

REQUEST FOR PROPOSAL (RFP)

Parent Partner Program Administration

FWBP-CPS-26-001

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# *RFP Purpose.*

The purpose of this Request for Proposal is to solicit Proposals from qualified Bidders to manage and deliver statewide Parent Partner supports for families involved with the Iowa Health and Human Services (Agency) child protective services beginning on July 1, 2025. Contractor will provide delivery and ongoing management of the Iowa Parent Partner Approach. Contractor will also provide assistance in establishing Parent Partners on various committees and in presenting HHS/community training throughout the state.

The month of June 2025 will allow for transition of service delivery, during which time the Contractor will not receive payment.

# *Duration of Contract.*

The Agency anticipates executing a contract that will have an initial 2-year contract term with the ability to extend the contract for 4additional 1**-**year terms. The Agency will have the sole discretion to extend the contract.

# *Bidder Eligibility Requirements.*

The Agency will only consider Proposals for contract award from Bidders who will provide services in all 99 Iowa counties.   
  
The Agency will only consider Proposals for contract award from Bidders who are currently at time of bid submission:

1. Accredited by the Council on Accreditation (COA) for one or more of services including Child Protective Services, Family Centered Services, Foster Care Services, or Kinship Care Services and to maintain that accreditation during the contract period; or
2. Accredited by the Joint Commission for Behavioral Health Care Services and to maintain that accreditation during the contract periods; or
3. Accredited by the Council on Accreditation for Rehabilitation Services (CARF) for Child and Youth Services and to maintain that accreditation during the contract period.

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 Time.

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| --- | --- |
| **Event** | **Due Date & Time** |
| Agency Issues RFP Notice to Targeted Small Business Website (48 hours): | **October 30, 2024** |
| Agency Issues RFP to Bid Opportunities Website | **November 1,2024** |
| Round 1Bidder Written Questions | **November 12, 2024**  **3:00 p.m.** |
| Bidder Letter of Intent to Bid Due By | **November 18, 2024**  **3:00 p.m.** |
| Round 1Agency Responses to Questions | **November 18, 2024** |
| Bidders’ Conference Will Be Held on the Following Date and Time | **November 22, 2024**  **10:00 a.m.** |
| Round 2 Bidder Written Questions Due By | **December 6, 2024**  **3:00 p.m.** |
| Round 2 Agency Responses to Questions Issued By | **December 13, 2024** |
| **Bidder Proposals and any Amendments to Proposals Due By** | **January 8, 2025**  **3:00 p.m.** |
| Agency Announces Apparent Successful Bidder/Notice of Intent to Award | **March 14, 2025** |
| Contract Negotiations and Execution of the Contract Completed | **April 30, 2025** |
| Anticipated Start Date for the Provision of Services | **July 1, 2025** |

Section 1 Background and Scope of Work

1.1 Background

The Iowa Parent Partner Approach has been implemented in Iowa since 2007. The Parent Partner Program expanded from implementation of the original four sites in 2007 and, since 2015, Parent Partners have been available for mentoring statewide in all 99 Iowa counties. The Iowa Parent Partner Approach Handbook: Governing Philosophy, Policy & Protocol (Attachment F) and Parent Partner Practice Guide (Attachment G) serve as the framework for implementing and maintaining the Iowa Parent Partner Approach. This contract will provide centralized management with consistent funding, and uniform operating procedures that preserve/maintain/ensure the fidelity of the model. This RFP is designed to provide Bidders with the information necessary for the preparation of competitive Bid Proposals for implementation and management of the Parent Partner Approach as described in this RFP and for meeting other requirements and Deliverables described herein.

Interested Bidders should be aware the contracts executed as a result of this RFP will contain performance incentives. The Contractor will have the opportunity to earn additional payments based on the Contractor’s performance. Subsequent Contract renewal decisions may be contingent on Contractor performance. The Agency has identified desired results through performance measures and targets and will monitor the results achieved under the Contract.

The RFP process is for the Agency’s benefit and is intended to provide the Agency 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. The Agency adheres to all applicable federal and state laws, rules, and regulations when entering a Contract for services.

***1.1.2 Program Overview***

The Iowa Parent Partner Approach promotes an innovative change in social work practice that is unique because it celebrates individuals who have overcome obstacles through change, recovery, and accountability. Parent Partners use their skills to mentor families that are currently navigating through the Agency as their children are placed in kinship or foster care. Parent Partners also support and mentor parents to enhance stability of parents whose children have remained in the home but are at increased risk of removal***.*** Parent Partners demonstrate advocacy and effective communication while holding families accountable in meeting their case plan goals.   
  
The Parent Partner Approach is a key strategy to improving practice with families, but it cannot stand alone. Parent Partners network within communities, collaborate with social workers and providers to meet the needs of families, assist in policy and program development, change perceptions in communities, and facilitate trainings and learning opportunities.   
  
Parent Partners are selected based upon their interpersonal skills, successes, and proven abilities to overcome obstacles. Parent Partners have been involved with the Agency due to child safety concerns and protection issues. Parent Partners have experienced removal of children from their primary care and have since experienced successful reunification or resolution around termination of their parental rights. It is these experiences that make Parent Partners so beneficial to families that are currently receiving services due to child protection issues. Parent Partners are able to offer hope, realistic advice, and advocacy for families. In addition, Parent Partners form a critical link between the Agency worker, other professionals, and the family. ***For more information on the Iowa Parent Partner Approach see Attachment F.***

The Parent Partner Approach is designed to deliver a flexible array of Culturally Responsive supports to parents who are involved in Child Protective Services. The target population and priority for these mentoring supports are families whose children have been removed from their parents’ care and/or parents who can only reside with their children under special conditions directed by the courts (i.e. substance abuse treatment or relative care is present), and parents who have been referred to Family Preservation Services and are at risk for removal of their children.

During the initial stages of a case, the Parent Partner averages four one-on-one in-person visits per month and phone contact between visits. The frequency of contact may vary after two to three months as the family works through their Family Case Plan. The number of visits is based on a family’s needs and case consultation with the Parent Partner Coordinator, with a minimum of two one-on-one visits with the parent per month throughout the duration of an open case for mentoring support. This program will remain flexible by providing the Parent Partner an opportunity to determine the amount of time they will commit to the Parent Partner role.

The Contractor shall participate and collaborate with the Agency, other contracted service providers, community providers, and other stakeholders to identify gaps in the continuum of care provided to families involved in the child welfare system. This will occur through Parent Partner participation on local and state committees, presentations or participation in trainings for social work staff, foster and adoptive parents, and related family supporting organizations or providers, and participation in work groups to address child welfare policy and practice changes. The Contractor, through Parent Partner voice and lived experiences, shall participate and collaborate on strategies to fill those gaps, including specialized projects the Agency may initiate.

Through a partnership for on-going research to evaluate the outcomes of the Iowa Parent Partner Approach, the University of Nebraska-Lincoln (UN-L) found a positive statistically significant difference for parents who receive Parent Partner supports. Parents receiving mentoring support from a Parent Partner have a higher rate of reunification and experience less reentry into the child welfare system than families without a Parent Partner. UN-L partnered with HHS to author a research article regarding these findings and as a result, the Iowa Parent Partner Approach is rated as Promising Practice on the California Evidence-Based Clearinghouse and the federal Prevention Services Clearinghouse. The research article is located at the following link: [Outcomes of the Iowa Parent Partner program evaluation: Stability of reunification and re-entry into foster care (unl.edu)](https://digitalcommons.unl.edu/cgi/viewcontent.cgi?article=1020&context=ccflfacpub)

In July 2021, the Child Safety Conference (CSC) Parent Partner Program Pilot was implemented across the state. The Parent Partner Program is one of the engagement strategies to support families during the CSC process and through the journey of the child welfare process. CSCs are a key component of Iowa’s implementation of the Family First Preventions Services Act and provide a conference-facilitated opportunity for parents of children at imminent risk of removal and placement in foster care. Parent Partner support at the CSC focuses on families who are at risk for abuse if appropriate supports and/or resources are not provided. Families will potentially remain intact through the CSC process with appropriate resources and the ongoing support of a Parent Partner. The pilot program to offer Parent Partner support at the CSC and to provide on-going support to the parent as prevention to future out of home placement became part of the Parent Partner Program contract target population in SFY2024.

The Agency has continued partnership with the University of Nebraska-Lincoln (UN-L) to prepare for quasi-experimental evaluation design that replicates the methodology utilized for evaluation of the traditional Iowa Parent Partner model to evaluate the effectiveness of the Iowa model when working with families that have participated in a CSC and receive in-home prevention support from a Parent Partner. Evaluation of child welfare primary outcomes will focus on prevention of out of placement and time until case closure. Additional data will be utilized to explore secondary outcomes such as cases experiencing subsequent removal and types of placements (kinship vs. non-kinship), time in out of home care, and rate of reunifications. UN-L began data analysis for this evaluation in SFY2025.

Additional states and organizations frequently contact the Agency about implementation of the Iowa Parent Partner Approach. The Agency enters into an agreement with other states or organizations who request to utilize materials from the Iowa Parent Partner Approach, and additionally agree to receive training and technical assistance from the Contractor managing the Iowa Parent Partner Program to assess readiness and support model implementation. The Contractor shall serve as purveyor of the Iowa Parent Partner Approach and provide training and technical assistance to other states and organizations who have signed an agreement with the Agency to utilize the materials associated with the Iowa Parent Partner Approach.

The Agency is in the early stages of planning and implementation of the START (Sobriety Treatment and Recovery Teams) program. The START program is a specialized child welfare service delivery model that has been shown, when implemented with fidelity, to improve outcomes for children and families affected by parental substance use and child maltreatment. The model uses a variety of strategies to promote collaboration and system-level change within and between child welfare agencies, substance use and mental health treatment providers, the judicial system, and other family-serving entities.  (citation: <https://www.cffutures.org/start>/)

The START team incorporates Family Mentors, who are persons in long term substance use recovery and have had experiences in the child welfare system. Family Mentors provide intensive recovery support to the parents participating in the program, provide coaching on sober parenting, assist with daily living skills, and assist with transportation to appointments associated with the parents' participation in the START program. Family Mentors will also work closely as part of a dyad team with the HHS case manager overseeing the family’s child welfare case. The Family Mentor will share office space with the HHS case manager to maintain regular communication and continuous support to families involved in the START program. Bidders are requested to describe how they would incorporate Family Mentors into the array of parents who provide support and mentoring to parents involved in the child welfare system.

All deliverables provided through the Contract will be provided in a culturally responsive manner. In meeting the requirements outlined in this RFP, the Contractor shall ensure the provision of effective, equitable, understandable, and respectful supports and services that are responsive to diverse cultural beliefs and practices, preferred languages, health literacy, and other communication needs. Contractor shall adhere to the principles of the Iowa HHS Healthy Equity Framework. [Health Equity | Health & Human Services (iowa.gov)](https://hhs.iowa.gov/initiatives/health-equity#:~:text=Iowa%20HHS%20will%20protect%20and%20improve%20the%20health,highest%20possible%20level%20of%20health%20for%20all%20people.)Health Equity | Health & Human Services (iowa.gov)

1.2 RFP General Definitions.

When appearing as capitalized terms in this RFP, including attachments, the following quoted terms (and the plural thereof, when appropriate) have the meanings set forth in this section.

***“Agency”*** means the Iowa Department of Health and Human Services.

***“Bid Proposal”*** or ***“Proposal”*** means the Bidder’s proposal submitted in response to the RFP.

***“Bidder”*** means the entity that submits a Bid Proposal in response to this RFP.

***“Contractor”*** means the Bidder who enters into a Contract as a result of this Solicitation.

***“Deliverables”*** means all of the services, goods, products, work, work product, data (including data collected on behalf of the Agency), items, materials and property to be created, developed, produced, delivered, performed, or provided by or on behalf of, or made available through, the Contractor (or any agent, contractor or subcontractor of the Contractor) in connection with any contract resulting from this RFP.

***“Invoice”*** means a Contractor’s claim for payment. At the Agency’s discretion, claims may be submitted on an original invoice from the Contractor or may be submitted on a claim form accepted by the Agency, such as a General Accounting Expenditure (GAX) form.

***Definitions Specific to this RFP.***

When appearing as capitalized terms in this RFP, including attachments, the following quoted terms (and the plural thereof, when appropriate) have the meanings set forth in this section.

**1.2.1 RFP Definitions Specific to this RFP.**   
Definitions in this section correspond with capitalized terms in the RFP.  
  
**“*Administrative Costs”*** means the costs that may include, but are not limited to such categories as: salary and benefits for administrators and support staff (staff that would be present without being awarded a contract), rent and lease payments, utilities, data collection and data processing costs (excluding administering surveys and processing of data specifically related to Scope of Work 1.3.1.1 through 1.3.1.4), printing, communications equipment and services, and other costs necessary to support the delivery of services.  
  
***“Agency”*** means the Iowa Department of Health and Human Services.  
  
***“Agency Parent Partner Liaison(s)”*** *or* ***“Agency Liaison(s)”*** means an Agency staff person(s) who has been identified by the Agency to be the primary contact(s) for the Parent Partner Coordinator and Parent Partners for addressing needs and concerns within the Service Area.  
  
***“Bidders”*** means the organizations that submit Proposals in response to this Request for Proposals (RFP).  
  
***“Bid Proposal or Proposal”*** means the bidder’s proposal submitted in response to the RFP.

***“Child”, “Children,”*** *or* ***“Youth”*** means a person or persons who meets the definition of a Child in Iowa Code § 234.1(2).

***“Child Protective Services”*** means services primarily initiated through the Iowa Child Abuse Reporting phone line (intake) where they are reviewed to see if the case meets abuse and neglect criteria. Accepted abuse and neglect reports are assessed to understand what caused the report to come in and decide if the report meets criteria, does not, or if other supports can be put in place for the family.

***“Child Safety Conference”*** *or* ***“CSC”*** means a conference facilitated for Children at imminent risk of removal and placement in foster care.  CSCs are held within three Business Days from the date of referral and again 10 calendar days from the date of the initial CSC, unless this date falls on a Saturday, Sunday, or State holiday.

***“Collaboration”*** means when communities, agencies, and local organizations join together to provide comprehensive services based on common goals and shared resources. Instead of focusing on individual agendas, collaborative partnerships establish common goals that address problems that lie beyond any single agency or organization’s purview yet concern them all. Partners agree to pool resources, jointly plan, implement, and evaluate new services and procedures, and delegate individual responsibility for the outcomes of their joint efforts.  
  
***“Contractor(s)”*** means the organization that has executed a contract with the Agency to provide the Parent Partner Approach. This term refers to the organization that is named as the responsible party in the contract and whose authorized representative has signed the contract.  
  
***“Contract Manager”*** *or* ***“Contract Monitor”*** means the Agency staff person or persons accountable to the Contract Owner, acting under the direction and guidance of the Contract Owner for a specific RFP and contract.  
  
***“Contract Owner”*** means a manager or administrator within the Agency who has overall responsibility, accountability and authority for the direction and management of the procurement for a specific RFP and contract.  
  
***“Culturally Responsive”*** means the ability of individuals and systems to respond respectfully and effectively to people of all cultures, classes, races, ethnic backgrounds, sexual orientations, and faiths or religions in a manner that recognizes, affirms, and values the worth of individuals, families, tribes, and communities, and protects and preserves the dignity of each.   
  
