



Request for Proposals for COVID-19 Relief

I. Introduction:

Northwest Iowa Care Connections is announcing this Request for Proposals (RFP) for the following counties: Clay, Kossuth, Osceola, Palo Alto, Winnebago, and Worth Counties. The Applicant must certify and provide evidence that this funding is not duplicating other funding received for COVID-19 relief.

A. Service Description:

This RFP is specifically for expenditures that were not accounted for in any budget approved for the applicant before March 27, 2020. Applicants may submit multiple proposals for varying projects.

B. Conditions:

NWIACC will follow a non-competitive selection process to assess the applicant's needs and determine, to the best of its ability, if the proposal meets the requirements set by the Federal and State governments. The applicant must use the attached application to identify how the funds would enhance or allow continuance of services.

C. Establishment, Development, or Expansion Allowances:

Proposals may request compensation for the purchase of equipment or other items, additional staff expenses, or other one-time or ongoing expenditures that are related to COVID-19, and development or expansion costs necessary to provide services that would not otherwise be reimbursed by other funders.

II. Proposal Requirements:

The funds through this grant must be used only for COVID-19 related expenditures.

A. Eligible Applicants:

Applicants must be located in the NWIACC region or be organizations that provide services to individuals with mental illness or disabilities who reside in the NWIACC region. A school district must have its main district office located in the NWIACC region.

B. Use of Funds:

Applicants must specify the uses of the funds applied for. Proposals that address creative measures and actions are encouraged. Proposals that are evidence based and aid in the betterment of mental health symptoms will be given priority.

C. Planned Activities:

Describe how the expenditures allow the contractor to continue to serve individuals:

1. Explain why the grant is necessary.
2. Describe the proposed population(s) to be served by the funds (e.g., mentally ill, intellectually disabled, student population).

D. Budget and Budget Narrative:

The budget must provide line-item costs for each of the allowable costs listed, the rate of match, if any, and a justification and rationale for the funds requested.

E. Contract Period:

The contract shall start upon approval of the Proposal and end December 30, 2020, based upon outcomes and availability of funds. The contractor shall refund to NWIACC **BY DECEMBER 30, 2020**, any dollars not expended by December 10, 2020.



III. Contracting Clauses:

A. Monitoring, Review and Payment:

The following summarizes the expectations and timeframes for monitoring:

1. The contractor will receive 90% of requested funds when the proposal is approved.
2. The contractor will receive the remaining 10% of funds when the project has been completed, and a request for the remainder of the funds, with supporting documentation (not including receipts), is received by NWIACC.
3. Grant funds must be used in accordance with the budget included with your proposal.
4. The Recipient agrees to submit invoices and documentation in a timely fashion to:

Northwest Iowa Care Connections
215 West 4th Street Suite 6 Spencer, IA 51301
OR email to: claims@nwiacc.org Subject: CARES Act Grant

5. The Recipient shall keep detailed records and receipts for five years to show how funds were expended.
6. The Recipient agrees to submit to NWIACC invoice(s) including receipts and appropriate documentation (as well as the agency's W-9) no later than December 10, 2020. Invoices received after December 10, 2020 will not be paid.
7. The Recipient shall keep detailed records and receipts for five years that show how funds were expended.
8. Any items under this grant shall be purchased as efficiently and effectively as possible. Every reasonable effort shall be made to ensure that public funds obtain the most value for the money spent.
9. The Recipient agrees to retain possession of all technology devices.
10. The Recipient agrees that technology devices will not be sold for cash value used for other purposes.
11. The Recipient certifies that this funding is not duplicating other funding received for COVID-19 Relief or used for items or projects budgeted prior to March 1, 2020.
12. The Recipient agrees to make every effort to expend the funds received from this grant.
13. The Recipient agrees to participate in any on-site regional reviews, as well as cooperate with a federal audit by the Office of Inspector General, should one be conducted.
14. The Recipient agrees, if asked by the Governing Board/ and or CEO, to provide verbal or written updates regarding use of funds for the project.
15. The Recipient agrees to return any authorized COVID-19 relief funds, should it be determined through an audit that it was an unauthorized use of funds.

B. Contract Specifics:

The contractor agrees to indemnify and hold harmless NWIACC, 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, and rules, including 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 it will purchase any items under this grant as efficiently and effectively as possible and make every reasonable effort to ensure that the public funds obtain 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 will result in the contractor reimbursing NWIACC for the funds used.

D. Persons Served:

The contractor agrees to provide mental health and disability services, or services related to individuals' mental health or disability, to residents of NWIACC that are the result of or exacerbated by COVID-19. School districts will use the funds to alleviate mental health issues caused by or related to COVID-19, including issues related the general mental health of the district.



IV. Proposal Process:

Proposals must be submitted to: Melissa Loehr CEO
 Northwest Iowa Care Connections
mloehr@nwiacc.org
 Subject: NWIACC Cares Act Grant
 215 West 4th Street Suite 6
 Spencer, IA 51301

Proposals will generally not be accepted after November 1, 2020, to allow for distribution and time to utilize awarded funds.

V. Standards for Review of Applications:

Each proposal will be reviewed according to the requirements set forth in this RFP.

NWIACC reserves the right to decline any and all applications and choose to not award any or all grants. If COVID-19 dollars are not available, NWIACC will not award any grants.

Review of Bid Proposals- Eligible proposals will be evaluated according to the following:

Summary of Bidder	<ul style="list-style-type: none"> Name, address, contact information provided Specific description of counties to be covered with proposal Provider demonstrates sufficient experience delivering services to adult and children populations. Timeline for implementation
Financial Information	<ul style="list-style-type: none"> Complete budget provided. Budget narrative provides adequate detail of plan for delivery of services.
Service Delivery	<ul style="list-style-type: none"> Proposal includes detail regarding eligibility determination (if applicable). Proposal includes information on timeline, steps, and personnel responsible. Timeline for implementation demonstrates immediate implementation upon award and ability to continue through 12/30/20.
Reporting Assurances	<ul style="list-style-type: none"> Proposal ensures commitment to assisting NWIACC in meeting federal reporting requirements of the CARES Act.

Amendment to the RFP and Bid Proposal:

NWIACC reserves the right to amend or provide clarifications to the RFP at any time. Amendments will be posted to the NWIACC website at nwiaccareconnections.org. If the amendment occurs after the closing date for receipt of bid proposals or after a bidder has submitted its proposal, NWIACC may, in its sole discretion, allow bidders to amend their bid proposals. If a bidder amends its bid proposal, the amendment shall be in writing and signed by the bidder. It is a mandatory requirement that the CEO shall receive any



amendments by the deadline for submitting bid proposals. However, if the RFP is amended after receipt of proposals, any bid amendment must be received by the deadline set by NWIACC.

Withdrawal of Bid Proposal:

The bidder may withdraw a proposal prior to the closing date for the receipt of proposals by submitting a written request to withdraw to the NWIACC CEO.

Costs of Preparing the Bid Proposal

The costs of preparation and delivery of proposals are solely the responsibility of the bidder.

Rejection of Bid Proposals

NWIACC reserves the right to reject any or all proposals, in whole and in part, and to cancel this RFP at any time prior to the execution of a written contract. Issuance of this RFP in no way constitutes a commitment by the NWIACC to enter into a contract.