

Request for Proposals

I. Introduction:

Central Iowa Community Services (CICS) is announcing this Request for Proposals (RFP) for the following counties: Boone, Franklin, Hamilton, Hardin, Jasper, Madison, Marshall, Poweshiek, Story, and Warren. The Applicant must certify and provide evidence that the program is not replacing another program operated by the Applicant in the counties identified.

A. Program Description:

Since the RFP is designed to develop or expand the capacity of service delivery with the counties identified above, the individuals served must be clients who are eligible to receive services with primarily focus on Medicaid funding and regional/county funds secondarily. Client service needs and gaps shall be identified. This shall include identification of gaps in services as well as a lack of informed client choice within the counties identified. The services needed in the counties are:

- a. Supported Employment Job Development and Job Coaching
- b. Community Work Site Assessment
- c. Comprehensive Vocational Evaluation
- d. Work Adjustment Training in the Community
- e. Job Seeking Skills Training

The service needs identified above are a guide for potential applicants of this RFP. The successful applicant (s) shall be expected to provide vocational services and is encouraged to consider alternative, non-traditional approaches to providing the services. The successful applicant (s) may submit a proposal for one county, multiple counties or the entire region.

B. Conditions:

CICS shall follow a competitive selection process, which is a formal process established to compare provider qualifications, terms, conditions, prices of equal or similar services, and historical outcome data in order to determine the best candidate from whom to purchase services. The successful candidate shall demonstrate quality of services, ability to meet performance measures, support from the Community Service Director in the county(ies) served, and a proven track record of providing quality follow along services that minimize displacement of individuals with disabilities.

This competitive process allows individual providers as well as a consortium of providers to apply. Applicants may apply for specific counties to serve, as well as multiple counties. A consortium applying to serve multiple counties must designate one provider to act as the fiscal agent, and all providers in the consortium must provide a letter of support for the fiscal agent in the proposal. Creative alignment of services and partnerships are encouraged in this RFP.

Establishment, Development, or Expansion Allowances:

Proposals may request compensation for staffing, if necessary, for the purpose of providing the services identified by counties for a maximum period of four years. The financial participation available matching rate for the following levels of staffing costs per year is:

- a) 100 percent of staffing costs for the first year;
- b) 75 percent of staffing costs for the second year;
- c) 60 percent of staffing costs for the third year;
- d) 45 percent of staffing costs for the fourth year; and
- e) Other expenditures related to the program, development or expansion of a community rehabilitation program providing the services identified as necessary, but are not ongoing operating expenses of the program.

II. Proposal Requirements:

The purpose of these Vocational Services is to develop and enhance programming that shall promote integration of people with disabilities into competitive employment. The funds through this program are to be used for initial and additional staffing of programs and initial and additional equipment. Applicants must be private or public not-for-profit organizations that specialize in providing services to individuals with disabilities.

Proposals that fail to demonstrate the above evidence shall be determined as not having met the requirements of the program and, therefore, shall not be considered in the bid process.

A. Eligible Applicants: 10 points possible

All providers are eligible to apply for this program. Applicants that do not currently have a contract must also obtain a contract with CICS for the services to be rendered in this program.

Applicants that do not have the appropriate accreditation must provide evidence within three months of the start date of the program of the organization's application for accreditation. Applicants that do not have the accreditation must comply with all CICS Program Review expectations until accreditation is secured. CICS Program Reviews require the applicant to meet quarterly with CICS Administrative Team, and apply the recommendations for improvement provided by the Team.

Should an applicant fail to obtain appropriate accreditation within the first two years, the funding shall be discontinued.

B. Goals and Objectives: 25 points possible

Applicants must identify the goals and objectives that shall be met in measurable terms. Applicants should address not only outcomes but activities that shall lead to a reduction in recidivism in supported employment. Proposals that address creative measures and actions to try and curb this trend are encouraged. Goals and objectives must be written that address:

1. Outcomes expected per year.
2. Recidivism rate expected per county and the current recidivism rate in that county.
3. Service delivery plan per county (i.e. application process, staffing levels, response time to requests, timeframe to develop jobs, etc.)

