

REQUEST FOR BIDS

Developing and Conducting Child Care Physical Activity and Television Viewing Trainings

I. INTRODUCTION

The purpose of this Request For Bids (RFB) is to solicit bid proposals which will enable the Iowa Department of Public Health, hereafter known as the Department, to select the most qualified Applicant to develop and provide training to child care nurse consultants and child care providers on television viewing policy and creating opportunities to increase physical activity.

The project period shall be from May 3, 2010 to February 3, 2012.

The Department expects the initial contract period to be a 9 month term from May 3, 2010-February 2, 2011. The Department shall have the option to renew the contract for up to one additional one-year term subject to review of the continuation application, applicant performance, compliance with the terms and conditions of the contract, and availability of funds.

The issuance of this RFB in no way constitutes a commitment by the Department to award a contract.

II. SCOPE OF SERVICES

The purpose is to develop and provide trainings to child care nurse consultants and a series of trainings to child care providers on television viewing policy and creating opportunities to increase physical activity.

In conjunction with the Iowa Department of Public Health personnel, activities must include, but are not limited to the following:

- Work with the Department to develop an action plan for the components of this project.
- Child Care Nurse Consultant Training:
- Design and develop the training curriculum including agenda, resources for participants, training methodology and an evaluation for the child care nurse consultant training.
 - Include input from a minimum three child care nurse consultants in planning the training.
 - Coordinate all training logistics with the Department.
 - Conduct a minimum of two child care nurse consultant trainings by September 20, 2010.
 - Provide follow up consultation with child care nurse consultants.

Child Care Provider Training:

- Design and develop the training curriculum including agenda, resources for participants, training methodology and an evaluation for the child care provider training.
- Include input from a minimum of 10 child care providers in planning the training.
- Coordinate all training logistics with the Department.
- Conduct a minimum of three child care provider trainings to be held over the ICN by December 31, 2011.
- Provide follow up consultation.

III. ADMINISTRATIVE MATTERS

The dates set forth below are for informational planning purposes only. The Department reserves the right to change any of these dates:

3-10-10	Post/Submit RFB to potential Applicants
3-19-10	Written Questions Due
3-26-10	IDPH Responses to written Questions Issued
4-09-10	Bid Proposals due
4-21-10	Select successful Applicant

Non-profit, for-profit, or individuals with experience or expertise in child care, early childhood, or physical activity for young children are eligible to submit bid proposals in accordance with this RFB. In addition, applicants should have experience in conducting trainings and curriculum development. Applicant is required to maintain and provide to IDPH, upon application, a current and valid email account for electronic communications with IDPH.

Applicants may apply for up to \$19,500 for the total project May 3, 2010 to February 3, 2012 period. Actual total awards and individual contract funding levels may vary from that listed or funding may be withdrawn completely, depending on availability of funding.

Bid proposals should include the Applicant's plan for accomplishing the work set forth in the Scope of Services and should include sufficient information regarding the Applicant's ability to perform the services sought to enable the Department to make a judgment about the Applicant's ability to perform the work identified in the Scope of Services.

Applicants interested in providing these services should submit an original and three (3) copies of their bid proposals by **no later than 4:00 p.m. (local time) on April 9, 2010.**

Stacey Hewitt, Contract Administrator
Iowa Department of Public Health
Lucas Office Building – 6th Floor
321 East Twelfth Street
Des Moines, Iowa 50319 - 0075

Bid proposals received after the stated due date and time will be rejected, returned to the applicant, and not reviewed by the Department.

Electronic mail and faxed copies of the application will not be accepted. Applicants who choose to mail bid proposals must allow ample mail delivery time to ensure timely receipt of their bid proposal by the Department. Postmarking by the due date will not substitute for actual receipt of the bid proposal by the Department. It is the applicant's responsibility to ensure that the bid proposal is date and time stamped as received by the Department prior to the deadline.

Any information submitted separately from the bid proposal will not be considered in the review process.

From the date of issuance of this RFB until announcement of the successful Applicant, Bidders may contact only Stacey Hewitt regarding this procurement.

Written questions related to the interpretation of this RFB and the procurement process must be submitted to:

Stacey Hewitt, Contract Administrator
Iowa Department of Public Health
Lucas State Office Building
Des Moines, Iowa 50319-0075
electronic mail at shewitt@idph.state.ia.us
facsimile at (515) 281-3789

Written responses to all questions received will be provided to all potential Applicants. Oral questions will not be accepted. If an Applicant or someone acting on an Applicant's behalf attempts to discuss this RFB orally or in writing with any members of the evaluation committee, or any employee or elected official of the State of Iowa, other than Stacey Hewitt, the Applicant may be disqualified.

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

All information submitted by the Applicant will be treated by the Department as a public record unless the Applicant 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.

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

The successful and unsuccessful bidders will be notified electronically via email from the IDPH contract administrator. A letter in PDF format will be emailed to the recipient email addresses listed on the bid cover page (Attachment A). The Department is not responsible for delayed receipts of notifications due to misspelled or invalid email addresses the applicant lists on the cover page. Recipients shall accept the provision of a read receipt to the Department upon opening the email.

