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# OPERATING ENTITY REQUEST FOR PROPOSALS

## 12/19/2025

Questions about and responses to this RFP should be directed to:

**Kyle Collins**  
Interim Vice President of Academic Affairs  
[Kcollins16@dmacc.edu](mailto:Kcollins16@dmacc.edu)  
515-965-7304

Please indicate **boldly** in the subject line: **EKDC Operating Entity RFP**

Responses to questions will be shared publicly with all applicants.

[www.dmacc.edu/ekdc/](http://www.dmacc.edu/ekdc/)

## **Evelyn K. Davis Center for Working Families (EKDC)**

### **Request for Proposals: Operating Entity**

**Issued by:** Des Moines Area Community College (DMACC)

**Release Date:** December 19, 2025

**REQUIRED FOR SUBMISSION:** Attendance at one Applicant Conference and Building Tour

**Proposal Due:** February 28, 2026

**Decision and Implementation:** March/April 2026

**Transition Date:** July 1, 2026

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### **TABLE OF CONTENTS**

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<b>PART I – OVERVIEW AND BACKGROUND.....</b>	<b>3</b>
1. Introduction and Purpose.....	3
2. Background and History.....	4
3. The Center for Working Families (CWF) Model .....	5
4. Rationale for Transition.....	5
5. Current Operations and Programs.....	5
6. EKDC Opportunity Overview.....	6
7. DMACC's Ongoing Role and Commitments .....	6
8. Timeline and Key Dates.....	8
<b>PART II – SUBMISSION REQUIREMENTS.....</b>	<b>9</b>
1. Submission Instructions.....	9
2. Required Components of Submission.....	9
3. Formatting and Submission Guidelines .....	11
<b>PART III – REVIEW, SELECTION, AND APPENDICES .....</b>	<b>12</b>
1. Review and Selection Process.....	12
2. Evaluation Criteria and Scoring .....	12
3. Appendices .....	12

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## PART I – OVERVIEW AND BACKGROUND

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### 1. Introduction and Purpose

Des Moines Area Community College (DMACC) is seeking a mission-aligned Operating Entity to assume operational leadership of the Evelyn K. Davis Center for Working Families (EKDC), a trusted community hub providing employment, education, and financial empowerment services to Central Iowans.

DMACC has proudly led and managed the operation of the EKDC since its opening in 2013. The College now seeks an Operating Entity to lead the EKDC into its next decade of growth and sustainability.

Eligible Applicants:

- Nonprofit organizations
- Governmental entities
- Accredited educational institutions

Values Alignment Requirement

All applicants must demonstrate their ability to uphold and advance the legacy and values established by Evelyn K. Davis, ensuring the Center's enduring commitment to equity, opportunity, and community empowerment. Organizations must show evidence of culturally responsive practices, inclusive leadership, and a proven track record of serving diverse communities.

Operating Agreement:

A five-year Operating Agreement will guide the transition, beginning April, 2026 and will be fully effective July 1, 2026. At the end of the initial term, the agreement will be reviewed for renewal based on performance, alignment, and available resources. This review is intended to confirm continued partnership, not to return operations to DMACC, and ensures long-term stability for the families and stakeholders served by EKDC.

Operating Responsibilities:

DMACC will continue to own the building and provide in-kind support, including building maintenance, utilities, IT network infrastructure, and security, through the initial five-year Operating Agreement.

During this period, the Operating Entity will oversee day-to-day use of the facility. The Operating Entity will also serve as the employer of record with full responsibility for all personnel functions and will develop, implement, and oversee EKDC programs and partnerships. Additional details will be defined collaboratively during development of the Operating Agreement and affirmed prior to any renewal.

All programs listed in [Appendix A](#) are included within the operating scope to be assumed by the selected Operating Entity, subject to continuation of associated grant funding. These programs represent EKDC's core service portfolio and must be delivered in alignment with the expectations, principles, and service commitments outlined in this RFP.