***“Deliverables”*** means all of the goods, products, services, work, work product, items, materials and property to be created, developed, produced, delivered, performed or provided by or on behalf of, or made available through, Contractor (or any agent, Contractor or subcontractor of Contractor) in connection with any contract resulting from the RFP.  
  
***“Family Casework”*** means a family-centered model of child welfare practice involving ongoing assessment, case planning, and direct services to Families which assists Families in building the skills necessary to provide a permanent, safe, and stable environment for the Children. Direct services include any interventions to ameliorate barriers/deficits which would otherwise result in removal or delay reunification.

***“Family Case Plan”*** means the official record of the Agency’s involvement with the Family.

***“Family Focused Meeting”*** *or* ***“FFM”*** means a gathering of Family members, friends, formal and informal supports, with the assistance of the meeting facilitator, to draw on past successes of the Family in problem solving and work in partnership with the Family to enhance the safety of Children. Motivational Interviewing, family engagement and relapse prevention strategies will be utilized in the facilitation of the meeting.

***“Invoice”*** means a Contractor’s claim for payment. At the Agency’s discretion, claims may be submitted on an original Invoice from the Contractor or may be submitted on a claim form accepted by the Agency, such as a General Accounting Expenditure (GAX) form.  
  
***“Iowa Parent Partner Approach Handbook: Governing Philosophy, Policy & Protocol or Handbook”*** means the document attached to this RFP as (Attachment F). This document sets forth governing standards, policy and procedures developed to provide continuity and consistency for the Parent Partner program fidelity.  
  
***“Issuing Officer”*** means the staff person assigned by the Contract Owner to manage the RFP process for a specified formal competitive procurement process. The Issuing Officer is the sole point of contact for communication with all interested vendors and Bidders as specified in Section 2.2 of the RFP.  
  
***“Lead Parent Partner”*** means a Parent Partner who has at least two years direct experience as a Parent Partner, has demonstrated the ability to assist the Parent Partner Coordinator, and is approved by the Contract Manager.  
  
***“Mental Health Professional”*** *or* ***“Licensed Clinician”*** means an individual that meets all of the following conditions: holds at least a master’s degree in a mental health field, including but not limited to, psychology, counseling and guidance, social work; holds a current Iowa license required by Iowa licensure law; and has at least two years of post-degree experience supervised by a Mental Health Professional in assessing and treating mental health problems and mental illness.  
  
***“Mentoring”*** *or* ***“Mentor Supports”*** means providing peer supports from a Parent Partner who has had a similar experience and can provide insights, guidance and hope based on their own experience navigating the child welfare system.

***“Motivational Interviewing”*** means an evidence-based method of interacting with clients designed to promote behavior change and improve physiological, psychological, and lifestyle outcomes which target child safety and well-being, improved protective capacities for parents, and reduce risk of future maltreatment.

***“Parent Partner”*** means an individual who at one time had their children removed for safety concerns and have since been successfully reunified with their children and are now approved to mentor families whose children are currently removed or are at risk of removal. See Attachment F for additional Parent Partner eligibility criteria.  
  
***“Parent Partner Coordinator”*** *or* ***“Coordinator”*** means a person certified to provide oversight and coordination of a Parent Partner Program and day-to-day tasks such as job assignments and programmatic issues.

***“Parent Partner in Training Mentoring”*** means a role only available to parents who, for at least one year, have been reunited with their children or who have resolved issues related to termination of their parental rights or other permanency decisions where children were not reunited with the prospective Parent Partner. These parents must meet all required Parent Partner eligibility criteria. In addition, they must meet all guidelines associated with Parent Partner in Training requirements identified in Attachment F.

***“Parent Partner in Training”*** meansa role only available to parents who have been reunited with their children for at least six months and who intend to become Parent Partners or have had at least one year to resolve issues related to termination of their parental rights or other permanency decisions where children were not reunited with the prospective Parent Partner. Opportunities available to these parents are identified in Attachment F.  
  
***“Parent Partner Program/Approach”*** means an approach designed to promote innovative change in social work practice that is unique because it not only celebrates individuals who have overcome obstacles through change, recovery, and accountability, but also uses their skills to mentor families who are currently navigating through the Agency as their children are at risk of out of home placement, or are in foster or kinship care. Parent Partners demonstrate advocacy and effective communication, while holding families accountable in meeting their Family Case Plan goals to provide better outcomes around prevention of out of home placement, re-abuse, and reunification.  
  
***“Parent Partner Management Team”*** means Contractor’s team of statewide leadership staff and the Contract Manager who share in the decision-making process regarding the management of the Parent Partner Approach.  
  
***“Parent Partner Service Area Steering Committee(s)”*** means Service Area committee(s) that provides feedback and guidance on Parent Partner Program implementation. Membership is comprised of Parent Partners, Coordinators, Agency Liaisons, and child welfare partners (i.e. domestic violence, substance abuse, mental health, law enforcement, etc.).  
  
***"Parent Partner Specialist”*** means a staff position in each Agency Service Area who has previous experience serving as a Parent Partner and will attend and provide support to parents at Child Safety Conferences, in addition to providing training to new Parent Partners on strategic sharing and Building a Better Future Training.

***“Parent Partner State Advisory Committee”*** means a statewide committee that provides feedback and guidance on the Parent Partner implementation and success. Membership is comprised of Parent Partners, Coordinators, Contractor Administrators, Contract Manager, and Agency Liaisons.   
  
***“Participant”*** means a parent is involved in the Parent Partner Approach and receiving support as mentee.  
  
***“Pilot”*** *or* ***“Pilot Project”*** means a small-scale implementation conducted in order to evaluate feasibility, time cost, adverse events and improve upon the design prior to full-scale implementation.

***“Risk”*** means the probability or likelihood that a Child in the future will experience maltreatment.

***“Removal”*** means the placement of a Child from the setting in which they were living by order of the Court or Voluntary Placement Agreement.

***“RFP”*** means the Request for Proposals or Request for Bids (and any Addenda or Attachments thereto) that the Agency issues as part of a formal competitive procurement process for the purpose of soliciting qualified services and scope of work as specified, for the purpose of entering into a contract with the chosen Bidder or Bidders.  
  
***“Service Area”*** means the 99 counties grouped together by the Agency to provide for improved, localized administration of programs.

***“Target Population”*** means mentoring supports available to families whose children have been removed from their parent’s care and/or parents who can only reside with their Children under special conditions directed by the courts (e.g. substance abuse treatment or relative care is present). Target population includes parents who are participating in a Child Safety Conference due to their Child or Children in the home assessed to be at increased risk for abuse or maltreatment and are at imminent risk of removal. Parents may receive on-going support from the Parent Partner following the conclusion of a Child Safety Conference regardless of whether removal of their Child or Children has occurred.

***1.3 Scope of Work.***

**1.3.1 Deliverables.**

The Contractor shall provide statewide delivery, and ongoing management of the Parent Partner Approach. As part of this approach, the Contractor shall provide: Parent Partner mentoring; assistance in establishing Parent Partners on various committees; presentations to the Agency and community partners statewide; recruitment of Parent Partners, training, and guidance for Parent Partners; coordinate committees; and other aspects necessary for implementation.   
  
**1.3.1.1 Management, Implementation and Work Plan**

1. The Contractor shall develop, implement, and adhere to an Agency-approved annual work plan describing the Parent Partner implementation process for all 99 Iowa counties. The work plan shall contain at a minimum:
   1. Tasks and subtasks, durations, resources, milestones for Parent Partner, Parent Partner Specialist and Coordinator recruitment, training, peer support, committee meetings, community outreach, and other items identified in the Deliverables.
   2. Target dates for all milestones including the number of Coordinators, Lead Parent Partners, Parent Partner Specialist, Parent Partners, and Participants involved in the program.
   3. Strategies and measurements for ensuring the program requirements are met.
   4. Protocols for quality assurance.
   5. All milestone dates identified in the work plan shall be met unless prior approval is received from Contract Manager.
   6. Contractor shall provide an initial workplan to HHS for approval on or before June 1, 2025, and then submitted annually no later than August 1.

**1.3.1.2 Parent Partner Operations**

1. **Target Population**

The Contractor shall provide mentoring supports to 1,240 parents statewide for each year of the Contract. Mentoring supports includes parents who have had an intake into the program. The Contractor shall provide Parent Partner mentoring supports for the Target Population as described in the following section:

1. Out of Home Placement Support:

Priority for these mentoring supports are families whose children have been removed from their parent’s care and/or parents who can only reside with their children under special conditions directed by the courts (e.g. substance use treatment or relative care is present). Rural and urban areas shall have the same percentage of the targeted population served.

1. In Home Prevention Support:

The Contractor shall provide mentoring supports to families who participate in a CSC due to coming to the attention of the Agency because their children are at risk for abuse or neglect and removal if appropriate supports and/or resources are not provided. Parents may receive on-going peer mentoring support following the CSC throughout the duration of an open child welfare case as prevention to out of home placement of their child(ren). The Contractor shall utilize the following criteria for determining an eligible referral of Parent Partner mentoring supports for parents participating in a CSC:

* 1. Parent is not currently receiving support from a Parent Partner.
  2. The Child is not formally removed or is Safety Planned to another living arrangement.
  3. Parent agrees to participate in the Parent Partner Program on a voluntary basis.
  4. Parent receives a CSC.

1. **Parent Partner Program Fidelity:**

The Contractor shall maintain the fidelity of the Parent Partner Approach and meet the standards set forth in the Iowa Parent Partner Approach Handbook: Governing Philosophy, Policy & Protocol (Attachment F) and the Parent Partner Practice Guide (Attachment G).

1. The Contractor shall implement and adhere to the following protocol designed to promote fidelity:
   1. Contractor shall implement a referral process for families that is easily accessible to potential participants and coordinated with Agency staff. Referrals shall be provided by Agency staff and/or an Agency-approved entity. If the Contractor receives referrals from an entity not approved by Agency, the Contractor shall receive the Agency’s Contract Manager approval prior to accepting the referral.
   2. Coordinator shall match a Parent Partner with the family no later than two working days after referral. The Parent Partner must meet with the family within two working days of being assigned and at least twice with the Participant one-on-one before the intake is completed.
   3. Contractor shall complete the Participant Profile form to complete the intake process within 60 days from the date of referral.
   4. If the Agency and/or Agency approved entity requests a Parent Partner to attend a Family Focused Meeting before a formal referral is made, the Parent Partner Coordinator will assign a Parent Partner to attend this meeting if the potential participant agrees. This could be considered a referral for on-going mentoring supports per Participant’s request.
   5. If the Agency and/or Agency approved entity requests a Parent Partner to attend an HHS related meeting as identified in Section 3.1 before a formal referral is made, the Parent Partner Coordinator will assign a Parent Partner to attend this meeting if the potential Participant agrees. This could be considered a referral for on-going mentoring supports per Participant’s request.
   6. The Coordinator and/or Lead Parent Partner shall meet at least twice with the Participant within 60 days of the initial referral date and complete the Participant Profile Referral and Intake Form per instructions. The information obtained is entered into the database within 30 days of completing the form. Contractor shall utilize a voluntary intake process that is engaging, and strength based. For more information on the Participant Profile Referral and Intake Form see Attachment I.
   7. After the intake is complete, the Parent Partner will meet with Participant face to face at least two to four times per month based on the Participant’s needs. Contractor shall ensure the Parent Partner meets with the assigned Participant and offers supports. The Contractor shall be responsible for assuring the Parent Partner works with the Participant to complete the Participant Self-Assessment Form (Entry) per instructions no later than 30 days after intake and the information obtained is entered into the database within 30 days of completing the form. For more information on the Participant Self-Assessment Form see Attachment J.
   8. The Contractor shall remain flexible with the number of one-on-one and other face-to-face Parent Partner contacts with the Participant. The Coordinator/Parent Partner case consultation and the family’s needs shall determine frequency and types of contacts. Contractor shall track Parent Partner activity on the Participant Monthly Activity Tracking form per instructions and ensure that relevant information is entered into the database within 30 days of completing the form. For more information on the Participant Monthly Activity Tracking form see Attachment K.
   9. When a family is exiting the program, Contractor shall complete the Participant Self-Assessment Form (Exit), Participant Feedback Form, Fidelity Checklist and Participant Outcomes Forms per instructions and enter relevant information into the database within 30 days of completing each form. For more information on these forms see Attachments L, M, and N.
2. If the referral to the Contractor is for a CSC, contact shall occur between the Parent Partner and the parent in advance of the CSC to explain the purpose of the Parent Partner Program and to offer mentoring and support to the parent. The Contractor shall provide peer mentoring support to the parent during the CSC process and ongoing following the completion of the CSC, if the parent agrees to receive ongoing support during the duration of their open child welfare case.

2. The Contractor shall adhere to the process outlined in the table below following the Parent Partner Program fidelity model.

**Table: 1 Parent Partner Program Fidelity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Process** | **Program Referral – Out of Home Support** | **CSC Referral- In Home Support** | **Program Intake-(In Home/Out of Home Support)** | **Program Support** | **Program Exit** |
| **Definition** | HHS refers the parent to the Parent Partner Program after an out of home placement has occurred | HHS refers for Parent Partner to attend a CSC with the parent, the child and parent have remained intact | Parent has agreed to receive mentoring support from a Parent Partner | Parent is an active Participant in the Parent Partner Program | Parent decides to exit the program voluntarily or has reached HHS case closure. |
| **Action** | * Contractor confirms receipt of Referral from HHS and matches a Parent Partner with the parent * Parent Partner meets with the parent within 2 working days of being assigned * Parent Partner meets twice with the parent prior to intake completion. | * Contractor confirms receipt of Referral from HHS and assigns a Parent Partner Specialist or Parent Partner to engage with the parent prior to the CSC. | * Contractor completes the Participant Profile (Referral/Intake) form | * Parent Partner will meet with Participant at least two to four times per month face to face based on parent’s needs * Contractor shall be responsible for assuring the Parent Partner works with the Participant to complete the Participant Self-Assessment Form (Entry). | * When a Participant is exiting the program, Contractor shall complete the following forms: * Participant Self-Assessment Form (Exit), * Participant Feedback form, * Fidelity Checklist   and Participant Outcomes |
| **Timeframe** | Assign and meet with parent within 2 working days of the referral. | Within 48 hours of receiving CSC referral | Complete Participant Profile (Referral/Intake) form within 60 days of the initial referral date. | Complete Participant Self-Assessment within 30 days of intake and enter in Agency approved database within 30 days of completion. | Contractor enters relevant information into the Agency approved database within 30 days of completed forms. |

