

441—168.4(234) Request for proposals. The department shall announce the request for proposal period through public notice.

168.4(1) Proposal submittal. All applicants shall submit proposals to: Iowa Department of Human Services, Bureau of Child Care and Community Services, Hoover State Office Building, Fifth Floor, 1305 E. Walnut St., Des Moines, Iowa 50319-0114.

a. Proposals shall be in the form prescribed by the department.

b. To be eligible for review, the proposals shall be received by the due date specified in the request for proposals.

168.4(2) Proposal requirements. Requirements for proposals shall be specified in each request for proposals. A proposal that does not contain the information specified may be disqualified at the discretion of the department. Proposals shall describe how the program will improve services to children and shall include but not be limited to the following information:

a. Program description, including but not limited to:

- (1) Stated goals and objectives of the program.
- (2) Impact of proposal on children, families, and core program.
- (3) Facility plan.
- (4) Curriculum plan.
- (5) Positive guidance plan.
- (6) Health and safety plan.
- (7) Food and nutrition plan.
- (8) Evidence of an inclusive environment.
- (9) Continuity of services plan.
- (10) Staff plan.
- (11) Professional development plan.
- (12) Parental involvement plan.

b. Needs assessment:

- (1) Geographical area to be served, including population density.
- (2) Demographics of the service population.
- (3) Socioeconomic data for the area served, such as indicators of poverty and teen pregnancy.

c. Description of community linkages and community collaboration.

d. Evidence of program quality and sustainability.

e. Proposed budget for the requested contract funds.

f. Evidence of required insurance coverage.

g. Other information identified in the request for proposals.