*(See [Appendix A](#) for detailed program descriptions and funding status.)*

Beginning in FY 2026–27, and upon execution of the Operating Agreement, the Operating Entity will assume responsibility for preparing, managing, and submitting all EKDC program grant applications. Applicants should note that many of the current grants are awarded annually and are not guaranteed to continue. DMACC will provide historical documentation and technical assistance during the transition to support continuity.

**Practice Expectations:**

In addition to fulfilling the operational and programmatic responsibilities outlined above, the Operating Entity is expected to uphold a solutions-focused, equity-centered, and a community-oriented approach to service delivery. This includes ensuring culturally responsive practices, honoring the lived experiences of EKDC participants, engaging authentically with neighborhood residents and community partners, and advancing strategies that remove barriers and promote long-term economic mobility. These expectations apply across all EKDC programs, including those aligned with the Center for Working Families (CWF) model.

*(See [Part I.3](#) and [Appendix B](#) for additional information about the Center for Working Families model.)*

## **2. Background and History**

The Evelyn K. Davis Center for Working Families opened in August, 2012 through a collaboration between DMACC, Community Foundation of Greater Des Moines, United Way of Central Iowa, and numerous community partners. The Center was founded in honor of civil rights trailblazer Evelyn K. Davis and stands as one of the most valuable community assets in Central Iowa, an anchor of stability, opportunity, and hope for thousands of individuals and families.

Over the past decade, EKDC has served as a cornerstone of community progress, connecting individuals and families with resources to improve their employment, education, and financial stability. In 2024 alone, the Center recorded over 11,000 client visits, representing thousands of individuals who accessed services multiple times throughout the year.

Today, EKDC remains one of Iowa's leading examples of integrated workforce and family development, providing wraparound support through trusted relationships and a community-centered approach.

### **About Evelyn K. Davis**

Evelyn K. Davis was one of Des Moines' most influential community advocates, dedicating her life to uplifting working-class and Black families through education, childcare, and opportunity. Ms. Davis became a powerful voice for equity in Des Moines, where she raised her family and witnessed firsthand the barriers faced by low-income parents. In 1967, she founded Tiny Tots, Iowa's first daycare for at-risk children, giving countless parents the ability to work, attend school, and pursue stability. Over more than 30 years, she expanded her impact by helping establish Iowa's first day care certification program with Iowa State University, launching a free medical clinic at the House of Mercy, and serving on the Polk County Board of Supervisors Department of Social Services. Active in the NAACP and community organizations, Davis fought tirelessly to strengthen families and open doors for those who had been overlooked or excluded. Her legacy lives on through the Evelyn K. Davis Center for Working Families, which continues her mission by providing job training, financial education, and career services to Central Iowans, planting the same seeds of hope she nurtured throughout her extraordinary life.

### **3. The Center for Working Families (CWF) Model**

EKDC has been established following the national Center for Working Families (CWF) evidence-based framework for helping individuals achieve long-term financial stability.

The CWF model integrates three service strands:

1. Employment and career services
2. Financial coaching and asset building
3. Income supports and benefits access

This integrated approach ensures individuals receive consistent, coordinated guidance from trusted coaches.

Applicants are expected to demonstrate how their organizational philosophy aligns with the CWF model or, if proposing an adaptation, how the key service strands (as stated above) of the model will remain central to their service delivery.

*(See [Appendix B](#) for additional information about the CWF framework.)*

### **4. Rationale for Transition**

DMACC's decision to transition operations of EKDC stems from a strategic reassessment of DMACC's mission alignment and resource sustainability.

EKDC's original business plan and its updated 2024 strategic plan both raised important questions about long-term fit within DMACC's higher education mission. Over time, EKDC has evolved to operate more similar to a community-based nonprofit model, focused on holistic family services, financial empowerment, and local partnerships, work that increasingly extends beyond DMACC's educational scope.