C. Planned Activities: 25 points possible

Describe the planned activities that shall enhance the applicant's ability to meet the stated goals and objectives as well as address the following:

1. Describe the plan to develop sustainability.
2. Explain why the program is necessary to establish the services instead of simply providing the service.
3. Describe the proposed population(s) to be served by the program (i.e. mentally ill, intellectually disabled, etc.)
4. Provide projections on local business and industry needs, local wages, and placement.
5. Describe the proposed method of accessing continued funding.
6. Describe the proposed accountability and sustainability timeframes.
7. Provide evidence of support from the local Community Services Director.

D. Budget and Budget Narrative: 25 points possible

The allowable costs for this program are salaries and benefits along with equipment that is necessary to establish the project. The budget must provide line item costs for each of the allowable costs noted, and the rate of match per year required by the project.

The Budget Narrative should align with the budget and concisely describe the nature of the line item cost in the budget and shall provide justification and a rationale for the line item requested.

E. Letters of Support:

15 points possible

Letters of support must be submitted directly to CICS, and not included in the packet of the proposal. The letters submitted may be from any partners, interested parties, current and former clients, businesses, etc.

F. Contract Period:

Starting no later than July 1, 2014 and ending June 30, 2015. Renewable annually for three additional years, at the discretion of CICS, based upon outcomes and availability of funds.

III. Program Definitions:

- A. Competitive Selections: formal process to compare provider qualifications, in order to meet the objective of selecting the service provider that submits the best proposal.
- B. Follow Along or Follow Up Services: Services provided through job coaching and natural supports to enhance the individual's ability to maintain employment.
- C. Formal Competition: a competitive selection process that employs a request for proposal and is authorized by applicable laws resulting in a service contract.
- D. Monitoring: Monitoring means any planned, ongoing, or periodic activity that measures and ensures contractor compliance with the terms, conditions, and requirements of a contract.
- E. Supported Employment Job Development and Job Coaching: Services that facilitate the development of a job and the support on the job for an individual with a disability to obtain and maintain employment.

For expanded definitions of services please see the Menu of Services manual found on the IVRS website.

IV. Contracting Clauses:

A. Monitoring, Review and Payment: The purpose of monitoring is to assist the successful applicant in:

- 1. Complying with the terms and conditions of the contract and applicable laws and regulations.
- 2. Preventing non-compliance by identifying and resolving potential problems by providing constructive and timely feedback.
- 3. Making progress toward the expected results and outcomes.
- 4. Reducing fiscal or program risks as early as possible.
- 5. Determining a need for technical assistance.
- 6. Determining if the contract should continue.

The following summarizes the expectations and timeframes for monitoring:

- 1. The contractor shall submit progress reports concerning the progress and contractor performance on the goals and objectives on a quarterly basis.
- 2. The contractor shall submit invoices and billings on a monthly basis.
- 3. The contractor shall participate in all on site contract reviews which shall include at least one per year where the financial and programming performance is reviewed.
- 4. The contractor shall follow recommendations cited by the review.
- 5. The contractor shall keep CICS staff well informed of their performance on a quarterly basis (updated summary reports of work with the clients served.)
- 6. The contractor shall correct identified deficiencies or findings by the local and regional level staff and submit progress reports to any such corrective action plan.

B. Contract Termination:

Either party may terminate the contract in whole or in part without the payment of any penalty by giving 30 days written notification. The contractor shall be entitled to compensation, upon submission of invoices and proof of claim for services rendered, for the proper time period up to and including the date

of termination. If a contractor terminates the contract in the first year, the contractor shall reimburse CICS for all start up and equipment costs.

