

**First Amendment to the Iowa Department of Human Services  
REQUEST FOR PROPOSAL (RFP)  
Iowa Child Abuse Prevention Program (ICAPP)  
Local Grantee Projects ACFS 21-001**

This Amendment to RFP Number ACFS 21-001 is effective as of December 10, 2019.

The RFP is amended as follows:

**Revision 1. Table of Contents (pg. 2)**, including Additional Attachments list is amended to note the updated, forms, Attachment G, Attachment K and Attachment O(1). This section is amended by adding the red underline language and removing what is stricken. Updated page numbers are shown in red underline.

**Contents**

<b>RFP Purpose.....</b>	<b>3</b>
<b>Duration of Contract.....</b>	<b>5</b>
<b>Bidder Eligibility Requirements.....</b>	<b>5</b>
<b>Procurement Timetable.....</b>	<b>7</b>
<b>Section 1 Background and Scope of Work .....</b>	<b>8</b>
<b>Section 2 Basic Information About the RFP Process.....</b>	<b>23</b>
<b>Section 3 How to Submit A Bid Proposal: Format and Content Specifications.....</b>	<b><u>31</u></b>
<b>Section 4 Evaluation Of Bid Proposals.....</b>	<b><u>35</u></b>
<b>Attachment A: Release of Information.....</b>	<b><u>40</u></b>
<b>Attachment B: Primary Bidder Detail &amp; Certification Form.....</b>	<b><u>41</u></b>
<b>Attachment C: Subcontractor Disclosure Form.....</b>	<b><u>44</u></b>
<b>Attachment D: Additional Certifications.....</b>	<b><u>46</u></b>
<b>Attachment E: Certification and Disclosure Regarding Lobbying.....</b>	<b><u>49</u></b>
<b>Attachment F: Intent to Apply.....</b>	<b><u>52</u></b>
<b>Attachment G: ICAPP Project Proposal Cover Sheet, Contractor Designation, and Checklist.....</b>	<b><u>53*</u></b>
<b>Attachment H: Council Membership Form.....</b>	<b><u>58</u></b>
<b>Attachment I: Minority Impact Statement.....</b>	<b><u>60</u></b>

**Attachment J: Maximum Allowable Funds by County (for each SFY).....62**  
**Attachment K: Bidder Eligibility.....64\***  
**Attachment L: Sample Contract.....67**

**Additional Attachments Posted Separately**

**Attachment M (1)** Project Proposal Form (Home Visitation and Parent Development)  
**Attachment M (2)** Project Proposal Form (Sexual Abuse Prevention)  
**Attachment M (3)** Project Proposal Form (Resilient Communities Demonstration Project)  
**Attachment N** Project Proposal Budget Form (All Projects)  
**Attachment O (1)** Project Evidence Scoring Tool-Parent Development and Home Visitation\*  
**Attachment O (2)** Adult Engagement Scoring Tool-Sexual Abuse Prevention  
**Attachment P (1)** Iowa Child Maltreatment Prevention Needs Assessment  
**Attachment P (2)** Iowa Child Maltreatment Prevention Needs Assessment Data Update  
**Attachment Q** Iowa Child Abuse Prevention Strategic Plan  
**Attachment R** Acknowledgement of Partnership Form  
**Attachment S** Child Sexual Abuse Primary Prevention Strategies: A Literature Review

**\*Amended Version 12/10/2019 and posted on Bid Opportunities**

**Revision 2. Procurement Timetable** (pg 5) is amended to include an additional Bidders’ Conference for verbal questions and change in due dates for written questions and Attachment F: Intent to Apply. This section is amended by adding the red underline language and removing what is stricken.