At the same time, DMACC faces the realities of constrained State and Federal support and changing enrollment trends, requiring sharper focus on its core educational mission. Transitioning EKDC's operations to a new organization with deeper alignment to community development and access to diversified funding streams ensures the Center's continued vitality and growth.

This change represents a thoughtful evolution, not a departure, preserving the impact of EKDC while positioning it for greater sustainability and reach.

### **5. Current Operations and Programs**

EKDC provides a range of programs focused on workforce readiness, education, financial coaching, and family stability. Through collaborative partnerships with organizations and local agencies, the Center delivers integrated services designed to meet each person's goals.

Core programs include:

- Employment and career readiness coaching
- Financial literacy and credit improvement
- Education and skill-building opportunities

- Access to public benefits and income supports
- Community workshops and small business resources

EKDC operates from 1171 7th Street in Des Moines, IA, a welcoming space that includes meeting rooms, classrooms, and co-located partner offices. Staff include program managers, coaches, and administrative support professionals.

*(See [Appendix A](#) for a full summary of existing programs, staffing, funding status, and annual client reach.)*

## **6. EKDC Opportunity Overview**

The selected Operating Entity will assume full responsibility for EKDC's programs, staff, partnerships, and day-to-day operations beginning July 1, 2026. This transition will follow a three-month onboarding period beginning in April 2026, allowing sufficient time for coordinated planning, knowledge transfer, and continuity of services. Key responsibilities will include:

- Governance, leadership, and fiscal management of EKDC programs
- Oversight of staff, including employer of record, human resources, payroll, and benefits administration
- Management and expansion of partnerships and community collaborations
- Program design, delivery and performance measurement aligned with the CWF model
- Transparent financial reporting and accountability
- Ongoing communication with DMACC and community stakeholders

## **7. DMACC's Ongoing Role and Commitments**

DMACC will remain actively engaged during and after the transition to ensure EKDC's success. DMACC will:

- Maintain ownership of the EKDC facility and grounds
- Provide transition support to the Operating Entity during the initial agreement term
- Continue to provide ELL Instruction and Workforce Training Academy services as typically scheduled and needed
- Collaborate with the Operating Entity as a continuing partner to sustain EKDC's impact and reputation

*(See Appendix A for descriptions of DMACC-provided [ELL and Workforce Training Academy](#) services.)*

DMACC anticipates entering into a five-year initial operating agreement related to its ongoing role and commitments. Applicants should be prepared to commit to this full term, recognizing that program stability, staff continuity, and relationship management requires multi-year investment. Renewal or buy-out options may be available based on performance, continued alignment, and available funding.

### Transition Responsibility for DMACC-Funded Staff

DMACC currently funds 3.5 EKDC support roles that contribute meaningfully to the Center's daily operations and participant experience. These positions are institutionally funded rather than grant-supported, and this funding will conclude with the transition (6/30/2026). As part of transition planning, DMACC and the selected Operating Entity will work together to review the functions these roles provide

and ensure they are understood, respected, and thoughtfully considered. The Operating Entity will have discretion to determine which functions align with its proposed model and how they may be incorporated, redesigned, or transitioned moving forward. The roles include:

**Manager (full-time):** Oversees daily operations, staff, programs, partnerships, and community engagement to ensure the Center delivers high-quality services aligned with EKDC's mission.

**Administrative Assistant III (full-time):** Provides advanced administrative and operational support, coordinating scheduling, communications, data management, and office functions for the Center.

**Administrative Assistant II (full-time):** Supports front-line administrative tasks including reception, client intake coordination, recordkeeping, and general office operations.

**EKDC Client Service Specialist (part-time):** Assists clients by facilitating intake, connecting them to Center programs and resources, and providing frontline support to ensure a welcoming, accessible experience.

#### Liability Insurance Requirements

The selected Operating Entity will be required to maintain appropriate liability insurance coverage, including general liability insurance with minimum limits of \$1 million, and to indemnify and hold DMACC harmless from claims related to the Operating Entity's negligence or operations. Final insurance requirements will be detailed in the Operating Agreement.

