

Submission Requirements

- Bid Proposal response must be typed in font no smaller than 12-point and with 1” margins.
- Proposals shall not exceed twenty (20) one-sided pages, **including** the Cover Page and Budget.
- No attachments or appendices allowed.
- Do not use a binder or cover for the proposal.

Required Submittals:

- 1. One (1) e-mailed Notice of Intent** sent by **deadline** to Jenny Kreiter at kreiter@clintoncounty-ia.gov
There is not a form- simply send an e-mail.
- 2. One (1) signed Proposal (pdf) and non-pdf Budget** sent via e-mail by **deadline** to Jenny Kreiter at kreiter@clintoncounty-ia.gov
- 3. One** stapled signed Original, **plus three** stapled copies of the Proposal and Budget **received by/delivered to the Clinton/Jackson Early Childhood Iowa Office by deadline.**

(This is not the post-marked date. It is the date the proposal is received.)

Note that the copies can be double-sided.

Send to: **Jenny Kreiter, Clinton/Jackson Early Childhood Iowa**
226 11th Street
DeWitt, IA 52742

Format

Important: There are two (2) Parts to the Narrative section of the Bid Proposal .

- **Part 1.** All applicants will complete Part 1 which includes cover page, assurances and narrative
- **Part 2.** Each applicant will also complete a narrative based upon the Board Priority their program will b impact.

Board Priority 1 Narrative: Affordable Accessible Care / Quality Early Learning Environments

Points

Proposals will be evaluated using the following point system:

Part 1

- Cover Page & Assurances: No points
- Overview: 5 pts
- Scope: 5 pts
- Community Connections: 5 pts
- Fiscal: 5 pts
- Board Priorities 0 pts

Part 2 (Priority Specific)

- Program Specifics : 25 pts
- Agency & Staff : 5 pts
- Best Practice: 5 pts
- Data: 5 pts

Total Points possible: 60 Points

Items must be submitted by the dates and times specified or they will be rejected.

Respondents are responsible for all costs associated with the development, preparation and delivery of the proposal. The Clinton/Jackson Early Childhood Iowa Board is not responsible for any costs incurred by the respondent relative to this process.

Proposal Evaluation Process

Proposals will be individually read and scored by eligible Clinton/Jackson ECI Board members. Appropriate Board Committees will review Board member scores and recommend proposals for funding. The Clinton/Jackson ECI Board will review the recommendations and take action to award contracts.

Conflict Of Interest

To avoid conflict of interest in the funding determination process, any member of the Board who has a direct interest or substantial related interest in a proposal will not participate in the review and evaluation of that proposal. In addition the Board member will abstain from voting on said proposal.

Acceptance/Rejection Rights

The Clinton/Jackson ECI Board reserves the right to accept or reject any or all proposals submitted. The submission of a proposal does not guarantee the respondent any rights, nor obligates the Clinton/Jackson Early Childhood Iowa Board in any way.

Appeal Process

Appeals must be made in writing to the Clinton/Jackson ECI Board Chair and sent in care of ECI Director at 226 11th Street, DeWitt, IA 52742, and must be received within five calendar days of applicant's receipt of funding decision notice.

Appeals must be based on a contention that the process violated state or federal law, that policies or rules did not provide adequate public notice, or involved a conflict of interest by staff or review team members. The Clinton/Jackson ECI Chair will review the appeal and make a recommendation to the ECI Board. The ECI Board will review the appeal, take action and mail a notice to the appellant within ten working days of this review.

Expectations & Responsibilities of Successful Applicant to include but not limited:

- Enter into a contractual agreement with the Clinton/Jackson Early Childhood Iowa Board.
- Submit claim expenditures each month with appropriate documentation on forms provided by Clinton/Jackson ECI. If ECI-funded staff is funded from more than one source then an aggregate Time Study/Payroll form will be required.
- Provide documentation of 15% Local Match (cash or in-kind) of the ECI funds awarded.
- Accurately collect and report required State data and locally determined data by the quarterly report deadline in the format provided by Early Childhood Iowa.
- Present on the accomplishments of the program and progress of the project upon request.
- Participate in Program Fair/host a Clinton/Jackson ECI Board meeting upon request.
- Promote Clinton/Jackson Early Childhood Iowa as a funding source on all applicable materials.
- Indirect Administrative costs are limited to 5%.
- Submit Proof of Insurance listing Clinton/Jackson Early Childhood Iowa Board as a certificate holder with the signed Contract.
- Provide relevant Audit information annually.
- Obtain or maintain a High Quality standard.