<b>Event</b>	<b>Date</b>
Agency Issues RFP Notice to Targeted Small Business Website (48 hours):	<b>November 18, 2019</b>
Agency Issues RFP to Bid Opportunities Website	<b>November 20, 2019</b>
Bidders’ Conference Will Be Held on the Following Date and Time	<b>December 4, 2019 2:00 p.m.</b>
<u>Second Bidders’ Conference Will Be Held on the Following Date and Time</u> <u>Dial in: 866-685-1580</u> <u>Participant Passcode: 6340846241</u>	<u><b>December 16, 2019 12:30pm</b></u>
Bidder Letter of Intent to Bid Due By	<b>December 11 <u>18</u>, 2019 02:00 p.m.</b>
Bidder Written Questions Due By	<b>December 11 <u>18</u>, 2019 2:00 p.m.</b>
Agency Responses to Questions Issued By	<b>December 18 <u>27</u>, 2019</b>
<b>Bidder Proposals and any Amendments to Proposals Due By</b>	<b>January 13 <u>15</u>, 2020 02:00 p.m.</b>
Agency Announces Apparent Successful Bidder/Notice of Intent to Award	<b>April 7, 2020</b>
Contract Negotiations and Execution of the Contract Completed	<b>June 15, 2020</b>
Anticipated Start Date for the Provision of Services	<b>July 1, 2020</b>

**Revision 3. Section 2.6 Bidders' Conference** (pg. 24) is amended to reflect the addition of a second Bidders' conference. The original Section 2.6 is shown below as stricken and replaced by Section 2.6 shown following in underlined red text.

~~**2.6 Bidders' Conference.**~~

~~The Bidders' conference will be conducted as a conference call 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 recommended as this will be the only opportunity to ask verbal questions regarding this RFP.~~

~~To join the call on the specified date and time, dial the following number (866) 685-1580 number and use the following conference code when prompted by the system: 6340846241 conference code.~~

**2.6 Bidders' Conferences.**

Two Bidders' conferences will be conducted as conference calls on the dates and times listed in the Procurement Timetable. The purpose of Bidders' conferences 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 conferences shall not be considered part of the RFP unless incorporated into the RFP by amendment. Questions asked at the conferences that cannot be adequately answered during the conferences may be deferred and responded to in writing. Participation in the conference calls is optional but recommended as this will be the only opportunity to ask verbal questions regarding this RFP.

To join the calls on the specified dates and times, dial the following number (866) 685-1580 number and use the following conference code when prompted by the system: 6340846241 conference code.

**Revision 4. Attachment G: ICAPP Project Proposal Cover Sheet, Contractor Designation, and Checklist** (pg. 52) is amended by deleting budget breakdown table on page 53 (shown with stricken text) with the successive tables (shown with red underlined text) to document funds requested broken down by Project and County for each State Fiscal Year. Deleted table is shown below as it appears in the RFP. Replacement tables are reflected with red, underlined text. Table instructions are also amended by adding language in red, underlined text.

*Instructions: If any Projects span more than one county, indicate the totals by county per year for each Project. Replace the labels "County A, B, etc." with the actual County name and include totals by both Project and by County. Project totals must match Project totals in the first chart. County totals shall not exceed the limit for each County for all Projects combined (see Attachment K for the Maximum Allowable Funds by County) for each Fiscal Year.*

<b>Project</b>	<b>County A</b>	<b>County B</b>	<b>County C</b>	<b>County D</b>	<b>TOTAL</b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>TOTAL</b>					

<u>Fiscal Year 2021</u>					
<u>Project</u>	<u>County A</u>	<u>County B</u>	<u>County C</u>	<u>County D</u>	<u>TOTAL</u>
<u>1</u>					
<u>2</u>					
<u>3</u>					
<u>Total</u>					

<u>Fiscal Year 2022</u>					
<u>Project</u>	<u>County A</u>	<u>County B</u>	<u>County C</u>	<u>County D</u>	<u>TOTAL</u>
<u>1</u>					
<u>2</u>					
<u>3</u>					
<u>Total</u>					

<u>Fiscal Year 2023</u>					
<u>Project</u>	<u>County A</u>	<u>County B</u>	<u>County C</u>	<u>County D</u>	<u>TOTAL</u>
<u>1</u>					
<u>2</u>					
<u>3</u>					
<u>Total</u>					