#### Naming Rights and Licensing

DMACC holds the naming and licensing rights for the "Evelyn K. Davis Center for Working Families" in accordance with agreements established with the Evelyn K. Davis family. The Operating Entity shall maintain the use of the full name in all branding, public communications, program materials, signage, and operations for the duration of this Agreement. The Operating Entity shall not alter or discontinue use of the name without prior written approval from DMACC and the Davis family or their authorized representatives. Any future consideration of reassignment or modification of naming rights may be evaluated jointly by DMACC, the Operating Entity, and the Davis family in accordance with applicable agreements.

#### Facility Use Assurance

DMACC is committed to ensuring stability of operations for the selected Operating Entity. Should any future changes to facility ownership, major renovation needs, or DMACC space requirements arise, DMACC will provide significant advance notice and collaborate with the Operating Entity on a reasonable transition timeline. Likewise, if the Operating Entity seeks to modify, reconfigure, or relocate program spaces within the facility, such changes will require prior coordination and approval from DMACC to ensure alignment with building use standards and shared operational needs. Specific terms related to facility access, notice expectations, and space modification approvals will be fully defined in the Operating Agreement.

## 8. Timeline and Key Dates

Milestone	Date
RFP Released	December 19, 2025
Applicant Conference and Building Tour* <u>Appendix E</u>	January 14, 2026 10:00 – 11:30 am January 28, 2026 2:00 – 3:30 pm
Questions Due	February 6, 2026 by 5:00 pm
Proposals Due	February 28, 2026
Review & Interviews	March 2026
Community Conversation	March 2026: Date to be determined; public will receive a minimum two-week advance notice.
Final Selection	April 2026
Transition Implementation Date	<b>(Subject to final selection)</b>
Full Operating Responsibility	<b>July 1, 2026</b>

*\*Attendance at one Applicant Conference and Building Tour is required for proposal eligibility. Proposals submitted by parties who did not attend will be deemed ineligible and will not be reviewed.*

Questions about and responses to this RFP should be directed to:

**Kyle Collins**

**Interim Vice President of Academic Affairs**

[Kcollins16@dmacc.edu](mailto:Kcollins16@dmacc.edu)

**515-965-7304**

Please indicate **boldly** in the subject line: **EKDC Operating Entity RFP**

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## PART II – SUBMISSION REQUIREMENTS

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### 1. Submission Instructions

All proposals must be submitted electronically in PDF format by **February 28, 2026** to:

**Kyle Collins, Interim Vice President of Academic Affairs at [Kcollins16@dmacc.edu](mailto:Kcollins16@dmacc.edu)**

Please indicate **boldly** in the subject line: **EKDC Operating Entity RFP**

Only entities meeting the eligibility criteria outlined in Part I are invited to apply. That includes nonprofit organizations, governmental entities, and accredited educational institutions with the capacity to operate community-based programs and services aligned with EKDC's mission.

Submissions must include all components outlined in this RFP. Late or incomplete submissions may not be reviewed.

*(See Part III.2 for Evaluation Criteria and Scoring.)*

Confidentiality:

Proposals will be evaluated by DMACC with the EKDC Community Advisory Committee reviewing submitted materials and providing feedback to DMACC. Applicants should clearly identify any sections or attachments deemed proprietary. While DMACC will make reasonable efforts to honor such designations, submissions may be subject to applicable public records laws. Any materials designated as 'For DMACC Review Only' will be withheld from the Advisory Committee.

