Target the Refugee population; and
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**Scott County**

1. **Section 1.3.1.1 Professional Development Opportunities**  
   Describe your approach to, through an Agency-approved training organization accessed through Iowa’s Early Childhood Workforce Registry, i-PoWeR <https://ccmis.dhs.state.ia.us/trainingregistry/TrainingRegistry/Public/> or listed at <https://hhs.iowa.gov/sites/default/files/Approved_Preservice_Orientation.pdf>, provide professional development opportunities for the Essentials Child Care Preservice training for Refugee child care providers with resources and training provided in their primary language.

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