<u>Fiscal Year 2024</u>					
<u>Project</u>	<u>County A</u>	<u>County B</u>	<u>County C</u>	<u>County D</u>	<u>TOTAL</u>
<u>1</u>					
<u>2</u>					
<u>3</u>					
<u>Total</u>					

Fiscal Year 2025					
<u>Project</u>	<u>County A</u>	<u>County B</u>	<u>County C</u>	<u>County D</u>	<u>TOTAL</u>
<u>1</u>					
<u>2</u>					
<u>3</u>					
<u>Total</u>					

**Revision 5. Attachment K** (pg. 64) is amended by adding red underlined text and deleting what is stricken.

*Additional Information: As outlined in Section 1.1 prospective Bidders were directed to identify one entity per county or group of counties to be the designated Community-Based Coalition or Council and document through a Memorandum of Understanding (MOU). This process was repeated in calendar year 2019 to verify continued community support for the identified Council. Eligible Bidders below are listed as identified through this MOU process. Counties highlighted in grey indicate the lowest community Risk and are not eligible for funding under this RFP.*

County/Countries	Eligible Bidder
Adair	Success 4 Kids Council
Adams	Kid Care Council
Allamakee, Howard, <del>Winneschiek</del> , Clayton	Helping Services for Youth & Families, <del>Inc.</del>
Appanoose	<u>Appanoose Family Alliance, Inc./</u> Appanoose, Davis, Monroe CPPC
<del>Audubon</del> , Carroll, Greene, <del>Guthrie</del>	Carroll County Council for the Prevention of Child Abuse
Benton	Flourishing Families of Benton and Iowa Counties
Iowa	Flourishing Families of Benton and Iowa Counties/Iowa Benton Family Nurturing Council
Black Hawk	Family & Children's Council of Black Hawk County, <del>Inc.</del>
Boone, Story	Boone and Story County CARES
Bremer	Together 4 Families dba. <del>Communities</del> Empowering People
Buchanan	Buchanan County Volunteer Services, <del>Inc.</del>
Buena Vista	<del>Buena Vista County Public Health and Home Care; DBA: Buena Vista Child Abuse Prevention Council</del> <u>Buena Vista Child Abuse Prevention Council, doing business as Buena Vista Public Health &amp; Home Care</u>
Butler	Together 4 Families dba. <del>Communities</del> Empowering People
Calhoun, Pocahontas, Webster	Calhoun, Pocahontas, Webster CPPC
Cass	Cass County Child Abuse Prevention Council
Cedar	Cedar County CPPC
Cerro Gordo, <del>Hancock</del> , Winnebago, Worth	Partners 4 Children
Cherokee	Cherokee County Planning Council
Chickasaw	
Clarke	Clarke County Prevent Child Abuse Council
Clay	Clay County Citizen's Awareness Council, <del>Incorporated</del>
Clinton	Clinton County Council Against Child Abuse and Neglect dba Prevent Child Abuse Clinton County
Crawford	Crawford County Child Abuse Prevention Council
Dallas	Dallas County Children's Advocacy <del>Coalition</del> <u>Council</u>
Davis	Davis County Council for Prevention of Child Abuse, <del>Inc.</del>
Decatur	Decatur County Child Abuse Prevention Council
Delaware	Delaware County Prevent Child Abuse Council