Negotiation and execution of contract with the successful Applicant shall be completed no later than April 30, 2010. If the apparent successful Applicant fails to negotiate and deliver an executed contract by that date, the Department may, in its sole discretion, cancel the award and award the contract to the next highest ranked Applicant.

IV. APPLICATION REQUIREMENTS

A. Cover Page: Identifies the applicant's legal name, federal identification number, and key contact information for the project. Complete required form-**Attachment A** following these instructions:

- Applicant - Provide the legal name of the applicant entity. This must be the entity associated with the Federal Identification (ID) number per the Internal Revenue Service (IRS). If the entity operates under another name as a "d/b/a" (doing business as), please include that in the legal name.
- IRS # - Provide the applicants federal identification number.
- Applicant Address, Telephone and FAX – Provide the information as requested.
- Executive Director Name– Provide the name of the person who has overall responsibility and authority for administering the program in which the entity is applying for the funds.
- Executive Director Email- Provide the email address of the executive director.
- Program Director Name – Provide the name of the individual with direct day-to-day responsibility for this program and the person that the department can contact concerning the proposal.
- Program Director Email – Provide the email address of the program director.
- Program Director Telephone – Provide the telephone number of the program director.
- Total Funds Requested – Indicate the total amount of funds requested, not to exceed the amounts outlined in section 1.04.
- Conditions/Signature – The person authorized to obligate the entity must sign and date in non-black ink to certify that the applicant is in agreement with the conditions listed.

B. Minority Impact Statement: Identifies the applicant's potential impact of the project's proposed programs or policies on minority groups. Complete required form – **Attachment B** following these instructions:

- Applicants must independently complete the "Minority Impact Statement" form by checking the box that most accurately reflects the proposed project programs or policies impact on minority persons.
- Describe the rationale or evidence for your choice in a brief narrative, as well as identifying the specific minority groups in which there is a positive or negative impact (if applicable) on the checklist.
- Sign the form and return it with the bid proposal.

C. Background Narrative: In narrative format, applicants shall describe their experience and expertise in child care and early childhood. Specifically address experience and knowledge about physical activity in early childhood and physical activity in child care. In addition the applicant shall describe their experience and capacity regarding curriculum development and implementation of trainings for adult learners.

D. Narrative Plan for fulfilling Scope of Services. Applicants shall describe in detail their plan and describe the actions to complete every activity as listed in the Scope of Services. Applicants must provide a timeline with each activity. The items listed in the Scope of Services are not inclusive.

E. Key Personnel: Applicants shall submit a 1-page bio-sketch for each of the program director and any other relevant staff that will be working on this project.

F. Budget: Use required from- **Attachment C:** The applicant will submit a line item budget of anticipated direct project costs for the period of May 3, 2010 to February 3, 2012. On the attached form (Attachment C), applicants will split the total costs of the project period into the two potential contract terms. Year 1 anticipated costs from May 3, 2010 through February 2, 2011 and year 2 anticipated costs from February 3, 2011 through February 2, 2012.

A budget justification in narrative format shall describe how the budget was calculated and justify the expenses detailed.

The budget shall include only the line item categories listed below and comply with the guidelines as outlined below:

- Salary/Fringe
- Other
- Administrative or Indirect Costs

1. Salary/Benefits:

List all staff directly funded, wholly or partially with these funds. Employee's name (if current staff), credentials, and position title must be listed. Justification must include the total annual salary and fringe benefits paid to the employee, as well as the total annual salary and fringe benefits charged to this project.

2. Other:

All other anticipated expenses using funds must be listed on the line item budget and justified. This category includes: office supplies, educational supplies, project supplies, communication, rent and utilities (if not included in administrative costs), training, ICN expenses, information technology-related expense, travel, etc.

Travel: IDPH will not reimburse travel amounts in excess of limits established by Iowa Department of Administrative Services, State Accounting Enterprise. Current in-state maximum allowable amounts are:

Food- \$8.00/breakfast, \$12.00/lunch, \$23.00/dinner

Lodging- Maximum \$75 plus taxes per night

Mileage- Maximum of \$0.39 per mile.

3. Administrative Costs or Federally Approved Indirect Rate

If the applicant plans to charge administrative or indirect costs, this must be identified in the proposal. If the applicant charges indirect costs, a copy of the current, signed federally approved indirect cost rate agreement must be submitted with the proposal.

Contractors may charge an Indirect Rate in accordance with their federally approved Indirect Cost Rate Agreement. IDPH reserves the right to negotiate the application of the Indirect Rate per individual contract.

In the absence of a federally approved Indirect Cost Rate Agreement, the contractor may charge an Administrative Cost not to exceed a maximum rate of 15% of the total contractual amount.

