**INFORMAL COMPETITIVE SOLICITATION**

**for**

**Chaplain Services CCUS-25-003**

**INTRODUCTION**

In accordance with the informal competition procedures provided for in 11 Iowa Administrative Code rule 118.9, the Department of Health and Human Services(the Agency) is seeking a Chaplain (an individual or entity) (Service Provider) to provide pastoral care and counseling to address spiritual needs for patients of the Cherokee Mental Health Institute (CMHI) and Civil Commitment Unit for Sexual Offenders (CCUSO). The Agency anticipates that the term of any resulting contract will be one (1) year with two (2) – one (1) year renewal options beginning on October 6, 2024.

Bidders interested in providing these services should submit proposals to the Mental Health Institute 1251 W Cedar Loop Cherokee IA 51012 or email to jpeters2@dhs.state.ia.us no later than 2:00 p.m. (local time), 8/30/2024. Any proposal received after this deadline will be rejected.

Proposals should be submitted in this format:

1. One original hard copy.
2. One (1) USB flash drive with the bidder’s description of how the bidder would provide services if selected as the successful Contractor.
3. One (1) USB flash drive with the bidder’s cost proposal.

Proposals and any other communications shall not be delivered in-person. Rather, they must be mailed by post office or other shipping company. Bidders must allow for mail time in order for the Agency to receive proposals by the deadline. Bidders shall allow ample mail delivery time to ensure timely receipt of their Bid Proposals. It is the Bidder’s responsibility to ensure that the Bid Proposal is received prior to the deadline. Postmarking or submission to a shipping service by the due date shall not substitute for actual receipt of the Bid Proposal by the Agency.

Proposals should include the Bidder’s cost proposal and sufficient information regarding the Bidder’s ability to perform the services sought to enable the Agency to make a judgment about the Bidder’s ability to perform the work identified in the Scope of Services. The Bidder should also include references with its proposal**.**

The Agency reserves the right to reject any or all proposals, in whole or in part, to advertise for new proposals, to abandon the need for such services, and to cancel this Informal Competitive Solicitation at any time prior to the execution of the written contract.

All information submitted by a Bidder may be treated as a public record by the Agency unless the Bidder properly requests that the information be treated as confidential information in accordance with the public records laws of the State of Iowa at the time its proposal is submitted.

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

By submitting a proposal, the Bidder agrees that the Agency may copy the proposal for purposes of facilitating the evaluation of the proposal or to respond to requests for public records and represents that such copying will not violate the rights of any third party.

By submitting a proposal, the Bidder agrees that it will not bring any claim or have any 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 Informal Competitive Solicitation.

**TIMETABLE**

The dates set forth below are for informational planning purposes only. The Agency reserves the right to change the dates:

8/12/24 Submit Informal Competitive Solicitation to TSB web page

8/14/24 Submit Informal Competitive Solicitation to three potential Bidders

8/30/24 Proposals due

9/5/24 Select successful Bidder

9/25/24 Deadline for executing contract

**RESTRICTION ON COMMUNICATION**

From the date of issuance of this Informal Competitive Solicitation until announcement of the successful Bidder, Bidders may not contact any employee of the State of Iowa other than the identified contact person about this Informal Bid Solicitation. Bidders may contact Jill Peterson, Budget Analyst 2, 1251 W Cedar Loop, Cherokee IA 51012 in writing with questions related to the interpretation of this Informal Competitive Solicitation and the procurement process. Written responses to all questions received will be provided to all potential Bidders. If a Bidder or someone acting on a Bidder’s behalf attempts to discuss this Informal Competitive Solicitation orally or in writing with any members of the evaluation committee, or any employee of the State of Iowa, other than Jill Peterson, the Bidder may be disqualified.

**SCOPE OF SERVICES**

The successful Bidder will:

* Provide CCUSO with a qualified chaplain to provide ecumenical pastoral care and counseling on a weekly basis to address spiritual needs of approximately 160 patients in the CCUSO Unit and per current State of Iowa Codes and CCUSO policies/guidelines.

* Provide CMHI with a qualified chaplain to provide pastoral care and counseling on a weekly basis to address spiritual needs of approximately 12 patients on each of the CMHI three (3) wards (approximately 36 total patients).