Des Moines	<a href="#">Des Moines County CARES</a>
Dickinson	Lakes Area DECAT/CPPC
Dubuque	Dubuque Area Council for <del>the</del> Prevention of Child Abuse
Emmet	<del>Siouxland Human Investment Partnership (SHIP)</del> <a href="#">SHIP</a>
Fayette	Fayette County Prevent Child Abuse Council
Floyd, <del>Mitchell</del>	<a href="#">Families Making Connections</a>
Franklin	Together 4 Families dba. Comm.unities Empowering People
Fremont, Page	Fremont-Page Prevent Child Abuse Council
Grundy	Together 4 Families dba. Comm.unities Empowering People
Hamilton, Humboldt, Wright	<a href="#">The</a> Hamilton, Humboldt and Wright County Child Abuse Prevention Council
Hardin	Hardin County Child Abuse Prevention
Harrison	
Henry	<a href="#">Henry County Child Advocacy Council</a>
Ida	<a href="#">Ida County Planning Council</a>
Jackson	Prevent Child Abuse Jackson County
Jasper	SYNC
Jefferson, Keokuk, Washington	Nurturing Families CPPC
Johnson	Prevent Child Abuse-Johnson County
Jones	Jones County Family Council
Kossuth	<del>Kossuth DECAT cluster</del> <a href="#">Kossuth County CARE Team</a>
Lee	Child Abuse Prevention Council of Lee County
Linn	Linn County Community Partnership for Protecting Children ( <a href="#">Linn County CPPC</a> ) <a href="#">Legal entity: Linn County Board of Supervisors</a>
Louisa	<a href="#">Quad-County CPPC-Louisa County Planning Council</a>
Lucas	<del>Parents &amp; Children First of Lucas County</del> <a href="#">Parents &amp; Children 1<sup>st</sup> Lucas Co.</a>
Lyon	Lyon County Planning Council
Madison	Madison County Child Abuse Prevention Council
Mahaska, Wapello	Wapello County Children's Alliance ( <del>legal Wapello County Council for the Prevention of Child Abuse and Neglect</del> )
Marion	Crossroads of Pella, <del>Iowa</del>
Marshall	Child Abuse Prevention Services, Inc.
Mills	Mills County Child Abuse Prevention Council
<a href="#">Mitchell</a>	
Monona	<del>Monona County</del> Public Health-Child Abuse Prevention Coalition
Monroe	Monroe County Child Abuse Prevention Council
Montgomery	Montgomery County Family Success Network, <del>Inc.</del>
Muscatine	
O'Brien	<del>Family Life Awareness Council</del> <a href="#">FLAC</a>
Osceola	<del>Family Life Awareness Council</del> <a href="#">FLAC</a>
Palo Alto	Kossuth DECAT Cluster
Plymouth	
Polk	Polk <del>County</del> CPPC
Poweshiek	Poweshiek County Healthy Choices Coalition
Pottawattamie	Promise Partners
Ringgold	Leon Cluster CPPC
Sac	Child Abuse Prevention Council of Sac County, Inc. (dba <del>PCA Sac County</del> <a href="#">Sac County Child Abuse Prevention Council</a> )
Scott	Child Abuse Council
Shelby	Shelby County Prevent Child Abuse Council via CPPC/DCAT Board for Harrison, Monona and Shelby <del>Counties</del> <a href="#">County</a>
Sioux	Sioux County Planning Council
Tama	<a href="#">SKIP (Supporting Kids in Prevention)</a>
Taylor	

Union	Creston Cluster CPPC
Van Buren	Van Buren County Child Abuse Prevention Council
Warren	Child Abuse Prevention Council of Warren County, <del>Inc.</del>
Wayne	Wayne County Child & Family Abuse Council ( <del>Wayne County Coalition Against Domestic Violence, Inc. dba</del> )
Woodbury	Siouxland Human Investment Partnership (SHIP) <del>SHIP</del>

**Revision 6. Attachment O(1)** is amended by striking the first line under Supported Programs labeled Program Model.

Supported Programs	In Project	Score	Percent of Project	Score x %	Weight	Calculated Score
<del>Program Model</del>	-	<del>3</del>	-	0	<del>10</del>	0
Family Foundations		3		0	10	0
SafeCare		3		0	10	0
Triple P-PPP System (system Triple P)		3		0	10	0
AVANCE		3		0	10	0
Home Instruction for Parent		3		0	10	0