1. **Parent Partner Community Outreach:** 
   1. Contractor shall provide opportunities for Lead Parent Partners, Parent Partners, Parent Partners in Training and Parent Partners in Training Mentoring to participate in Agency approved community and state child welfare opportunities. Bidder shall describe a plan for Parent Partner Community Outreach that includes the following activities including but not limited to:
      1. Committees and workgroups related to child welfare services.
      2. New Worker training for HHS Social Work Case Managers and Child Protection Workers.
      3. Community groups, coalitions, and initiatives related to child welfare and early intervention services such as Community Partnerships for Protecting Children (CPPC).
      4. Speaking engagements and opportunities to promote program awareness.
      5. Trainings for kinship caregivers, foster, and adoptive parents.
      6. Mount Pleasant Prison Parent Partner HHS Orientation four-week program. Incarcerated fathers who have an open child welfare case receive information about navigating through their case.
      7. Other meetings, trainings, and activities.
   2. Contractor shall implement and adhere to the following procedures for administering Parent Partner Community Outreach:
2. A central point(s) of coordination and implementation when responding to request for a Parent Partner in a community and/or Agency outreach activity.
3. Contractor shall assess the request and match the most appropriate Parent Partner with the activity based on individual skills, knowledge, and geographic location.
4. Contractor shall prep the Parent Partner prior to the activity and follow-up afterwards.
5. Contractor shall ensure that the Parent Partner follows through with assignment.
6. Contractor shall track outreach activities and enter these activities in the Agency approved database within 30 days of completing the Participant Monthly Activity Tracking forms (Attachment K).
7. Contractor shall maintain or exceed comparable level of community outreach identified in 2024 annual report. For current levels see Quick Stats, (Attachment P).
8. **Culturally Responsive Services**

The Parent Partner Program shall provide culturally responsive services to families referred to the contractor to meet the needs of the child and family including but not limited to:

1. Provide interpreter and translation services as necessary, including sign language to meet the support needs of the parent at no additional reimbursement.
2. Tailor supports to parents of diverse race/ethnicity and cultural backgrounds.
3. Collaborate with community resources and supports that reflect the ethnic and cultural diversity of the community to best support parents of different race/ethnicity and cultural background.
4. **Flexible Funding**   
   Contractor shall provide flexible funding to parents for the purpose of meeting the specific needs of families when there are no other available resources to meet these needs. This service shall be provided only to Participants who are currently being mentored by a Parent Partner. These funds cannot be utilized when there is a similar, readily available resource within the community.
   1. Contractor shall develop, implement, and adhere to a protocol, subject to the approval of the Parent Partner Management Team, for equal distribution statewide based on population and need. Protocol shall include but not be limited to a referral/approval process, types of items to be funded, time frame for expenditures, statewide distribution, and other related protocol items.
   2. Contractor shall receive approval from the Contract Owner and Contract Manager of the written protocol before utilizing these funds. Contractor shall record this approval on an Agency approved log for exceptions and approvals.
   3. The Contractor shall track and record all flex-fund expenditures. Contractor shall submit monthly the tracking and updates on the utilization of the flex-fund expenditures.
5. **Parent Partner Recruitment and Eligibility Criteria:**  
   The Contractor shall ensure all Parent Partners must meet eligibility criteria set forth in the Iowa Parent Partner Approach Handbook: Governing Philosophy, Policy & Protocol, Section B. Eligibility Criteria for Parent Partners page 5, (Attachment F) before being considered a potential Parent Partner mentor and to continue in the Parent Partner mentor role.
6. **Recruitment**

The Contractor shall develop, implement, and administer an Agency-approved recruitment plan for communicating and tracking recruitment needs for new Parent Partners to share with local HHS staff. The Contractor shall develop, implement, and administer Agency-approved Parent Partner recruitment plans for each Agency service area specific to engaging with and increasing a diverse pool of Parent Partners, which includes males and parents who represent racially and ethnically diverse populations. The recruitment plan shall identify both strategies for engagement and for retention of Parent Partners.

1. The Contractor shall develop a recruitment plan for communicating and tracking recruitment needs for new Parent Partners to share with local HHS staff that includes the following information:
   * + 1. Estimated need for additional Parent Partners based on number of referrals, waiting list, and existing Parent Partner pool.
       2. A plan for recruitment of culturally diverse Parent Partners based on the known racial, ethnic, and cultural demographics of the Service Area.
       3. A plan for engaging male Parent Partners.
2. The Contractor shall submit the recruitment plan for each Service Area to the Contract Manager annually by August 15th.
3. The Contractor shall provide a summary report on progress of the recruitment plan in Agency approved quarterly reports.

Contractor shall ensure an available pool of Parent Partners for matching referrals of parents to provide mentoring supports. The Contractor shall:

* + - * 1. Accept referrals for potential Parent Partner mentors from the Agency.
        2. Obtain referrals from other sources but shall not use the non-Agency referred potential Parent Partner until the Agency authorizes the referral.
        3. Train and coach all Parent Partners accordance with the obligations set forth in Attachment F.
        4. Assure that Parent Partners complete all requirements before mentoring and submit approval process documentation once all training and coaching is completed. For Parent Partner approval process and form to be completed see Attachments F and H.

1. **Parent Partner Referrals**
2. The Contractor shall request adequate referral information from HHS to begin the process of accepting the referral of the parent to the Parent Partner Program. This shall include parent contact information, reason for making the referral, and reason for involvement with HHS child protection. This includes requesting information necessary in the referral process regarding high-risk situations. The Contractor shall provide guidance to Parent Partners in determining safe and confidential meeting spaces for supporting parents in high-risk situations.
3. The Contractor shall develop, implement, and adhere to an Agency-approved communication process for ensuring confirmation and acceptance of referrals and ongoing program capacity status of the Parent Partner Program to HHS. This communication process shall include a status update at regularly determined intervals regarding matched referrals, wait list, not accepted referrals, intakes into the program, and disengaged/closed cases. The Contract Manager shall approve the Contractor’s communication process during the first quarter of the contract period.

**I. Parent Partner Reimbursement**

* + - 1. Continuity of services through the Parent Partner program is critical to the Program’s success and the relationship between the specific Parent Partner and those being served contributes to continuity. As such, the Contractor shall compensate Parent Partners, Parent Partners in training, Parent Partners in training mentoring, and Lead Parent Partners at a competitive retention and reimbursement rate for time and expenses for all Parent Partner related activities, including but not limited to mentoring supports, training, presentations, conferences and meetings, and related travel. Travel reimbursement Parent includes Parent Partners’ travel to one-on-one meetings, court hearings, and other related places Parent Partners are providing mentoring support to parents.
      2. The Contractor shall provide reimbursement for Parent Partners’ time and activities supporting parents in between face-to-face contacts, including phone calls, text messages, and email. The Contractor may develop a mechanism for flat rate reimbursement of Parent Partner time spent on monthly activities to support Participants through email, text messages and phone calls. Bidder shall provide a response to describe how they will reimburse Parent Partners for their time. Contractor may vary Parent Partner compensation rates as necessary to foster the continuity of services, to maintain Parent Partner relationships with those being served, and to maintain comparable retention rates throughout the state.

**J.** **Staffing Structure:**

1. **Parent Partner Coordinators, Lead Parent Partners, and Parent Partner Specialist**  
   Contractor shall provide an adequate number of qualified Parent Partner Coordinators, Parent Partner Specialists, and Lead Parent Partners to sustain statewide implementation and operations to support Parent Partners. For Parent Partner Coordinator, Parent Partner Specialist, and Lead Parent Partners responsibilities see Attachment F.
2. Parent Partner Coordinators shall meet the following minimum qualifications:
   * + 1. Iowa Parent Partner Coordinator Certification within one year of employment (see Attachment F); and at least one of the following criteria listed in b through e:
       2. A Bachelor’s Degree in human services or a related field from an accredited four-year college recognized by the Council for Higher Education Accreditation (CHEA) with minimum of two years of full-time experience in Child Welfare Services; or
       3. A Master’s Degree in human services or related field from an accredited college or university; or
       4. An Associate of Arts Degree plus four years of full-time experience in Child Welfare Services; or
       5. Candidates who do not meet education requirements but have a combination of education and experience will be reviewed on an individual basis by the Agency Contract Manager and/or Owner.
3. **Parent Partner Coordinators Ratio to Parent Partners**

Contractor shall provide an adequate number of qualified Parent Partner Coordinators to sustain statewide implementation and operations to support Parent Partners. Contractor shall maintain the following Parent Partner/Coordinator ratio:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Coordinator** | **Lead Parent Partner** | **# of Cases** | **# Parent Partners** | **Maximum # of cases per Parent Partner** |
| Fulltime Coordinator | **No** Lead Parent Partner | 150 | 10 | 15 |
| Fulltime Coordinator | Lead Parent Partner | 225 | 15 | 15 |
| ½ Coordinator (20-30 hrs. per week) | **No** Lead Parent Partner | 75 | 5 | 15 |
| ½ Coordinator (20-30 hrs. per week) | Lead Parent Partner | 105 | 7 | 15 |

1. **Administration**  
   Contractor shall provide administration staff to manage all aspects of the Parent Partner Approach identified herein. Administrative roles are defined in Attachment F. Any additional roles must be approved by the Agency. Bidder shall describe who their administrative staff are and their function. Leadership administrative staff shall have the following minimum qualifications:
   1. Bachelor’s degree in human services or a related field from an accredited four-year college recognized by the Council for Higher Education Accreditation (CHEA) with minimum of four years of full-time experience in Child Welfare Services with at least two of these years in administration; or
   2. Master’s degree in human services or related field from an accredited college or university with two years of full-time experience in Child Welfare Services.
   3. Candidates who do not meet education requirements but who have a combination of education and experience will be reviewed on an individual basis by the Contract Manager and/or Owner.

**1.3.1.3** **Training, Steering Committees and Support**

The Contractor shall provide training and/or ensure coordination of training opportunities are provided to Parent Partners on topics that increase knowledge base and development of skills to effectively provide mentoring and support to parents involved in a child protection case. Parent Partner in Training and Parent Partners in Training Mentoring roles shall successfully complete required and supplemental training prior to becoming a fully approved Parent Partner. The required and supplemental trainings to be completed before Parent Partner mentoring can begin are identified in Attachment F.

Parent Partners will receive follow-up guidance and support to their learning and application to the Parent Partner role from their Coordinator on the required training topics following completion of the trainings. In addition, Parent Partners will receive additional ongoing training and guidance each year following their initial training requirements on topics related to their role in supporting and mentoring parents. This may include topics such as maintaining boundaries, safety in high risk or crisis situations, overview of drug testing protocols and polices, cultural diversity and responsiveness, mental health, social-emotional well-being, and supporting parents during termination proceedings. Required training topics for new Parent Partners are detailed in Attachment F.

Bidder shall describe the plan for implementing both the required and ongoing trainings for Parent Partners and describe how the Coordinator will support individualized training and development of the Parent Partner in their role.

1. **Required Parent Partner Training**   
   Contractor shall provide required training for all individuals who will be providing mentoring services under the Parent Partner program.   
   1. **Building a Better Future Training**
2. Contractor shall provide the training known as the Building a Better Future (BABF). See Attachment F. The training shall be a three-day course for all Parent Partners, Coordinators, and Agency staff involved with the Parent Partners and/or Parent Partners assigned to families on their caseload. The training shall have Parent Partner, Agency, and Community partners/providers equally represented. This training shall be implemented with two approved trainers, a Parent Partner and a professional well versed in the Parent Partner program. See Attachment F.
3. Contractor shall ensure BABF trainers complete the required criteria to become an approved trainer. BABF applicants must provide two letters of recommendation to begin the process of becoming an approved trainer, one of which must be from HHS. The Contractor shall only use trainers who have been approved through coaching and mentoring by a master trainer and approved by the Contract Manager. For more information on trainer qualifications. See Attachment F, Section L.
4. Contractor shall provide a minimum of seven BABF trainings per year, with a minimum of one BABF training held in each HHS Service Area each year.
   1. **Required and Supplemental Training**
5. Contractor shall assure that each Parent Partner completes all required and supplemental training, identified in Attachment F. These trainings shall be provided by a qualified professional who demonstrates the ability and commitment to meeting the training objectives identified in Attachment F. All training (other than BABF) shall be delivered individually, in a group setting, or by media.
6. Contractor shall assure that all Parent Partners complete all trainings in Attachment F before one-on-one mentoring can begin.
7. Parent Partners will complete the trainings within one year from the date of the acceptance into the Parent Partner Program.
8. Contractor shall train new and existing Parent Partners on the Parent Partner role in supporting parents during the CSC process and providing mentoring and support to parents when children have continued to remain in the home during an open child protection case.
9. The Contractor shall submit documentation on a quarterly basis of Parent Partner completion of required trainings for approval by the Contract Manager using the Training Verification Form (Attachment H).
10. Contractor shall provide or coordinate adequate offerings available to Parent Partners in each of the HHS service areas of all trainings required of Parent Partners per year.
    1. **Training Coordination**
11. The Contractor shall coordinate Parent Partner trainings including, but not limited to recruiting participants, securing locations, scheduling trainers who are subject matter experts in the topics trained, and providing training materials and supplies. The Contractor shall disseminate training certificates to participants and track required trainings completed for each Parent Partner.
12. The Contractor shall develop, implement, and adhere to an Agency-approved training implementation plan. The training plan shall include the details for implementing training for Parent Partners as described in 1.3.1.3. 3.a. for the trainings identified in Attachment F. The training plan shall include course outlines for each of the trainings identified in Attachment F.
13. **Parent Partner Support**
    1. **Administrative Support**

The Contractor shall provide Parent Partners with ongoing support and guidance by their Parent Partner Coordinator to address mentoring challenges and provide guidance to Parent Partners in supporting parents. The Contractor shall provide support to the Parent Partner through established requirements for Parent Partners to participate in:

1. Minimum of monthly one on one meeting between the Parent Partner and the Parent Partner Coordinator, or more frequently as needed based on the Parent Partner’s needs for support.
2. Monthly Parent Partner team meetings.
3. Additional training and development specific to the Parent Partner’s development needs.
4. Shadowing opportunities with a Lead Parent Partner, Parent Partner Specialist, or an experienced Parent Partner for Parent Partners in Training and Parent Partners in Training Mentoring roles, or as identified as a training and development need for the Parent Partner.
   1. **Mental Health Support for Parent Partners**

Contractor shall provide a master-level licensed clinician to facilitate monthly group support sessions for Parent Partners. The licensed clinician shall be available as needed for individual sessions to assist with assessing needs and to facilitate problem solving. For additional requirements see Attachment F.

* 1. **Career Development**  
     Contractor shall develop, implement, and adhere to an Agency-approved annual plan to assist Parent Partners in multi-faceted career development opportunities. The annual plan shall include providing information and available resources to Parent Partners to build on their skills and goals for future career and/or educational opportunities.