Such services shall include, but are not limited to, the following:

**CCUSO**: The Contractor shall establish a weekly work schedule with CCUSO’s assigned designee and provide no more than twenty (20) hours of chaplain services per week unless mutually agreed upon by both parties. Chaplain responsibilities for CCUSO shall include but not be limited to the scope of work as listed and must conform to current State of Iowa Codes and CCUSO policies/guidelines:

1. Develop and facilitate religious services/religious rites for all the religious groups.
2. Respond to “Request for Staff Services” requests of a religious nature. Assist CCUSO Administration in preparing responses to patient grievances as they relate to religious activities.
3. Provide ecumenical pastoral counseling as requested by patients,
   1. Provide grief counseling and assist patient requests for visitation/funeral trips.
4. Develop and strengthen policies concerning pastoral support to CCUSO religious groups (Christian, Native American, Islamic, Jewish, Wiccan, etc.):
   1. Work with all of the CCUSO religious groups and requested activities,
   2. Coordinate each group’s religious holidays and associated activities,
   3. Process requests for religious material and/or religious needs for patients,
   4. Assist with the approval process for ordering and distribution of religious

materials, as needed for worship, by the religious groups,

* 1. Process requested donations from CCUSO religious groups.

1. Process requests from Transitional Release Program Patients to attend area religious services.
2. Develop letters and documentation supporting religious activity for litigious purposes.
3. Work to establish connection with outside pastoral support as needed,
   1. Coordinate religious studies from outside sources,
   2. Assist with clearance approval forms to potential pastoral visitors,
   3. Assist with CCUSO guidelines on security and responsibilities for visiting religious leaders.
   4. Assists with facilitating orientation and annual programmatic trainings of other external consultants.

**7.** Submit religious group’s requests for approval and processing to designated CCUSO staff.

**8.** The Contractor shall bring to the staff’s attention any situation that might become volatile and abusive for the purpose of safety for all concerned.

**9.** Attend regularly scheduled meetings with CCUSO Administration and dietary staff to facilitate clear communication of religious needs across all departments.

The Contractor shall check in with the designated CCUSO staff when starting and ending each day per the established work schedule. The designated CCUSO staff shall report work hours performed per the work schedule each month to the Contract Manager.

**CMHI**: The Contractor shall provide no less than one hour and no more than three hours of chaplain services per week unless mutually agreed upon by both parties. Chaplain responsibilities for MHI shall include but not be limited to the scope of work as listed and must conform to current State of Iowa Codes and MHI policies/guidelines:

1. Provide pastoral care and counseling on a weekly basis to address spiritual needs of MHI patients. The Chaplain shall check in at the Nurse’s station on the MHI wards for any patient requested visitations and visit with patients on the wards in order to be available for counseling should a patient so desire.
2. The Contractor shall bring to the staff’s attention any situation that might become volatile and abusive for the purpose of safety for all concerned.

The Contract Chaplain shall check in with the Nurse Supervisors of each ward when starting and ending each weekly visit. The Nurse Supervisors shall report starting and ending times each month to the Contract Manager on the provided Chaplain Contract Worksheet.

**EVALUATION CRITERIA**

The Agency will utilize an evaluation committee made up of employees of the Agency to evaluate the proposals. The evaluation committee will review proposals. The committee will consider all information provided in the proposal when making its recommendation and may consider relevant information from other sources. **The evaluation committee** **will award the contract to the responsible Bidder submitting the best proposal. The lowest priced proposal is not necessarily the best proposal.**

The evaluation committee’s selection will be subject to the final approval of the Agency. The proposals will be evaluated and a recommendation will be made using the following criteria, which are listed in no particular order:

1. Cost;
2. Past performance of work that is identical or similar to the scope of services identified;
3. Experience and references that demonstrate, to the satisfaction of the Agency, the expertise and ability of the Bidder to provide the Scope of Services described in the Informal Competitive Solicitation; and
4. The capacity of the Bidder to complete the responsibilities described in the Scope of Services.

If there is a tie for the best proposal and only one of the Bidders is an Iowa business, the Iowa business shall be given preference over the out of state Bidders.

**NOTICE OF INTENT TO AWARD**

Notice of Intent to Award will be sent by mail to all bidders submitting a timely bid proposal no later than 9/10/2024. The Notice of Intent to Award is subject to execution of a written contract and, as a result, the Notice does not constitute the formation of a contract between the Agency and the apparent successful bidder.

**ACCEPTANCE PERIOD**

Negotiation and execution of the contract shall be completed no later than 9/25/24. If the apparent successful bidder fails to negotiate and execute a contract, in its sole discretion, the Agency may revoke the award and award the contract to the next highest ranked bidder or withdraw the Informal Bid Solicitation.

* The Agency further reserves the right to cancel the award at any time prior to the execution of a written contract.

**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](mailto: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.

**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.