Administrative costs are those that are incurred for common or joint objectives, and therefore cannot be identified readily and specifically with a sponsored program, but are nevertheless necessary to the operations of the organization. For example, the costs of operating and maintaining facilities, depreciation and administrative salaries are generally treated as indirect costs.

The contractor shall maintain documentation to support the administrative cost allocation. IDPH reserves the right to request the documentation at any time.

V. EVALUATION CRITERIA

An evaluation committee made of up employees of the Department will review bid proposals. The committee will consider all information provided in the bid proposal when making its recommendation and may consider relevant information from other sources. The Department may also consider geographical distribution, budget information and any other information received pursuant to the procurement process. The evaluation committee will award the contract to the responsible Applicant submitting the best bid proposal. The lowest priced bid proposal is not necessarily the best bid proposal. The evaluation committee's selection will be subject to the final approval of the Department.

The bid proposals will be evaluated and a recommendation will be made using the following criteria, which are listed in no particular order:

- A. All parts of each section are included and addressed.
- B. Descriptions and detail are clear, organized and understandable.
- C. Descriptions are responsive to the intent of the RFP objectives.
- D. The overall ability of the applicant, as judged by the evaluation committee, to successfully complete the project within the proposed schedule.

Points	Definition
5	Applicant's proposal or capability is exceptional and exceeds expectations for this criterion.
4	Applicant's proposal or capability is superior and slightly exceeds expectations for this criterion.
3	Applicant's proposal or capability is satisfactory and meets expectations for this criterion.
2	Applicant's proposal or capability is unsatisfactory and contains numerous deficiencies for this criterion.
1	Applicant's proposal or capability is not acceptable or applicable for this criterion.

The maximum points to be awarded for each proposal section are as follows:

Component of Application	Weighting	Potential Total Points to be Awarded
Business Related Elements (e.g., cover page)	--	Required
Background Narrative & Key Personnel bio-sketch	7	35
Narrative describing applicants plan to fulfill the Scope of Services	8	40
Budget and Budget Narrative	5	25
Total Potential Points Awarded		100*

*Applicants must receive a minimum score of 60 to be considered for funding.

VI. CONTRACTUAL TERMS

- a. The Contract, which the Department expects to award as a result of this RFB, shall be based upon the proposal submitted by the successful Applicant and this RFB. The Contract between the Department and the successful Applicant shall be a combination of the scope of services, terms and conditions of the RFB, the proposal of the Applicant, and all written clarifications or changes made in accordance with the provisions herein. The Department reserves the right to either award a Contract without further negotiation with the successful Applicant or to negotiate Contract terms with the selected Applicant if the best interests of the Department would be served by negotiation.
- b. Any contract awarded by the Department shall include specific contract provisions and the general conditions effective October 1, 2009 as posted on the department Web site at www.idph.state.ia.us under *Grants, Bids and Proposals* link. Contract terms contained in the general conditions are not intended to be a complete listing of all contract terms, but are provided only to enable applicants to better evaluate the costs associated with the RFB and the potential resulting contract.

The Department expects Contractors to link with the local board of health when providing services supported by Department funding. In particular, Contractors are expected to assist the local board of health in carrying out the three core functions of public health as defined in 641 IAC 77.3 (137): assessment, policy development and assurance. Examples of linking with the board of health include, but are not limited to:

- Provide environmental and/or health data to the local board of health for the purposes of, and provide assistance in, assessing and analyzing the health status of the community.
- Submit reports to the local board of health on the effectiveness, accessibility, and quality of services provided.
- Include the local board of health in establishing policies and plans associated with the services provided. This can be accomplished by establishing a liaison between the Contractor and the board of health or by attending regular meetings of the board of health.
- Educate the local board of health about the services provided and work with the board to identify target populations in need of the services provided.
- Be active in the Community Health Needs Assessment and Health Improvement Plan process.
- Provide the board of health expert input on the services provided and how those services relate to; the health priorities of the community, and health improvement plans to address those priorities.

The Contractor is expected to provide documentation of linkage efforts if requested by the Department.

- c. Results of the review process or changes in federal or state law may require additions or changes in final contract conditions requirements.
- d. The resulting contract from this RFB will be paid from ARRA funds, and thus the contractor will be required to comply with the reporting requirements and the Standard Terms and Conditions of the American Recovery and Reinvestment Act of 2009 (ARRA). Refer to **Attachment D**.

VII. APPEAL OF THE AWARD DECISION

Applicants may appeal the award decision by filing a written appeal to the Iowa Department of Public Health within 10 working days of receipt of award decision in accordance with 641 Iowa Administrative Code 176.8. Appeals shall be submitted in writing, return receipt requested, to Stacey Hewitt , Contract Administrator, Division of Administration and Professional Licensure, Iowa Department of Public Health, Lucas State Office Building, Des Moines, Iowa 50319-0075. Appeals must clearly and fully identify all issues being contested and demonstrate what procedures in this proposal were not followed.

In the event of an appeal, the Department will continue working with the selected Applicant pending the outcome of the appeal.