1. The plan shall include but not be limited to a referral process to available career and education programs, equal access for Parent Partners statewide, and access to resources and supports for implementation of career development. In addition, the plan shall include:
   1. Provision of information and referrals for career and education development shall be provided with existing resources including but not limited to Workforce Development, community colleges, county extension offices, and other related resources.
   2. Programming options shall include but not be limited to providing education on all economic supports available to assist Parent Partners, resume and interviewing skill development, and career selection education.
   3. Level of frequency for distribution of information and programming opportunities available to Parent Partners.
2. Progress on the Agency-approved annual plan shall be included in the quarterly reports.
3. **Parent Partner Management Team**  
   The Parent Partner Management Team shall meet monthly and consist of the Contractor leadership staff from each Service Area, Statewide Coordinator, Operations Coordinator, and Agency’s Contract Manager. The Parent Partner Management Team shall have at least three team members who are in the above-mentioned Contractor leadership roles and are former Parent Partners. If the Contractor’s leadership does not have at least three former Parent Partners, Contractor shall appoint a current Parent Partners Lead or a Parent Partner to the management team.
4. **Parent Partner Service Area Steering Committees**  
   In Collaboration with Agency staff, the Contractor shall establish and facilitate Parent Partner Service Area Steering Committee(s) that meet at least quarterly to discuss implementation strategies and progress of Parent Partner activities. The focus of this meeting will be for Parent Partners to share successes, summarize Parent Partner activities and community participation in the service area, voice concerns or challenges they are experiencing in supporting parents, and share key updates between the Parent Partner Program and the HHS Service Area. Each HHS Service Area shall have at least one steering committee but may require more. Two of the Service Area Steering Committee meetings each year may be clustered with a local Coordinator and their assigned counties to focus on local successes, activities, and Parent Partner mentoring experiences. Contractor shall be responsible for all coordination and logistics including, but not limited to scheduling, securing a location, developing and implementing agenda, recording meeting minutes, and providing necessary materials. See Attachment F, Section J.
5. **Parent Partner Quarterly Service Area Contractor Meetings**

In Collaboration with Agency staff, the Contractor shall establish quarterly Service Area Contractor meetings with Agency Service Area staff. Each Service Area shall have at least one quarterly Contractor meeting but may require more. This meeting will be utilized to resolve program implementation barriers and challenges within each Service Area, including the Contractor identifying recruitment needs for eligible Parent Partners. The Contractor shall provide Service Area specific program data including number of referrals, intakes, and exits from the program each quarter, and current numbers of parents enrolled in the program. The Contractor shall further provide a current list of program staff in the Service Area at each meeting, The Contractor shall provide an overview of annual summary of program outcomes statewide and by Service Area. This meeting may be scheduled consecutively before or after the Service Area Steering Committee meetings. Contractor shall be responsible for all coordination and logistics including, but not limited to scheduling, securing a location, developing and implementing agenda, recording meeting minutes, and providing necessary materials

1. **Parents Partner State Advisory Committee**  
   Contractor shall be responsible for coordinating the Parent Partner State Advisory Committee, semi-annually in the Des Moines area. Three representatives (Parent Partner, Coordinator, and Agency Liaison) from each Parent Partner program shall attend and provide feedback on implementation process, training improvement, policy recommendation, and peer support activities. Contractor shall coordinate all aspects of the advisory committee including, but not limited to scheduling; notifying participants; securing and paying for the location; developing and implementing agenda meeting minutes; providing necessary materials; and disseminating and collecting feedback and evaluations.
2. **Annual Summit**

Contractor shall organize an annual summit in the Des Moines area. Contractor shall coordinate a planning committee and facilitate four to six summit planning committee meetings (face-to-face and/or virtual meetings) that include Parent Partners to assist in identifying topics, keynote speakers, workshops, presenters, etc. Contractor shall coordinate all aspects of the summit including, but not limited to: scheduling the event; recruiting participants; securing and paying for the location; retaining presenters; developing and implementing agenda; creating necessary event materials; and disseminating and collecting evaluations.

1. **Maintain Teams site, Parent Partner Database and Materials**  
   Contractor shall maintain the Agency-established Parent Partner MSTeams site in cooperation with the Agency Contract Manager.
   1. Contractor shall manage the Parent Partner MSTeams site by posting and updating relevant materials. This shall include:
2. Parent Partner exception and approval logs.
3. Parent Partner Training Verification Forms.
4. Annual calendar of meetings and events.
5. BABF training documentation.
6. Parent Partner Annual Summit documentation, including a post-evaluation summary.
7. Parent Partner Policy and Practice Recommendation Team meeting agendas and associated materials; and
8. Parent Partner State Advisory Committee meeting agendas and associated materials.
   1. Contractor shall communicate and coordinate with the Agency and the Agency’s Parent Partner database contractor to ensure the Agency approved database is functioning correctly.
   2. Contractor shall coordinate with Agency’s database contractor to assist in identifying and resolving any issues.
   3. Contractor shall instruct and monitor appropriate staff on how to utilize the Agency approved database and ensure that data is being entered accurately.
   4. Contractor shall revise existing forms and materials and develop new documents pertaining to the management of the program as needed based on feedback from the Service Area Steering Committees, State Advisory Committee, and Parent Partner Policy and Practice Committee, with approval by the Contract Manager.
   5. Contractor shall provide each Parent Partner with the Parent Partner Practice Guide, toolkits, folders, and any other items needed to be used for mentoring.

**1.3.1.4 Parent Partner Related Initiatives**

1. **Father Engagement Initiatives**

Contractor shall maintain Caring Dads Facilitator Licensing, to be an approved provider of the Caring Dads program and deliver Caring Dads programming within the Caring Dads program standards for the duration of the Contract agreement. The Contractor shall be responsible for all associated license fees.

Contractor shall provide the following:

1. Three (3) 17-week sessions annually of Caring Dads, a therapeutic parenting support group for domestic violence offenders in varied geographic locations. <https://www.caringdads.org/about-caring-dads-1> and adhere to the model of practice.
2. Two trained and qualified facilitators for each session. Trained and qualified facilitators shall include completion of Caring Dads Facilitator training.
3. The Contractor shall ensure promotion of Caring Dads and recruitment of referrals to come from HHS.
4. Promotion and referral of Caring Dads participants to the Parent Partner Program.
5. Record the number of referrals made to Parent Partners and how many Caring Dads participants received mentoring from a Parent Partner.
6. Complete client notes monthly and submit to HHS caseworker staff.
7. Coordinate and implement all aspects of the program including but not limited to the following duties:
   * 1. Participants’ registration and confirmation
     2. Meeting location
     3. Copies of participant materials for each session
     4. Sign-in sheets
     5. Provide, administer, and collect evaluations
     6. Provide PowerPoint projector, flip chart and markers
     7. Flip chart lists from previous meetings
     8. Coordinate additional items and training sessions as agreed upon by the Agency
8. Propose and implement an Agency agreed upon evaluation tool to measure outcomes for Caring Dads participants regarding reunification and/or family separation, impact on fathers’ parenting and co-parenting practices, and reduction of the risk of children’s further exposure to domestic and family violence.
9. Develop, implement, and administer an Agency-approved pre and post survey to all Caring Dads participants. The results of the survey shall be compiled into a dated report and maintained by the Contractor within two weeks of the final session for each held series. The Contractor shall make the results of the surveys available to Agency staff within 30 days of series completion.
10. The Contractor shall provide the Agency with an annual summary report by August 15 with the total number of Caring Dads sessions held for the year, the number of participants who started each session, and the number of participants who completed each session. The annual summary shall include an analysis of pre and post survey results.
11. The Contractor shall confirm a minimum number of 10 participants registered for a Caring Dads group one week prior to the group start date. The Agency may waive this requirement at the written request of the Contractor.
12. **START Family Mentors**

Bidder will submit a proposed plan detailing an approach to incorporating Family Mentors within the START Program into the peer support roles available to parents with experience in long term substance use recovery and with the child welfare system. Day to day child welfare case supervision of the Family Mentor will be provided by the Agency START Supervisor. Should the Agency determine START program Family Mentors will be incorporated into the Contract, sufficient funds will be added to the contract amount. Bidder shall describe how they will administer the following in the proposed plan for management of Family Mentors within the START Program:

1. Co-supervision of the Family Mentor between the bidder and the Agency START Supervisor.
2. Communication protocol between the Bidder and the Agency START Supervisor.
3. Contractor requirements for Family Mentor travel to and from family interactions, meetings, trainings.
4. Family Mentor requirements for transportation of adults and/or children participating in the START Program.
5. Any requirements for the Family Mentor to use a Bidder vehicle vs. a personal vehicle.
6. Addressing Family Mentor performance concerns including issues regarding communication, boundaries, work attendance, suspected or confirmed relapse, child abuse allegations or open child protective case, criminal charges or other serious situations during employment.
7. Plan for ensuring clear delineation of the Family Mentor role from the Parent Partner role on child welfare cases.
8. **Technical Assistance to Out of State Agencies Implementing the Iowa Parent Partner Approach**

The Agency enters into an agreement with other states or organizations who request to utilize materials from the Iowa Parent Partner Approach, and additionally agree to receive training and technical assistance from the Contractor managing the Iowa Parent Partner Program to assess readiness and support model implementation.

Contractor shall serve as the Iowa Parent Partner Approach Program purveyor to provide training and technical assistance to out of state agencies who have an agreement with the Agency to utilize the Iowa Parent Partner Approach and associated materials for the purpose of implementing the Iowa Parent Partner Model in their state or organization. Contractor shall enter into an agreement with the state or organization to provide training and technical assistance based on the needs for readiness assessment and implementation of the Iowa Parent Partner Approach. Contractor may charge a fee to other state agencies or organizations for technical assistance and training provided for the purpose of program implementation and fidelity monitoring. Bidder shall submit a response as to how they will incorporate the role of Program Purveyor with other states and organizations into their administrative structure and management of the program in Iowa.

**1.3.1.5 Reporting and Evaluation**

1. Contractor shall complete, collect, track, and maintain files for all the required forms identified in Parent Partner Program Fidelity, Section 1.3.1.2.B.
2. Protocols shall be developed and followed for handling confidential information. This protocol will be submitted to Contract Manager for approval.
3. All completed form information shall be entered into the Agency approved database within 30 days of completion.
4. Contractor shall submit monthly, quarterly, and annual reports.
5. Monthly reports shall give updates on targeted activities identified in the approved work plan and submitted with monthly Invoices no later than the 15th of each month.
6. An annual summary report on to report progress within the work plan for the previous contract year will be provided to the Agency no later than August 15
7. Quarterly reports (Attachment O) shall be submitted no later than January 15, April 15, July 15, and October 15 each year
8. Annual reports shall include a summary of the collected information for each of the four quarters and be submitted no later than August 15 each year.
9. Annually, the Contractor shall evaluate the data entered from the outcome forms and write an analysis of the scores accumulated on the Family Self-Assessment (Exit), Fidelity Checklist & Family Outcome and Family Feedback surveys. This evaluation shall be submitted with the Annual report no later than August 15 of each year.
10. Contractor shall submit budget reporting and expenditures.
    1. The Contractor shall provide an annual itemized budget on an Agency-approved template (Attachment Q.) by August 1 of each contract year.
    2. The Contractor shall provide a mid-year summary of expenditures for the first 6 months of the contract year on an Agency approved template to the Contract Manager by February 1.
    3. The Contractor shall provide an end of year summary of expenditures on an Agency approved template to the Contract Manager by June 15.

**1.3.1.6 Transition Activities**

The Agency anticipates that, to the greatest extent possible, there will be a continuation of services from the time the Contractor is announced until the beginning of the new Contract. Prior to the implementation of the new Contract, the Contractor shall:

1. Have sufficient staff trained to provide coordination duties and oversight of existing Parent Partners.
2. Make contact with existing Partner Partners within 60 days of the effective date of the Contract to establish independent contracts between the Parent Partners and the Contractor.
3. Develop an Agency approved process for accepting new referrals of parents for Parent Partner support and will be ready for implementation on the effective date of the Contract.
4. Train all Parent Partner Coordinators, Service Area Coordinators, and Parent Partner Specialists on the components of the Iowa Parent Partner Approach including information from the Iowa Parent Partner Approach Handbook Governing Philosophy, Policy & Protocol, (Attachment F) Parent Partner Practice Guide (Attachment G), and Program Forms (Attachments H-O) within 6 months of the effective date of the contract.
5. The Contractor shall work with the previous Contractor to obtain necessary Participant file information, Parent Partner files, and other related program materials needed for effective transfer of Parent Partner Program delivery and management.

1.3.2 Performance Measures.

Performance measures and targets are included as a part of this Contract and used to assess performance by the Contractor. The performance measures are designed to help further align Contractor with the expectations outlined in the scope of work section 1.3.

The determination of whether a Contractor has met a performance measure will be made at the sole discretion of the Agency. The Agency may alter performance measures as it sees fit and add or extend performance measures for Contract years 3-6 as applicable. If the Contract is extended past the initial two-year period, and no adjustments have been made to performance measures, then the latest Contract year’s performance measures will be extended to the next Contract year.

A. Performance Measure 1  
Contractor shall provide Parent Partner mentoring supports that conform to following contractual requirements:

1. A minimum of 1,240 parents statewide will be provided Parent Partner mentoring supports each year of the Contract. This will be measured by the program providing support to a minimum of 310 parents per quarter.
2. A minimum of 150 new Parent Partner Program Intakes of parents into the program will be completed each quarter.
3. A minimum of 40% of the contract referrals must proceed to Parent Partner Program Intakes of parents each quarter.

B. Performance Measure 2

Contractor shall ensure 80% of parents referred for Parent Partner support for a CSC will have a Parent Partner or a Parent Partner Specialist present to provide support at the CSC.

C. Performance Measure 3

* 1. Contractor shall ensure that 95% of the following forms are completed and the information is entered accurately in the Agency approved Parent Partner database within 30 days of completing the forms.
* Family Profile (Referral & Intake
* Family Self-Assessment (Entry)
* Parent Partner Activity Tracking Form

1. Contractor shall ensure that 85% of the parents being mentored when the HHS case closed are completed with parents and the information is entered accurately into the Parent Partner database within 30 days of completing the forms.

* Family Self-Assessment (Exit)
* Fidelity Checklist & Family Outcome

1. Performance Measure 4  
   Contractor shall ensure that 70% of Participants will have improved Participant Self-Assessment scores on their Exit Self-Assessment compared to their Retrospective Self-Assessment on at least three of the self-assessment measures. Improved scores are defined as a “one” scale point or greater improvement. This performance measure will be assessed through quarterly data pulls from the Agency approved Parent Partner database.

**1.3.3 Agency Responsibilities.**

Agency will provide Contractor access and instructions to the Parent Partner Database and MSTeams site. Agency will provide Contractor relevant Parent Partner materials that have been developed including, but not limited to manuals, forms, and evaluation.

**1.3.4Contract Payment Methodology.**

The Contractor may Invoice the Agency in twelve equal monthly installments of the amount set forth in the Payment Table above for the current state fiscal year for work performed pursuant to Section 1.3, Scope of Work. Each month, the Contractor may Invoice for 90% of the total monthly amount. The Agency will withhold the remaining 10% of the monthly amount.

For each quarter of the contract year that the Contractor meets the quarterly expectation of Parent Partner Program Intakes as defined in section 1.3.2, Performance Measure 1, as strictly and solely determined by the Agency, the Contractor may Invoice for 5 % of the retained value the Agency withheld for the previous quarter. The Contractor shall not be paid more than listed in the cost proposal for each fiscal year that they meet this measure.

For each quarter of the contract year that the Contractor meets the quarterly expectation of Parent Partner Program improved Participant Self-Assessment scores as defined in section 1.3.2, Performance Measure 4, as strictly and solely determined by the Agency, the Contractor may Invoice for 5 % of the retained value the Agency withheld for the previous quarter. The Contractor shall not be paid more than listed in the cost proposal for each fiscal year that they meet this measure.

Administrative Costs.

The Agency is placing a cap on the amount of funds that may be spent for Administrative Costs in any contract(s) resulting from this RFP. Spending on Administrative Costs, for both the contractor and all their subcontractors, cannot exceed 15% of the total contract amount.

