



# CICS

Supporting Individuals. Strengthening Communities.

## Request for Proposals for Warren County Drop-In Center

### I. Introduction:

Central Iowa Community Services (CICS) is announcing this Request for Proposals (RFP) for a drop-in center in Warren County.

#### **A. Service Description:**

This RFP is specifically for the provision of a drop-in center in Warren County. The provider chosen to provide this service will secure space for the drop-in center participants to regularly access drop-in educational or recreational functions. The drop-in center will be open at least one day each weekend and at least three days during the week. The successful applicant will provide a plan to provide services on a peer run basis from the beginning, or transition to peer run services. The facility will be required to have a kitchen area, and a shower area for drop in participants to utilize.

#### **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 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 Directors in the site served, and a proven track record of providing quality services.

This competitive process allows individual providers as well as a consortium of providers to apply. A consortium 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, other ongoing expenditures related to the drop-in center, and development or expansion costs as necessary to provide the services identified that would not otherwise be reimbursable by other funders.

### II. Proposal Requirements:

The purpose of these services is to develop and enhance programming that shall promote integration of people with disabilities into the community. The funds through this grant are to be used for initial and additional staffing and costs of the drop-in center and initial and additional equipment.

#### **A. Eligible Applicants:**

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

#### **B. Planned Activities:** 25 points possible

Describe the planned activities that shall enhance the applicant's ability to develop a program that meets the requirements listed in the program description above, as well as address the following:

1. Explain why the grant is necessary to establish the services instead of simply providing the service.
2. Describe the proposed population(s) to be served by the drop-in center.
3. Describe the staffing plan.

**C. Budget and Budget Narrative:** 25 points possible

The allowable costs for this grant 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 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.

**F. Contract Period:**

Starting no later than July 1, 2018 and ending June 30, 2019. Renewable annually, at the discretion of CICS, based upon outcomes and availability of funds.

**III. 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 invoices and billings on a monthly basis.
2. 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.
3. The contractor shall follow recommendations cited by the review.
4. The contractor shall correct identified deficiencies or findings by CICS staff and submit progress reports to any such corrective action plan.

**B. Contract Specifics:**

Either party may terminate the contract according to the terms of the contract. The contractor agrees to indemnify and hold harmless CICS, shall maintain insurance and shall be an independent contractor according to the terms of the contract.

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.

**C. Purchasing Requirements:**

The contractor agrees that any equipment purchased under this grant 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. Misappropriation or abuse of this process shall result in the contractor reimbursing CICS for the funds used in the purchase price.

**D. Persons Served:**

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



#### **IV. Proposal Process:**

Date by when RFP's mailed to applicants:	March 23, 2018
Date by when proposals must be submitted to CICS:	April 30, 2018
Date by when proposals shall be reviewed by CICS:	May 3, 2018
Date by when successful applicants shall be notified	May 4, 2018
Date by when contract is mailed to successful applicant(s)	May 4, 2018
Date of final contract approval by CICS	May 24, 2018
Date when the grant begins	July 1, 2018

Proposals must be submitted to: Meghan Freie, Project Manager  
Central Iowa Community Services, Franklin County Office  
[Meghan.Freie@cicsmhds.org](mailto:Meghan.Freie@cicsmhds.org)  
PO Box 58  
Hampton, IA 50441

#### **V. Standards for Review of Applications:**

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 choose to not award a grant.