Termination may occur for a variety of reasons including:

- 1) Lack of funds or non-appropriation of funds
- 2) The contractor fails to obtain and maintain the required accreditation for the contracted services
- 3) A material breach in one or more of the terms or conditions of the contract
- 4) Failure to demonstrate adequate performance on the goals and measures or failure to rectify areas in need of improvement
- 5) Other reasons

The contractor is responsible for the payment of unemployment compensation to the contractor's employees, worker's compensation, and other applicable employee salary costs.

C. Purchasing Requirements:

The contractor agrees that any equipment purchased under this program shall do so as efficiently and effectively as possible and make every reasonable effort to ensure that the commitment of public funds obtains the most value for the money spent. Competition for the purchase of equipment should be fair, open and objective. The contractor may use an informal process in which at least three prospective vendors of the equipment are identified and solicited for a bid. Documentation and justification for using the selected vendor must be submitted to CICS. Misappropriation or abuse of this process shall result in the contractor reimbursing CICS for the funds used in the purchase price.

D. Indemnification:

The contractor agrees to indemnify and hold harmless the CICS, its officers, employees, and agents appointed and elected and volunteers from any and all costs, expenses, losses, claims, damages, liabilities, settlements and judgments, including reasonable valued of the time spent by the Attorney's Office, and the costs and expenses and reasonable attorneys' fees of other counsel required to defend CICS related to or arising from: any breach of this contract, negligence, the contractor's performance, failure of the contractor to comply with the laws and provisions of the contract, failure by the contractor to complete all reports, payments and withholdings required, intellectual property rights, failure of the contractor to adhere to the confidentiality provisions of the contract.

E. Insurance:

The contractor shall maintain in full force and effect with insurance companies licensed by the State of Iowa, at the contractor's expense, insurance coverings its work during the entire term of this contract and any renewals. The contractor's insurance shall, among other things, be occurrence based and shall insure against any loss or damage resulting from or related to the contractor's performance of the contract regardless of the filing date. CICS shall be entitled to receive notice of cancellation. All equipment purchased with public funds under this program become the sole property of CICS should the entire project terminate within 15 years of the ending date of this contract and renewal dates.

The type of insurance required:

The contractor shall submit evidence of the insurance with corresponding amounts to the CICS Management Team regarding the following types of insurance: General Liability, Automobile Liability, Excess Liability, Workers Compensation and Employer Liability, Property Damage, and Professional Liability

F. Independent Contractor:

The status of the contractor shall be that of an independent contractor. The contractor, its employees, agents and any subcontractors performing under this contract are not employees or agents of CICS.

Neither the contractor nor its employees shall be considered employees of CICS or the county members of CICS for federal or state tax purposes. CICS shall not withhold taxes on behalf of the contractor.

G. Waiting List:

The contractor agrees to serve only those individuals with disabilities identified by CICS.

H. Compliance with the Law:

The contractor, its employees, agents and subcontractors shall comply with all applicable federal, state, and local laws, rules, including without limitation, all laws applicable to the prevention of discrimination in employment and the use of targeted small businesses as vendors or suppliers. The contractor, its employees, agents and vendors shall comply with all federal, state and local laws regarding business permits and licenses that may be required to carry out the work performed under this contract.

V. Proposal Process:

Date by when RFP's mailed to applicants:	January 21 st , 2014
Date by when proposals must be submitted to CICS:	March 3 rd , 2014
Date by when proposals shall be reviewed by CICS:	March 31 st , 2014
Date by when successful applicants shall be notified	May 1 st , 2014
Date by when contract is mailed to successful applicant(s)	June 12 th , 2014
Date of final contract approval by CICS	June 30 th , 2014
Date when the grant begins	July 1 st , 2014

Proposals must be submitted to: Russell Wood, Community Services Director
Central Iowa Community Services, Franklin County Office
rwood@co.franklin.ia.us
PO Box 58
Hampton, IA 50441

VI. Standards for Review of Applications:

A review team shall be comprised of CICS staff. Each proposal shall be reviewed according to the established number of points possible, the quality of the proposal in addressing the areas, and the outcomes achieved historically.

CICS reserves the right to decline any and all applications and may choose to not award a grant.