**Contract Budget.**

The Agency is limiting the funding that is available for these services. The maximum contract amount is dependent upon available state and federal funding, and therefore, the maximum contract amount and other payables may change.

The maximum contract amount shall not exceed $ 19,050,000.00.\*

\*This funding amount does not include the START program (1.3.1.4 B). If the Agency determines to go forward with adding the START program to the Parent Partners contract, then additional funds will be provided.

**Payment Table**

**Contract Duration**  **Amount Not to Exceed**

**07/01/25 - 06/30/26** **$3,175,000**

**07/01/26 - 06/30/27** **$3,175,000**

**07/01/27 - 06/30/28** **$3,175,000**

**07/01/28 - 06/30/29** **$3,175,000**

**07/01/29 - 06/30/30** **$3,175,000**

**07/01/30 - 06/30/31** **$3,175,000**

Section 2 Basic Information About the RFP Process

2.1 Issuing Officer.

The Issuing Officer is the sole point of contact regarding the RFP from the date of issuance until selection of the successful Bidder. The Issuing Officer for this RFP is:

Ryan Roovaart

Division of Compliance   
Iowa Department of Health and Human Services  
321 E. 12th St.,   
Des Moines, IA 50319  
Phone: 515-310-1129

[rroovaa@dhs.state.ia.us](mailto:rroovaa@dhs.state.ia.us)

2.2 Restriction on Bidder Communication.

From the issue date of this RFP until announcement of the successful Bidder, the Issuing Officer is the point of contact regarding the RFP. There may be no communication regarding this RFP with any State employee other than the Issuing Officer, except at the direction of the Issuing Officer or as otherwise noted in the RFP. This section shall not be construed as restricting communications related to the administration of any contract currently in effect between a Contractor and the Agency.

The Issuing Officer will respond only to questions regarding the procurement process. Questions pertaining to the interpretation of this RFP may be submitted in accordance with the Questions, Requests for Clarification, and Suggested Changes section of this RFP.

2.3 Downloading the RFP from the Internet.

The RFP and any related documents such as amendments or attachments (collectively the “RFP”), and responses to questions will be posted at the State of Iowa’s website for bid opportunities: <http://bidopportunities.iowa.gov/>. Check this website periodically for any amendments to this RFP. The posted version of the RFP is the official version. The Agency will only be bound by the official version of the RFP document(s). Bidders should ensure that any downloaded documents are in fact the most up to date and are unchanged from the official version.

2.4 Online Resources.

Resources related to this RFP are available at the following web sites:

[Outcomes of the Iowa Parent Partner program evaluation: Stability of reunification and re-entry into foster care (unl.edu)](https://digitalcommons.unl.edu/cgi/viewcontent.cgi?article=1020&context=ccflfacpub)

Child and Family Futures/START Program <https://www.cffutures.org/start>/

[Health Equity | Health & Human Services (iowa.gov)](https://hhs.iowa.gov/initiatives/health-equity#:~:text=Iowa%20HHS%20will%20protect%20and%20improve%20the%20health,highest%20possible%20level%20of%20health%20for%20all%20people.)Health Equity | Health & Human Services (iowa.gov)

***2.5 Intent to Bid.***

The Agency requests that Bidders provide their intent to bid by email to the Issuing Officer by the date and time in the Procurement Timetable. The Bidder may wish to request confirmation of receipt of the email from the Issuing Officer to ensure delivery. Do not submit letters of intent by mail, shipping service, or hand delivery. The intent to bid should include the Bidder's name, contact person, mailing address, email address, telephone number, and a statement of intent to submit a bid in response to this RFP. Though it is not mandatory that the Agency receive an intent to bid, the Agency will only respond to questions about the RFP that have been submitted by Bidders who have expressed their intent to bid. The Agency may cancel an RFP for lack of interest based on the number of letters of intent to bid received.

***2.6 Bidders’ Conference.***

The Bidders’ conference will be conducted virtually via Microsoft Teams on the date and time listed in the Procurement Timetable. The purpose of the Bidders’ conference is to inform prospective Bidders about the work to be performed and to provide prospective Bidders an opportunity to ask questions regarding the RFP. Verbal discussions at the conference shall not be considered part of the RFP unless incorporated into the RFP by amendment. Questions asked at the conference that cannot be adequately answered during the conference may be deferred and responded to in writing. Participation in this conference call is optional, but strongly encouraged as this will be the only opportunity to ask verbal questions regarding this RFP.

Bidders who submit an Intent to Bid will receive a Microsoft Teams invitation to the Bidders’ Conference. Those who do not submit an Intent to Bid may join by calling on the specified date and time, dial the following number +1 469-998-6046 number and use the following conference code when prompted by the system: 401193954# or select the [link](https://teams.microsoft.com/l/meetup-join/19%3ameeting_M2YzMzIzNzUtMGE3OS00OTlhLWExZDItNTg5Yjc4MGY5YzJm%40thread.v2/0?context=%7b%22Tid%22%3a%228d2c7b4d-085a-4617-8536-38a76d19b0da%22%2c%22Oid%22%3a%22fb06a6c6-6b9c-40e9-8434-2e5c42877a13%22%7d) here at the scheduled date and time.

2.7 Questions, Requests for Clarification, and Suggested Changes.

Bidders who have provided their intent to bid on the RFP are invited to submit written questions, requests for clarifications, and/or suggestions using Attachment R: Questions, Request for Clarifications, & Suggested Changes Template for changes to the specifications of this RFP (hereafter “Questions”) by the due date and time provided in the Procurement Timetable. Bidders are not permitted to include assumptions in their Bid Proposals. Instead, Bidders shall address any perceived ambiguity regarding this RFP through the question-and-answer process. If the Questions pertain to a specific section of the RFP, the page and section number(s) must be referenced. Bidders shall submit questions to the Issuing Officer by email using Attachment R: Questions, Request for Clarifications, & Suggested Changes Template. The Bidder may wish to request confirmation of receipt from the Issuing Officer to ensure delivery. Do not submit questions by mail, shipping service, or hand delivery.

Written responses to questions will be posted at <http://bidopportunities.iowa.gov/> by the date provided in the Procurement Timetable.

The Agency assumes no responsibility for verbal representations made by its officers or employees unless such representations are confirmed in writing and incorporated into the RFP. In addition, the Agency’s written responses to Questions will not be considered part of the RFP. If the Agency decides to change the RFP, the Agency will issue an amendment.

2.8 Submission of Bid Proposal.

Each Bidder is responsible for ensuring that the Issuing Officer receives the Bid Proposal by the time and date specified in the Procurement Timetable at the address provided in the RFP for the Issuing Officer. The Agency will not waive this mandatory requirement. Any Bid Proposal received after this deadline will be rejected and will not be evaluated.

Bid Proposals are to be submitted in accordance with the Bid Proposal Formatting section of this RFP. Bid Proposals may not be hand-delivered to the Issuing Officer. Rather, Bid Proposals are to be mailed through the postal service or shipping service.

2.9 Amendment to the RFP and Bid Proposal.

Each Bidder is responsible for ensuring that the Issuing Officer receives the Bid Proposal and any permitted amendments by the established deadlines at the address provided in the RFP for the Issuing Officer. Amendments must be received utilizing the same delivery method as set forth in the RFP for the submission of the original Bid Proposal.

Bidders may amend a previously submitted Bid Proposal at any time before the bid submission date and time. Any such amendment must be in writing and signed by the Bidder. The Bidder shall provide the same number of copies of the amended Bid Proposal as is required for the original Bid Proposal, for both hardcopy and electronic copies, in accordance with the Bid Proposal Formatting Section.

The Agency reserves the right to amend or provide clarifications to the RFP at any time. RFP amendments will be posted to the State’s website at <http://bidopportunities.iowa.gov/> . If an RFP amendment occurs after the closing date for receipt of Bid Proposals, the Agency may, in its sole discretion, allow Bidders to amend their Bid Proposals.

2.10 Withdrawal of Bid Proposal.

The Bidder may withdraw its Bid Proposal prior to the closing date for receipt of Bid Proposals by submitting a written request to withdraw signed by the Bidder, scanned, then emailed to the Issuing Officer. The Bidder should request confirmation of receipt of the email from the Issuing Officer to ensure delivery.

2.11 Costs of Preparing the Bid Proposal.

The costs of preparation and delivery of the Bid Proposal are solely the responsibility of the Bidder.

2.12 Rejection of Bid Proposals.

The Agency 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 the Agency to award or enter into a contract.

2.13 Review of Bid Proposals.

Only Bidders that meet the mandatory requirements and are not subject to disqualification will be considered for award of a contract.

2.13.1 Mandatory Requirements.

Bidders must meet these mandatory requirements or will be disqualified and not considered for award of a contract:

* The Issuing Officer must receive the Bid Proposal, and any amendments thereof, prior to or on the due date and time (See RFP Sections 2.8 and 2.9).
* The Bidder is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from receiving federal funding by any federal department or agency (See RFP Additional Certifications Attachment).
* The Bidder is eligible to submit a bid in accordance with the Bidder Eligibility Requirements of this RFP (See RFP Bidder Eligibility Requirements Section).
* The Bidder’s Cost Proposal adheres to any pricing restrictions regarding the project budget or administrative costs (See RFP Section 3.3).

2.13.2 Reasons Proposals May be Disqualified.

Bidders are expected to follow the specifications set forth in this RFP. However, it is not the Agency’s intent to disqualify Bid Proposals that suffer from correctible flaws. At the same time, it is important to maintain fairness to all Bidders in the procurement process. Therefore, the Agency reserves the discretion to permit cure of variances, waive variances, or disqualify Bid Proposals for reasons that include, but may not be limited to, the following:

* Bidder initiates unauthorized contact regarding this RFP with employees other than the Issuing Officer (See RFP Section 2.2);
* Bidder fails to comply with the RFP’s formatting specifications so that the Bid Proposal cannot be fairly compared to other bids (See RFP Section 3.1);
* Bidder fails, in the Agency’s opinion, to include the content required for the RFP;
* Bidder fails to be fully responsive in the Bidder’s Approach to Meeting Deliverables Section, states an element of the Scope of Work cannot or will not be met, or does not include information necessary to substantiate that it will be able to meet the Scope of Work specifications (See RFP Section 3.2.3);
* Bidder’s response materially changes Scope of Work specifications;
* Bidder fails to submit the RFP attachments containing all signatures (See RFP Section 3.2.6);
* Bidder marks entire Bid Proposal confidential, makes excessive claims for confidential treatment, or identifies pricing information in the Cost Proposal as confidential (See RFP Section 3.1);
* Bidder includes assumptions in its Bid Proposal (See RFP Section 2.7); or
* Bidder fails to respond to the Agency’s request for clarifications, information, documents, or references that the Agency may make at any point in the RFP process.
* Bidder is a “scrutinized company” included on a “scrutinized company list” created by a public fund pursuant to Iowa Code §12J. This list is maintained by the Iowa Public Employees’ Retirement System. The list is currently found here: <https://ipers.org/investments/restrictions> .

The determination of whether or not to disqualify a proposal and not consider it for award of a contract for any of these reasons, or to waive or permit cure of variances in Bid Proposals, is at the sole discretion of the Agency. No Bidder shall obtain any right by virtue of the Agency’s election to not exercise that discretion. In the event the Agency waives or permits cure of variances, such waiver or cure will not modify the RFP specifications or excuse the Bidder from full compliance with RFP specifications or other contract requirements if the Bidder enters into a contract.

2.14 Bid Proposal Clarification Process.

The Agency may request clarifications 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 the Agency within the time stipulated at the occasion of the request.

2.15 Verification of Bid Proposal Contents.

The contents of a Bid Proposal submitted by a Bidder are subject to verification.

2.16 Reference Checks.

The Agency reserves the right to contact any reference to assist in the evaluation of the Bid Proposal, to verify information contained in the Bid Proposal, to discuss the Bidder’s qualifications, and/or to discuss the qualifications of any subcontractor identified in the Bid Proposal.

2.17 Information from Other Sources.

The Agency 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, and the Bidder’s authority and ability to conduct business in the State of Iowa. Such other sources may include subject matter experts.

2.18 Criminal History and Background Investigation.

The Agency reserves the right to conduct criminal history and other background investigations of the Bidder, its officers, directors, shareholders, or partners and managerial and supervisory personnel retained by the Bidder for the performance of the resulting contract. The Agency reserves the right to conduct criminal history and other background investigations of the Bidder’s staff and subcontractors providing services under the resulting contract.

2.19 Disposition of Bid Proposals.

Opened Bid Proposals become the property of the Agency and will not be returned to the Bidder. Upon issuance of the Notice of Intent to Award, 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.

2.20 Public Records and Request for Confidential Treatment.

Original information submitted by a Bidder may be treated as public information by the Agency 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. See the Bid Proposal Formatting Section for the proper method for making such requests. The Agency’s release of information is governed by Iowa Code chapter 22. Bidders are encouraged to familiarize themselves with Chapter 22 before submitting a Bid Proposal. The Agency will copy public records as required to comply with public records laws.

The Agency 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. However, the Bidder shall certify by signing and returning RFP Attachment B its understanding that any Agency references to Bid Proposal information marked confidential made during the evaluation process may become part of the public domain

In the event the Agency 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 Iowa Code § 22.5 or 22.8.

The Bidder’s failure to request confidential treatment of material pursuant to this section and the relevant law will be deemed, by the Agency and State personnel, as a waiver of any right to confidentiality that the Bidder may have had.

2.21 Copyrights.

By submitting a Bid Proposal, the Bidder agrees that the Agency may copy the Bid Proposal for purposes of facilitating the evaluation of the Bid Proposal or to respond to requests for public records. By submitting a Bid Proposal, the Bidder acknowledges that additional copies may be produced and distributed, and represents and warrants that such copying does not violate the rights of any third party. The Agency shall have the right to use ideas or adaptations of ideas that are presented in the Bid Proposals.

2.22 Release of Claims.

By submitting a Bid Proposal, the Bidder agrees that it shall not bring any claim or cause of action against the Agency based on any misunderstanding concerning the information provided herein or concerning the Agency's failure, negligent or otherwise, to provide the Bidder with pertinent information as intended by this RFP.

2.23 Reserved. (Presentations)

2.24 Notice of Intent to Award.

Notice of Intent to Award will be sent to all Bidders that submitted a Bid Proposal by the due date and time. The Notice of Intent to Award does not constitute the formation of a contract between the Agency and the apparent successful Bidder.

2.25 Acceptance Period.

The Agency shall make a good faith effort to negotiate and execute the contract. If the apparent successful Bidder fails to negotiate and execute a contract, the Agency may, in its sole discretion, revoke the Notice of Intent to Award and negotiate a contract with another Bidder or withdraw the RFP. The Agency further reserves the right to cancel the Notice of Intent to Award at any time prior to the execution of a written contract.

***2.26 Review of Notice of Disqualification or Notice of Intent to Award Decision.***

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

Bureau Chief

c/o Bureau of Service Contract Support

Department of Health and Human Services

Lucas State Office Building

321 E 12th Street

Des Moines, Iowa 50319-0075

email: reconsiderationrequest@dhs.state.ia.us

The Agency must receive the written request for reconsideration within five calendar days of the date of either a disqualification notice or a notice of intent to award, exclusive of Saturdays, Sundays, and legal state holidays. The written request may be emailed or delivered by postal service or other shipping service. Do not deliver any requests for reconsideration to the office in person. It is the Bidder’s responsibility to ensure that the request for reconsideration is received prior to the deadline. Postmarking or submission to a shipping service by the due date shall not substitute for actual receipt of a request for reconsideration by the Agency.

The request for reconsideration shall clearly and fully identify all issues being contested by reference to the page and section number of the RFP. If a Bidder submitted multiple Proposals and requests that the Agency reconsider a notice of disqualification or notice of intent to award decision for more than one Proposal, a separate written request shall be submitted for each. At the Agency’s discretion, requests for reconsideration from the same Bidder may be reviewed separately or combined into one response. The Agency will expeditiously address the request for reconsideration and issue a decision. The Bidder may choose to file an appeal with the Agency within five calendar days of the date of the decision on reconsideration, exclusive of Saturdays, Sundays, and legal state holidays, and in accordance with 441 Iowa Admin. Code Ch. 7.

2.27 Definition of Contract.

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

2.28 Choice of Law and Forum.

This RFP and the resulting contract are governed by the laws of the State of Iowa without giving effect to the conflicts of law provisions thereof. Changes in applicable laws and rules may affect the negotiation and contracting process and 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 and maintained in the appropriate Iowa forum.

2.29 Restrictions on Gifts and Activities.

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

2.30 Exclusivity.

Any contract resulting from this RFP shall not be an exclusive contract.

2.31 No Minimum Guaranteed.

The Agency anticipates that the selected Bidder will provide services as requested by the Agency. The Agency does not guarantee that any minimum compensation will be paid to the Bidder or any minimum usage of the Bidder’s services.

2.32 Use of Subcontractors.

The Agency acknowledges that the selected Bidder may contract with third parties for the performance of any of the Contractor’s obligations. The Agency reserves the right to provide prior approval for any subcontractor used to perform services under any contract that may result from this RFP.

2.33 Bidder Continuing Disclosure Requirement.

To the extent that Bidders are required to report incidents when responding to this RFP related to damages, penalties, disincentives, administrative or regulatory proceedings, founded child or dependent adult abuse, or felony convictions, these matters are subject to continuing disclosure to the Agency. Incidents occurring after submission of a Bid Proposal, and with respect to the successful Bidder after the execution of a contract, shall be disclosed in a timely manner in a written statement to the Agency. For purposes of this subsection, timely means within thirty (30) days from the date of conviction, regardless of appeal rights.

Section 3 How to Submit A Bid Proposal: Format and Content Specifications

These instructions provide the format and technical specifications of the Bid Proposal and are designed to facilitate the submission of a Bid Proposal that is easy to understand and evaluate.

3.1 Bid Proposal Formatting.

|  |  |  |
| --- | --- | --- |
| **Subject** | | **Specifications** |
| **Paper Size** | | 8.5" x 11" paper (one side only). Charts or graphs may be provided on legal-sized paper. |
| **Font** | | Bid Proposals must be typewritten. The font must be 11 point or larger (excluding charts, graphs, or diagrams). Acceptable fonts include Times New Roman, Calibri and Arial. |
| **Pagination** | All pages in Proposal Tabs 1-5 are to be sequentially numbered from beginning to end (do not number these Proposal sections independently of each other). The contents in Proposal Tab 6 may be numbered independently of other sections. |
| **Bid Proposal General Composition** | * Bid Proposals shall be divided into two parts: Technical Proposal and Cost Proposal. * Technical Proposals submitted in multiple volumes shall be numbered in the following fashion: 1 of 4, 2 of 4, etc. * Bid Proposals must be bound and use tabs to label sections. |
| **Envelope Contents and Labeling** | * Envelopes shall be addressed to the Issuing Officer. * The envelope containing the original Bid Proposal shall be labeled “original.” The Technical and Cost Proposal must be packaged separately. |
| **Number of Hard Copies** | Submit one (1) original hard copy of the Proposal (separate Technical and Cost proposals). The original hard copy must contain original signatures. |
| **USB Flash Drive** | * The Technical Proposal and Cost Proposal must be provided on separate USB flash drives. Bidders shall submit 2 flash drives, each with a copy identical to the content of the original hard copy of the Technical Proposal and 2 flash drives of the Cost Proposal, each with a copy identical to the content of the original hard copy of the Cost Proposal. * The Technical Proposal must be saved in less than three files, with a preference for the entire Technical Proposal in one file. Proposals shall be provided in either PDF or Microsoft Word format. Files shall be text-based and not scanned image(s) and shall be searchable and not password protected or contain restrictions that prevent copying, saving, highlighting, or printing of the contents. |
| **Request for Confidential Treatment** | Requests for confidential treatment of any information in a Bid Proposal must meet these specifications:   * The Bidder will complete the appropriate section of the Primary Bidder Detail Form & Certificationwhich requires the specific statutory citation supporting the request for confidential treatment and an explanation of why disclosure of the information is not in the best interest of the public. * The Bidder shall submit one complete paper copy of the Bid Proposal from which confidential information has been redacted. This copy shall be clearly labeled on the cover as a “public copy” and each page upon which confidential information appears shall be conspicuously marked as containing confidential information. The confidential material shall be redacted in such a way as to allow the public to determine the general nature of the material removed. To the extent possible, pages should be redacted sentence by sentence unless all material on a page is clearly confidential under the law. The Bidder shall not identify the entire Bid Proposal as confidential. * The Cost Proposal will be part of the ultimate contract entered into with the successful Bidder. Pricing information may not be designated as confidential material. However, Cost Proposal supporting materials may be marked confidential if consistent with applicable law. * The transmittal letter may not be marked confidential. * The Bidder shall submit a USB flash drive containing an electronic copy of the Bid Proposal from which confidential information has been redacted. This USB flash drive shall be clearly marked as a “public copy”. * The Technical Proposal must be saved in less than three files, with a preference for the entire Technical Proposal in one file. Proposals shall be provided in either PDF or Microsoft Word format. Files shall be text-based and not scanned image(s) and shall be searchable and not password protected or contain restrictions that prevent copying, saving, highlighting, or printing of the contents. |
| **Exceptions to RFP/Contract Language** | If the Bidder objects to any term or condition of the RFP or attached Sample Contract, specific reference to the RFP page and section number shall be made in the Primary Bidder Detail & Certification Form. In addition, the Bidder shall set forth in its Bid Proposal the specific language it proposes to include in place of the RFP or contract provision and cost savings to the Agency should the Agency accept the proposed language.  The Agency reserves the right to either execute a contract without further negotiation with the successful Bidder or to negotiate contract terms with the selected Bidder if the best interests of the Agency would be served. |

3.2 Contents and Organization of Technical Proposal.

This section describes the information that must be in the Technical Proposal. Bid Proposals should be organized into sections **in the same order provided here.** Hard copies of Bid Proposals should use tabs to separate each section. If a Bidder chooses to provide information in attachments to respond to any section below, please create a new tabbed attachment section immediately behind the applicable section. For example, to add attachments related to information asked for in Section 3.2.3 Information to Include Behind Tab 3: Bidder’s Approach to Meeting Deliverables, the Bidder would create a new tab in the Technical Proposal that is called Tab 3 Attachments and place the attachment(s) there. The Bidder would follow suit by creating new tabbed sections for attachments created to respond to any other section below in their bid proposal

3.2.1 Information to Include Behind Tab 1:

**Transmittal Letter.**

The transmittal letter serves as a cover letter for the Technical Proposal. It must consist of an executive summary that briefly reviews the strengths of the Bidder and key features of its proposed approach to meet the specifications of this RFP.

**3.2.2 Information to Include Behind Tab 2: Proposal Table of Contents.**

The Bid Proposal must contain a table of contents.

3.2.3 Information to Include Behind Tab 3: Bidder’s Approach to Meeting Deliverables.

The Bidder shall address each Deliverable that the successful contractor will perform as listed in Section 1.3, Scope of Work, by first restating the Deliverable from the RFP and then detailing the Bidder’s planned approach to meeting each contractor Deliverable immediately after the restated text. Bid responses should provide sufficient detail so that the Agency can understand and evaluate the Bidder’s approach, and should not merely repeat the Deliverable.

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:**

* Responses to Deliverables shall be in the same sequence as presented in the RFP.
* Bid 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.

3.2.4 Information to Include Behind Tab 4: Bidder’s Experience.

3.2.4.1 Level of technical experience in providing the types of services sought by the RFP.

3.2.4.2 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.

For each similar service, provide a matrix detailing:

1. Project title;
2. Project role (primary contractor or subcontractor);
3. Name of client agency or business;
4. General description of the scope of work;
5. Start and end dates of contract as originally entered into between the parties;
6. If there were any alteration(s) to the contract timeframe(s) or the contract was terminated for any other reason before completion of all obligations under the contract provisions, fully explain the reason(s) for the alteration or termination;
7. Total value of the contract at the time it was executed and any alteration(s) to that amount. Provide reason(s) for the alteration(s) to the contract value;
8. Whether the services were provided timely and within budget;
9. Any damages, penalties, disincentives assessed, or payments withheld, or anything of value traded or given up by the Bidder that are valued at or above $500,000. Include the estimated cost assessed against the Bidder for the incident with the details of the occurrence;
10. List administrative or regulatory proceedings or adjudicated matters related to this service to which the Bidder has been a party; and
11. Contact information for the client’s project manager including address, telephone number, and email address.

3.2.4.3 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 email address for each reference. It is preferred that letters of reference are provided for services that were procured in a competitive environment. Form letters of reference that do not elaborate on the Bidder’s performance under the specific relationships addressed in the reference letter may negatively impact the Bidder’s evaluation/score. Persons who are currently employed by the Agency are not eligible to be references.

3.2.4.4 Description of experience managing subcontractors, if the Bidder proposes to use subcontractors.

3.2.4.5 Accreditation

The Agency will only consider Proposals for contract award from Bidders who are currently at time of bid submission are:

1. Accredited by the Council on Accreditation (COA) for one or more of services including Child Protective Services, Family Centered Services, Foster Care Services, or Kinship Care Services and to maintain that accreditation during the contract period; or
2. Accredited by the Joint Commission for Behavioral Health Care Services and to maintain that accreditation during the contract periods; or
3. Accredited by the Council on Accreditation for Rehabilitation Services (CARF) for Child and Youth Services and to maintain that accreditation during the contract period.

Bidder shall provide the following explanation and documentation to meet the accreditation requirement of 3.2.4.5:

1. Explain which accreditation Bidder currently holds (a. – c. above),
2. Provide a scanned copy of Bidder’s certificate showing they currently hold the accreditation,

**3.2.4.6 Statewide Coverage**

1. Provide a statement confirming that if awarded, Bidder will provide services to all 99 Iowa counties.

**3.2.5 Information to Include Behind Tab 5: Personnel.**

The Bidder shall provide the following information regarding personnel:

**3.2.5.1 Tables of Organization.**

Illustrate the lines of authority in two tables:

One showing overall operations

Oneshowing staff who will provide services under the RFP

**3.2.5.2 Names and Credentials of Key Corporate Personnel.**

Include the names and credentials of the owners and executives of your organization and, if applicable, their roles on this project.

Include names of the current board of directors, or names of all partners, as applicable.

Include resumes for all key corporate, administrative, and supervisory personnel who will be involved in providing the services sought by this RFP. The resumes should include: name, education, years of experience, and employment history, particularly as it relates to the scope of services specified herein. Resumes shall not include social security numbers.

**3.2.5.3 Information About Project Manager and Key Project Personnel.**

Include names and credentials for the project manager and any additional key project personnel who will be involved in providing services sought by this RFP. Include resumes for these personnel. The resumes shall include: name, education, and years of experience and employment history, particularly as it relates to the scope of services specified herein. Resumes shall also include the percentage of time the person would be specifically dedicated to this project on a monthly basis, if the Bidder is selected as the successful Bidder. Resumes should not include social security numbers.

Include the project manager’s experience managing subcontractor staff if the Bidder proposes to use subcontractors.

**3.2.5.4 Disclosures.**

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.

**3.2.6 Information to Include Behind Tab 6: RFP Forms.**

The forms listed below are attachments to this RFP. Fully complete and return these forms behind Tab 6:

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

**3.2.7 Financial Statements. Reserved**

3.3 Cost Proposal.

Content and Format.

The Bidder shall provide the following information in the Attachment T: Cost Proposal.

Section 4 Evaluation of Bid Proposals

4.1 Introduction.

This section describes the evaluation process that will be used to determine which Bid Proposal provides the greatest benefit to the Agency. When making this determination, the Agency will not necessarily award a contract to the supplemental Bidder offering the lowest cost to the Agency or to the Bidder with the highest point total. Rather, a contract will be awarded to the Bidder that offers the greatest benefit to the Agency.

4.2 Evaluation Committee.

The Agency intends to conduct a comprehensive, fair, and impartial evaluation of Bid Proposals received in response to this RFP. In making this determination, the Agency will be represented by an evaluation committee.

4.3 Proposal Scoring and Evaluation Criteria.

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

**Scoring Guide.**

Points will be assigned to each evaluation component as follows, 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. |

**Technical Proposal Components.**

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. Points for all components will be added together. The evaluation components, including maximum points that may be awarded, are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Technical Proposal Components** | **Weight** | **Score (0-4)** | **Potential Maximum Points** |
| **1.3.1.1 Management, Implementation and Work Plan** |  |  |  |
| * + - 1. Annual Work Plan | 10 |  | 40 |
| **1.3.1.2 Parent Partner Operations** |  |  |  |
| 1. Target Population | 15 |  | 60 |
| 1. Parent Partner Program Fidelity | 15 |  | 60 |
| 1. Parent Partner Community Outreach | 10 |  | 40 |
| 1. Culturally Responsive Services | 10 |  | 40 |
| 1. Flexible Funding | 5 |  | 20 |
| 1. Parent Partner Recruitment and Eligibility Criteria | 15 |  | 60 |
| 1. Recruitment | 15 |  | 60 |
| 1. Parent Partner Referrals | 15 |  | 60 |
| 1. Parent Partner Reimbursement | 15 |  | 60 |
| J. Staffing Structure | 10 |  | 40 |
| **1.3.1.3** **Training, Steering Committees and Support** |  |  |  |
| Items A-H | 40 |  | 160 |
| **1.3.1.4 Parent Partner Related Initiatives** |  |  |  |
| 1. Father Engagement Initiatives | 10 |  | 40 |
| 1. START Family Mentors | 10 |  | 40 |
| 1. Technical Assistance to Out of State Agencies Implementing the Iowa Parent Partner Approach | 10 |  | 40 |
| **1.3.1.5 Reporting and Evaluation** |  |  |  |
| A. Complete, Collect Track & Maintain Files  B. Submit Monthly, Quarterly, Annual Reports | 10 |  | 40 |
| * + - 1. **Transition Activities** |  |  |  |
| 1. Trained Staff 2. Contact with Existing Contractor 3. Approved Process 4. Training 5. File Transfer | 5 |  | 20 |
| **3.2.4 Bidder’s Experience** |  |  |  |
| 3.2.4.1 Technical Experience  3.2.4.2 Relevant background information and experience  3.2.4.3. Letters of Support (3)  3.2.4.4 Experience Managing Subcontractors | 20 |  | 80 |
| **3.2.5 Personnel** |  |  |  |
| 3.2.5.1 Tables of Organization.  3.2.5.2 Names and Credentials of Key Corporate Personnel  3.2.5.3 Information About Project Manager and Key Project Personnel. | 10 |  | 40 |
| **3.2.5.4 Disclosures, if appliable** | Required |  |  |
|  |  |  | **1,000** |

**Scoring of Cost Proposal Pricing.**

Cost Proposal pricing will be scored based on a ratio of the lowest Cost Proposal versus the cost of each higher priced Bid Proposal. Under this formula, the lowest Cost Proposal receives all of the points assigned to pricing. A Cost Proposal twice as expensive as the lowest Cost Proposal would earn half of the available points. The formula is:

**Weighted Cost Score = (price of lowest Cost Proposal/price of each higher priced Cost Proposal) X (points assigned to pricing)**

**Total Points Assigned to Pricing:**  **100**

**Total Points Possible for Technical and Cost Proposals: 1100**

4.4 Recommendation of the Evaluation Committee.

The evaluation committee shall present a final ranking and recommendation(s) to the Division Director for consideration. In making this recommendation, the committee is not bound by any scores or scoring system used to assist with initially determining the relative merits of each Bid Proposal. This recommendation may include, but is not limited to, the name of one or more Bidders recommended for selection or a recommendation that no Bidder be selected. The Division Director shall consider the committee’s recommendation when making the final decision but is not bound by the recommendation.

# Attachment A: Release of Information

*(Return this completed form behind Tab 6 of the Bid Proposal.)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (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 the Agency.

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 the Agency or may otherwise hurt its reputation or operations. The Bidder is willing to take that risk. The Bidder agrees to release all persons, entities, the Agency, and the State of Iowa from any liability whatsoever that may be incurred in releasing this information or using this information.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Bidder Organization

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Representative Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

# Attachment B: Primary Bidder Detail & Certification Form

*(Return this completed form behind Tab 6 of the Proposal. If a section does not apply, label it “not applicable”.)*

|  |  |  |
| --- | --- | --- |
| **Primary Contact Information (individual who can address issues re: this Bid Proposal)** | | |
| **Name:** |  | |
| **Address:** |  | |
| **Tel:** |  | |
| **Fax:** |  | |
| **E-mail:** |  | |
| **Primary Bidder Detail** | | |
| **Business Legal Name (“Bidder”):** | |  |
| **“Doing Business As” names, assumed names, or other operating names:** | |  |
| **Parent Corporation Name and Address of Headquarters, if any:** | |  |
| **Form of Business Entity (i.e., corp., partnership, LLC, etc.):** | |  |
| **State of Incorporation/organization:** | |  |
| **Primary Address:** | |  |
| **Tel:** | |  |
| **Local Address (if any):** | |  |
| **Addresses of Major Offices and other facilities that may contribute to performance under this RFP/Contract:** | |  |
| **Number of Employees:** | |  |
| **Number of Years in Business:** | |  |
| **Primary Focus of Business:** | |  |
| **Federal Tax ID:** | |  |
| **UEI #:** | |  |
| **Bidder’s Accounting Firm:** | |  |
| **If Bidder is currently registered to do business in Iowa, provide the Date of Registration:** | |  |
| **Do you plan on using subcontractors if awarded this Contract? {If “YES,” submit a Subcontractor Disclosure Form for each proposed subcontractor.}** | |  |
|  | | (YES/NO) |

|  |  |  |
| --- | --- | --- |
| **Request for Confidential Treatment (See Section 3.1)** | | |
| **Check Appropriate Box:**  **Bidder Does Not Request Confidential Treatment of Bid Proposal**  **Bidder Requests Confidential Treatment of Bid Proposal** | | |
| **Location in Bid Proposal (Tab/Page)** | **Specific Grounds in Iowa Code Chapter 22 or Other Applicable Law Which Supports Treatment of the Information as Confidential** | **Justification of Why Information Should Be Kept in Confidence and Explanation of Why Disclosure Would Not Be in The Best Interest of the Public** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Exceptions to RFP/Contract Language (See Section 3.1)** | | | |
| **RFP Section and Page** | **Language to Which Bidder Takes Exception** | **Explanation and Proposed Replacement Language:** | **Cost Savings to the Agency if the Proposed Replacement Language is Accepted** |
|  |  |  |  |

**PRIMARY BIDDER CERTIFICATIONS**

1. **BID PROPOSAL CERTIFICATIONS. By signing below, Bidder certifies that:** 
   1. The Bidder specifically stipulates it has read through the entire RFP and the Sample Contract, which includes the Agency’s General Terms and Conditions and Contingent Terms for Services Contracts. (The General and Contingent Terms and Conditions can be found at <https://hhs.iowa.gov/initiatives/contract-terms>.) Submitting a Bid Proposal for this RFP is predicated upon the acceptance of all terms and conditions stated in the RFP and the Sample Contract. The Bidder shall not request any changes to the Agency’s General or Contingent Terms during the RFP process. By submitting a bid for this RFP, the Bidder agrees to accept and comply with the Agency’s General and Contingent Terms, as applicable, should it be awarded a contract. The Bidder acknowledges and understands the Agency will not accept any changes to the Agency’s General or Contingent Terms and that protracted negotiations over General or Contingent Terms will lead to loss of the award;

1.1.A Subject to the above Certification, 1.1, any requests by the Bidder to change the terms of the RFP or Sample Contract must be made using Attachment F: Questions, Request for Clarifications, and Suggested Changes Template. This form must be submitted to the Agency by the due date and time provided in the Procurement Timetable. The Agency is under no obligation to accept any requested changes to the RFP or Sample Contract. The Agency will disregard proposed changes that do not follow these requirements;

***Bidder specifically stipulates that the Bid Proposal is predicated upon the acceptance of all terms and conditions stated in the RFP and the Sample Contract without change except as otherwise expressly stated in the Primary Bidder Detail & Certification Form. Objections or responses shall not materially alter the RFP. All changes to proposed contract language, including deletions, additions, and substitutions of language, must be addressed in the Bid Proposal. The Bidder accepts and shall comply with all Contract Terms and Conditions contained in the Sample Contract without change except as set forth in the Contract;***

* 1. Bidder has reviewed the Additional Certifications, which are incorporated herein by reference, and by signing below represents that Bidder agrees to be bound by the obligations included therein;
  2. Bidder has received any amendments to this RFP issued by the Agency;
  3. No cost or pricing information has been included in the Bidder’s Technical Proposal;
  4. If Bidder requests confidential treatment of any information submitted in its Proposal, the Bidder expressly acknowledges and agrees that the Agency’s evaluation document(s) may reference information of which the Bidder requested confidential treatment in the Bid Proposal. These Agency evaluation documents may then be in the public domain and be open to inspection by interested parties upon the Agency’s issuance of a Notice of Intent to Award. The Agency will not redact information or references to information in evaluation documents even in instances which a Bidder requested confidential treatment in the Bid Proposal; and,
  5. The person signing this Bid Proposal certifies that he/she is the person in the Bidder’s organization responsible for, or authorized to make decisions regarding the prices quoted and, Bidder guarantees the availability of the services offered and that all Bid Proposal terms, including price, will remain firm until a contract has been executed for the services contemplated by this RFP or one year from the issuance of this RFP, whichever is earlier.

1. **SERVICE AND REGISTRATION CERTIFICATIONS. By signing below, Bidder certifies that:** 
   1. Bidder certifies that the Bidder’s organization has sufficient personnel and resources available to provide all services proposed by the Bid Proposal, and such resources will be available on the date the RFP states services are to begin. Bidder guarantees personnel proposed to provide services will be the personnel providing the services unless prior approval is received from the Agency to substitute staff;
   2. Bidder certifies that if the Bidder is awarded the contract and plans to utilize subcontractors at any point to perform any obligations under the contract, the Bidder will (1) notify the Agency in writing prior to use of the subcontractor, and (2) apply all restrictions, obligations, and responsibilities of the resulting contract between the Agency and contractor to the subcontractors through a subcontract. The contractor will remain responsible for all Deliverables provided under this contract;
   3. Bidder either is currently registered to do business in Iowa or agrees to register if Bidder is awarded a Contract pursuant to this RFP;
   4. Bidder certifies it is either: 1) 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 2) 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 the Agency may declare the Bid Proposal 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>; and,

2.5 Bidder certifies it will comply with Davis-Bacon requirements if applicable to the resulting contract.

1. **EXECUTION.**

By signing below, I certify that I have the authority to bind the Bidder to the specific terms, conditions and technical specifications required in the Agency’s Request for Proposals (RFP) and offered in the Bidder’s Proposal. I understand that by submitting this Bid Proposal, the Bidder agrees to provide services described herein which meet or exceed the specifications of the Agency’s RFP unless noted in the Bid Proposal and at the prices quoted by the Bidder. The Bidder has not participated, and will not participate, in any action contrary to the anti-competitive obligations outlined in the Additional Certifications. I certify that the contents of the Bid Proposal are true and accurate and that the Bidder has not made any knowingly false statements in the Bid Proposal.

|  |  |
| --- | --- |
| **Signature:** |  |
| **Printed Name/Title:** |  |
| **Date:** |  |

# Attachment C: Subcontractor Disclosure Form

*(Return this completed form behind Tab 6 of the Bid Proposal. Fully complete a form for* ***each*** *proposed subcontractor. If a section does not apply, label it “not applicable.” If the Bidder does not intend to use subcontractor(s), this form does not need to be returned.*)

|  |  |
| --- | --- |
| **Primary Bidder (“Primary Bidder”):** |  |
| **Subcontractor Contact Information (individual who can address issues re: this RFP)** | |
| **Name:** |  |
| **Address:** |  |
| **Tel:** |  |
| **Fax:** |  |
| **E-mail:** |  |

|  |  |
| --- | --- |
| **Subcontractor Detail** | |
| **Subcontractor Legal Name (“Subcontractor”):** |  |
| **“Doing Business As” names, assumed names, or other operating names:** |  |
| **Form of Business Entity (i.e., corp., partnership, LLC, etc.)** |  |
| **State of Incorporation/organization:** |  |
| **Primary Address:** |  |
| **Tel:** |  |
| **Fax:** |  |
| **Local Address (if any):** |  |
| **Addresses of Major Offices and other facilities that may contribute to performance under this RFP/Contract:** |  |
| **Number of Employees:** |  |
| **Number of Years in Business:** |  |
| **Primary Focus of Business:** |  |
| **Federal Tax ID:** |  |
| **Subcontractor’s Accounting Firm:** |  |
| **If Subcontractor is currently registered to do business in Iowa, provide the Date of Registration:** |  |
| **Percentage of Total Work to be performed by this Subcontractor pursuant to this RFP/Contract.** |  |
| **General Scope of Work to be performed by this Subcontractor** | |
|  | |
| **Detail the Subcontractor’s qualifications for performing this scope of work** | |
|  | |

By signing below, Subcontractor agrees to the following:

1. Subcontractor has reviewed the RFP, and Subcontractor agrees to perform the work indicated in this Bid Proposal if the Primary Bidder is selected as the winning Bidder in this procurement;
2. Subcontractor has reviewed the Additional Certifications and by signing below confirms that the Certifications are true and accurate and Subcontractor will comply with all such Certifications;
3. Subcontractor recognizes and agrees that if the Primary Bidder enters into a contract with the Agency as a result of this RFP, all restrictions, obligations, and responsibilities of the contractor under the contract shall also apply to the subcontractor;
4. Subcontractor agrees that it will register to do business in Iowa before performing any services pursuant to this contract, if required to do so by Iowa law; and,
5. Subcontractor certifies that it will comply with Davis-Bacon requirements if applicable to the resulting contract.

The person signing this Subcontractor Disclosure Form certifies that he/she is the person in the Subcontractor’s organization responsible for or authorized to make decisions regarding the prices quoted and the Subcontractor has not participated, and will not participate, in any action contrary to the anti-competitive obligations outlined in the Additional Certifications.

I hereby certify that the contents of the Subcontractor Disclosure Form are true and accurate and that the Subcontractor has not made any knowingly false statements in the Form.

|  |  |
| --- | --- |
| **Signature for Subcontractor:** |  |
| **Printed Name/Title:** |  |
| **Date:** |  |

# Attachment D: Additional Certifications

*(Do not return this page with the Bid Proposal.)*

* 1. **CERTIFICATION OF INDEPENDENCE AND NO CONFLICT OF INTEREST**

By submission of a Bid Proposal, the Bidder certifies (and in the case of a joint proposal, each party thereto certifies) that:

1. The Bid Proposal has been developed independently, without consultation, communication or agreement with any employee or consultant of the Agency who has worked on the development of this RFP, or with any person serving as a member of the evaluation committee;
2. The Bid Proposal has been developed independently, without consultation, communication or agreement with any other Bidder or parties for the purpose of restricting competition;
3. Unless otherwise required by law, the information in the Bid Proposal has not been knowingly disclosed by the Bidder and will not knowingly be disclosed prior to the award of the contract, directly or indirectly, to any other Bidder;
4. No attempt has been made or will be made by the Bidder to induce any other Bidder to submit or not to submit a Bid Proposal for the purpose of restricting competition;
5. No relationship exists or will exist during the contract period between the Bidder and the Agency that interferes with fair competition or is a conflict of interest.
6. The Bidder and any of the Bidder’s proposed subcontractors have no other contractual relationships which would create an actual or perceived conflict of interest.
   1. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION -- LOWER TIER COVERED TRANSACTIONS**

By signing and submitting this Bid Proposal, 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 Agency 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 Bid Proposal 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 Proposal is submitted for assistance in obtaining a copy of those regulations.
4. The Bidder agrees by submitting this Proposal 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 the Agency or agency with which this transaction originated.
5. The Bidder further agrees by submitting this Proposal that it will 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, the Agency or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
   1. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND/OR VOLUNTARY EXCLUSION--LOWER TIER COVERED TRANSACTIONS**
9. The Bidder certifies, by submission of this Proposal, 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.
10. Where the Bidder is unable to certify to any of the statements in this certification, such Bidder shall attach an explanation to this Proposal.
    1. **CERTIFICATION OF COMPLIANCE WITH PRO-CHILDREN ACT OF 1994**

By signing and submitting this Bid Proposal, the Bidder is providing the certification set out below:

The Bidder must 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 services 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 will 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.

* 1. **CERTIFICATION REGARDING DRUG FREE WORKPLACE**

1. **Requirements for Contractors Who are Not Individuals.** If the Bidder is not an individual, by signing and submitting this Bid Proposal the Bidder agrees to provide a drug-free workplace by:
2. 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;
3. 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;

1. 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);
2. 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;

1. 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;
2. 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
3. making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs (a), (b), (c), (d), (e), and (f).
4. **Requirement for Individuals.** If the Bidder is an individual, by signing and submitting this Bid Proposal 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.
5. **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):
6. take appropriate personnel action against such employee up to and including termination; or
7. 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.
   1. **NON-DISCRIMINATION**

The Bidder does not discriminate in its employment practices with regard to race, color, religion, age (except as provided by law), sex, marital status, political affiliation, national origin, or handicap.

# Attachment E: Certification and Disclosure Regarding Lobbying Attachment

*(Return this executed form behind Tab 6 of the Bid Proposal.)*

**Instructions:**

Title 45 of the Code of Federal Regulations, Part 93 requires the bidder to include a certification form, and a disclosure form, if required, as part of the bidder’s proposal. Award of the federally funded contract from this RFP is a Covered Federal action.

1. The bidder shall file with the Agency this certification form, as set forth in Appendix A of 45 CFR Part 93, certifying the bidder, including any subcontractor(s) at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) have not made, and will not make, any payment prohibited under 45 CFR § 93.100.
2. The bidder shall file with the Agency a disclosure form, set forth in Appendix B of 45 CFR Part 93, in the event the bidder or subcontractor(s) at any tier (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) has made or has agreed to make any payment using non-appropriated funds, including profits from any covered Federal action, which would be prohibited under 45 CFR § 93.100 if paid for with appropriated funds. All disclosure forms shall be forwarded from tier to tier until received by the bidder and shall be treated as a material representation of fact upon which all receiving tiers shall rely.

**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

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, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of 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, and 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 agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, ‘‘Disclosure Form to Report Lobbying,’’ in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards 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 section 1352, title 31, U.S. Code. 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.

***Statement for Loan Guarantees and Loan Insurance***

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

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, ‘‘Disclosure Form to Report Lobbying,’’ in accordance with its instructions.

Submission of this statement is a pre-requisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than $10,000 for each such failure.

I certify that the contents of this certification are true and accurate and that the bidder has not made any knowingly false statements in the Bid Proposal. I am checking the appropriate box below regarding disclosures required in Title 45 of the Code of Federal Regulations, Part 93.

o The bidder is NOT including a disclosure form as referenced in this form’s instructions because the bidder is NOT required by law to do so.

o The bidder IS filing a disclosure form with the Agency as referenced in this form’s instructions because the bidder IS required by law to do so. If the bidder is filing a disclosure form, place the form immediately behind this in the Proposal.

|  |  |
| --- | --- |
| **Signature:** |  |
| **Printed Name/Title:** |  |
| **Date:** |  |

**Attachments Specific to This RFP**

# Attachment A: Release of Information

Attachment B: Primary Bidder Detail & Certification Form

# Attachment C: Subcontractor Disclosure Form

# Attachment D: Additional Certifications

Attachment E: Certification and Disclosure Regarding Lobbying Attachment

Attachment F: Iowa Parent Partner Approach Handbook: Governing Philosophy, Policy & Protocol

Attachment G: Parent Partner Practice Guide

Attachment H: Parent Partner Training Verification and Approval

Attachment I: Participant Profile Referral and Intake Form

Attachment J: Participant Self-Assessment (Entry)

Attachment K: Participant Monthly Activity Tracking Form

Attachment L: Participant Self-Assessment (Exit)

Attachment M: Participant Feedback (Exit)

Attachment N: Fidelity Checklist and Participant Outcome

Attachment O: Quarterly Activity Report

Attachment P: Quick Stats

Attachment Q: Annual Budget Template

Attachment R: Questions, Requests for Clarifications, and Suggested Changes Template

Attachment S: Sample Contract

Attachment T: Cost Proposal

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# Attachment S: Sample Contract

*(These contract terms contained in the Special Terms, General Terms, and Contingent Terms for Services Contracts are not intended to be a complete listing of all contract terms but are provided only to enable Bidders to better evaluate the costs associated with the RFP and the potential resulting contract. Bidders should plan on such terms being included in any contract entered into as a result of this RFP. All costs associated with complying with these terms should be included in the Cost Proposal or any pricing quoted by the Bidder. See RFP Section 3.1 regarding Bidder exceptions to contract language.)*

***This is a sample form supplemental. DO NOT complete and return this attachment.***

**CONTRACT DECLARATIONS AND EXECUTION**

|  |  |
| --- | --- |
| **RFP #** | **Contract #** |
| FWBP-CPS-26-001 | *{To be completed when contract is drafted.}* |

|  |
| --- |
| **Title of Contract** |
| *{To be completed when contract is drafted.}* |

This Contract must be signed by all parties before the Contractor provides any Deliverables. The Agency is not obligated to make payment for any Deliverables provided by or on behalf of the Contractor before the Contract is signed by all parties. This Contract is entered into by the following parties:

|  |  |
| --- | --- |
| **Agency of the State (hereafter “Agency”)** | |
| **Name/Principal Address of Agency:**  Iowa Department of Health and Human Services  Lucas State Office Building  312 East 12th Street  Des Moines, IA 50319-1002 | **Agency Billing Contact Name / Address:**  *{To be completed when contract is drafted.}* |
| **Agency Contract Manager (hereafter “Contract Manager” ) /Address (“Notice Address”):**  *{To be completed when contract is drafted.}* | **Agency Contract Owner (hereafter “Contract Owner”) / Address:**  *{To be completed when contract is drafted.}* |

|  |  |
| --- | --- |
| **Contractor: (hereafter “Contractor”)** | |
| **Legal Name:** *{To be completed when contract is drafted.}* | **Contractor’s Principal Address:**  *{To be completed when contract is drafted.}* |
| **Tax ID #:** *{To be completed when contract is drafted.}* | **Organized under the laws of:** *{To be completed when contract is drafted.}* |
| **Contractor’s Contract Manager Name/Address (“Notice Address”):**  *{To be completed when contract is drafted.}* | **Contractor**’s **Billing Contact** **Name/Address:**  *{To be completed when contract is drafted.}* |

|  |
| --- |
| **Contract Information** |

|  |  |
| --- | --- |
| **Start Date:** *{To be completed when contract is drafted.}* | **End Date of Base Term of Contract:**  **End Date of Contract:** *{To be completed when contract is drafted.}* |
| **Possible Extension(s):**  *{To be completed when contract is drafted.}* | |
| **Contract Contingent on Approval of Another Agency:**  No | **ISPO Number:** 000000 |
| **Contract Include Sharing SSA Data?** No | **DoIT Number:** N/A |

|  |
| --- |
| **Contract Execution** |

This Contract consists of this Contract Declarations and Execution Section, the Special Terms, any Special Contract Attachments, the General Terms for Services Contracts, and the Contingent Terms for Service Contracts.

In consideration of the mutual covenants in this Contract and for other good and valuable consideration, the receipt, adequacy and legal sufficiency of which are hereby acknowledged, the parties have entered into this Contract and have caused their duly authorized representatives to execute this Contract.

**SECTION 1: SPECIAL TERMS**

***1.1 Special Terms Definitions.***

*{To be completed when contract is drafted.}*

***1.2 Contract Purpose.***

*{To be completed when contract is drafted.}*

***1.3 Scope of Work.***

**1.3.1 Deliverables.**

The Contractor shall provide the following:

*{To be completed when contract is drafted.}*

**1**.**3.2 Performance Measures.**

*{To be completed when contract is drafted.}*

**1.3.3 Agency Responsibilities.**

1.4 Agency Responsibilities.  
Agency will provide Contractor access and instructions to the Parent Partner database and SharePoint. Agency will provide Contractor relevant Parent Partner materials that have been developed including, but not limited to: manuals, forms, and evaluation.  
 

**1.3.4 Monitoring, Review, and Problem Reporting.**

**1.3.4.1 Agency Monitoring Clause.** The Contract Manager or designee will:

* Verify Invoices and supporting documentation itemizing work performed prior to payment;
* Determine compliance with general contract terms, conditions, and requirements; and
* Assess compliance with Deliverables, performance measures, or other associated requirements based on the following:  
   Contract Manager or designee reviews all documentation and confirms all documentation was received within identified timeframes. Database entries will be monitored by Contract Manager to ensure consistency and verify accuracy. All evaluations for families, Parent Partners and training participants will be monitored to ensure that Performance Measures are met. Site visits, monthly and quarterly reports will be utilized to monitor the numbers of families being served.

**1.3.4.2 Agency Review** **Clause.** The Contract Manageror designee will use the results of monitoring activities and other relevant data to assess the Contractor’s overall performance and compliance with the Contract. At a minimum, the Agency will conduct a review semi-annually; however, reviews may occur more frequently at the Agency’s discretion. As part of the review(s), the Agency may require the Contractor to provide additional data,may perform on-site reviews, and may consider information from other sources.

The Agency may require one or more meetings to discuss the outcome of a review. Meetings may be held in person. During the review meetings, the parties will discuss the Deliverables that have been provided or are in process under this Contract, achievement of the performance measures, and any concerns identified through the Agency’s contract monitoring activities.

**1.3.4.3 Problem Reporting.** As stipulated by the Agency, the Contractor and/or Agency shall provide a report listing any problem or concern encountered. Records of such reports and other related communications issued in writing during the course of Contract performance shall be maintained by the parties. At the next scheduled meeting after a problem has been identified in writing, the party responsible for resolving the problem shall provide a report setting forth activities taken or to be taken to resolve the problem together with the anticipated completion dates of such activities. Any party may recommend alternative courses of action or changes that will facilitate problem resolution. The Contract Owner has final authority to approve problem-resolution activities.

The Agency’s acceptance of a problem report shall not relieve the Contractor of any obligation under this Contract or waive any other remedy. The Agency’s inability to identify the extent of a problem or the extent of damages incurred because of a problem shall not act as a waiver of performance or damages under this Contract.

**1.3.4.4 Addressing Deficiencies.** To the extent that Deficiencies are identified in the Contractor’s performance and notwithstanding other remedies available under this Contract, the Agency may require the Contractor to develop and comply with a plan acceptable to the Agency to resolve the Deficiencies.

**1.3.5 Contract Payment Clause.**

**1.3.5.1 Pricing.** In accordance with the payment terms outlined in this section and the Contractor’s completion of the Scope of Work as set forth in this Contract, the Contractor will be compensated as follows:

*{To be completed when contract is drafted.}*

**1.3.5.2 Payment Methodology.**

*{To be completed when contract is drafted.}*

**1.3.5.3 Timeframes for Regular Submission of Initial and Adjusted Invoices.** The Contractor shall submit an Invoice for services rendered in accordance with this Contract. Invoice(s) shall be submitted monthly. Unless a longer timeframe is provided by federal law, and in the absence of the express written consent of the Agency, all Invoices shall be submitted within six months from the last day of the month in which the services were rendered. All adjustments made to Invoices shall be submitted to the Agency within ninety (90) days from the date of the Invoice being adjusted. Invoices shall comply with all applicable rules concerning payment of such claims.

**1.3.5.4 Submission of Invoices at the End of State Fiscal Year.** Notwithstanding the timeframes above, and absent (1) longer timeframes established in federal law or (2) the express written consent of the Agency, the Contractor shall submit all Invoices to the Agency for payment by August 1st for all services performed in the preceding state fiscal year (the State fiscal year ends June 30).

**1.3.5.5 Payment of Invoices.**

The Agency shall verify the Contractor’s performance of the Deliverables before making payment. The Agency will not automatically pay end of state fiscal year claims that are considered untimely. If the Contractor seeks payment for end of state fiscal year claim(s) submitted after August 1st, the Contractor may submit the late claim(s). The Agency may require a justification from the Contractor for the untimely submission. The Agency may reimburse the claim if funding is available after the end of the state fiscal year. If funding is not available after the end of the state fiscal year, the Agency may submit the claim to the Iowa State Appeal Board for a final decision regarding reimbursement of the claim.

The Agency shall pay all approved Invoices in arrears and in conformance with Iowa Code 8A.514. The Agency may pay in less than sixty (60) days, but an election to pay in less than sixty (60) days shall not act as an implied waiver of Iowa law.

**1.3.5.6 Reimbursable Expenses.** Unless otherwise agreed to by the parties in an amendment or change order to the Contract that is executed by the parties, the Contractor shall not be entitled to receive any other payment or compensation from the State for any Deliverables provided by or on behalf of the Contractor pursuant to this Contract. The Contractor shall be solely responsible for paying all costs, expenses, and charges it incurs in connection with its performance under this Contract.

***1.4 Insurance Coverage.***

The Contractor and any subcontractor shall obtain the following types of insurance for at least the minimum amounts listed below:

|  |  |  |
| --- | --- | --- |
| **Type of Insurance** | **Limit** | **Amount** |
| General Liability (including contractual liability) written on occurrence basis | General Aggregate  Product/Completed  Operations Aggregate  Personal Injury  Each Occurrence | $2 Million  $1 Million  $1 Million  $1 Million |
| Automobile Liability (including any auto, hired autos, and non-owned autos) | Combined Single Limit | $1 Million |
| Excess Liability, Umbrella Form | Each Occurrence  Aggregate | $1 Million  $1 Million |
| Workers’ Compensation and Employer Liability | As required by Iowa law | As Required by Iowa law |
| Property Damage | Each Occurrence  Aggregate | $1 Million  $1 Million |
| Professional Liability | Each Occurrence  Aggregate | $2 Million  $2 Million |

***1.5 Data Sharing. Reserved.***

***1.6* Reserved. *(Labor Standards Provisions.)***

***1.7 Incorporation of General and Contingent Terms.***

**1.7.1 General Terms for Service Contracts (“Section 2”).**  The version of the General Terms for Services Contracts Section posted to the Agency’s website at://hhs.iowa.gov/initiatives/contract-terms that is in effect as of the date of last signature in the Contract Declarations and Execution section, or a more current version if agreed to by amendment, is incorporated into the Contract by reference. The General Terms for Service Contracts may be referred to as Section 2.

The contract warranty period (hereafter "Warranty Period") referenced within the General Terms for Services Contracts is as follows: The term of this Contract, including any extensions.

**1.7.2 Contingent Terms for Service Contracts (“Section 3”).** The version of the Contingent Terms for Services Contracts posted to the Agency’s website at

<https://hhs.iowa.gov/initiatives/contract-terms> that is in effect as of the date of last signature in the Contract Declarations and Execution section, or a more current version if agreed to by amendment, is incorporated into the Contract by reference. The Contingent Terms for Service Contracts may be referred to as Section 3.

All of the terms set forth in the Contingent Terms for Service Contracts apply to this Contract unless indicated otherwise in the table below:

|  |  |
| --- | --- |
| **Contract Payments include Federal Funds?** Yes  *{The items below will be completed if the Contract includes Federal Funds}*  **The Contractor for federal reporting purposes under this Contract is a:** *{To be completed when contract is drafted.}*  **Office of Child Support Enforcement (“OCSE”) Funded Percentage:** *{To be completed when contract is drafted.}*  **Federal Funds Include Food and Nutrition Service (FNS) funds?** *{To be completed when contract is drafted.}*  **DUNS #:** *{To be completed when contract is drafted.}*  **The Name of the Pass-Through Entity:** *{To be completed when contract is drafted.}*  **CFDA #:** *{To be completed when contract is drafted.}*  **Grant Name:** *{To be completed when contract is drafted.}*  **Federal Awarding Agency Name:** *{To be completed when contract is drafted.}* | |
| **Contractor a Business Associate?** No | **Contractor a Qualified Service Organization?** No |
| **Contractor subject to Iowa Code Chapter 8F?** Unknown | **Contract Includes Software (modification, design, development, installation, or operation of software on behalf of the Agency)?** Yes |