*(See Part III.1 for an overview of the [Advisory Committee's role in the review process](#).)*

### 2. Required Components of Submission

#### A. Concept Summary (maximum 3 pages)

Provide a high-level narrative describing your organization's overarching vision and strategic alignment with EKDC, including:

- Your mission and its alignment with EKDC's purpose
- Your vision for EKDC over the next five years
- Your overall philosophy and approach to operational and program leadership
- Your commitment to the Center for Working Families model
- Your strategy for community engagement and inclusion

*(This section captures the “why” and the high-level “how.” More detailed operational and financial answers will be provided in Section B. Applicants may also find it helpful to review the Evaluation Criteria in [Part III.2](#) when preparing responses.)*

## **B. Direct Questions Document**

Please respond in a separate document to the following detailed questions:

### **Organizational Support & Investment**

1. What staff, organizational infrastructure, and internal supports would your organization bring to effectively operate and grow EKDC’s programs?
2. What financial resources, revenue-generation potential, fundraising experience, or match opportunities would your organization bring to support EKDC’s sustainability?
3. What additional HR, technology, infrastructure, administrative, financial, or other supports could help position your organization for a successful transition?

### **Facility Use, Program Strategy & Community Engagement**

4. How would your organization use the facility (1171 7th Street in Des Moines, IA) to strengthen workforce development, education, and family stability?
5. How will your approach go beyond simply offering services to create real value for residents, empowering individuals, reducing barriers, and supporting them in navigating and accessing the full range of opportunities and supports they qualify for?
6. How would you engage students, youth, parents, neighbors and partners to ensure EKDC remains a trusted community hub? (Please share specific strategy ideas for each group.)
7. What is your approach to program development and partnership expansion to strengthen and grow EKDC’s service portfolio?
8. What is your communication plan for stakeholders (partners, community and staff) during the transition?

### **Governance, Leadership & Transition Management**

9. Describe your governance and leadership transition plan, including how your organization will onboard existing EKDC staff, engage current advisors, and ensure a stable leadership structure during the transition.
10. DMACC directly funds 3.5 EKDC support roles; this funding will not continue after the transition. How will your organization approach assessing whether these roles and functions align with your proposed model and determine which will be included moving forward?
11. Please explain your compensation philosophy, the principles that guide it, and the factors you evaluate to ensure your compensation and benefits remain competitive.

### **Model Alignment, Culture & Values**

12. How will you ensure cultural alignment between your organization and EKDC’s values?
13. How will your organization adopt and operationalize the Center for Working Families (CWF) model within EKDC’s programs?

### **Sustainability, Outcomes & Accountability**

14. What is your plan to sustain EKDC long-term, including funding diversification and financial oversight?
15. What logic model or outcome framework guides your work?

16. What outcomes will demonstrate success in the first three years?

**C. Required Attachments**

1. Current organizational chart
2. Audited financial statements or most recent financial review
3. Current-year operating budget of your organization
4. Optional: Annual report, strategic plan, or additional materials

**3. Formatting and Submission Guidelines**

- Submit one electronic PDF file containing all required materials.
- Use clear section labels and consistent formatting.
- Page limit: 15 pages total (excluding attachments).
- Font size: minimum 11-point.
- Double-spaced
- Late or incomplete submissions may not be reviewed.

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## PART III – REVIEW, SELECTION, AND APPENDICES

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### 1. Review and Selection Process

The review process will include:

1. **Administrative Review (DMACC)** – Verification of eligibility and completeness of the submission.
2. **EKDC Community Advisory Committee Review** – EKDC Community Advisory Committee is responsible to (1) review all applications/proposals, (2) assess how applications/proposals align with local needs, EKDC values, and priorities, and (3) provide community-informed feedback to the DMACC team. Lastly, the EKDC Community Advisory Committee will (4) identify and recommend candidates for the Applicant Interviews.
3. **Applicant Interviews** – Finalists will participate in a panel interview conducted by members of the EKDC Community Advisory Committee and additional representatives designated by DMACC. The interview will include a brief presentation, with instructions provided to finalists in advance.
4. **Community Conversation** – A structured opportunity for the community to learn about each finalist and deepen their understanding of the proposed approaches.
5. **EKDC Advisory Committee & DMACC Final Selection Panel Convening** – Following the Community Conversation, members of the EKDC Community Advisory Committee will convene with representatives of the DMACC Final Selection Panel to share community-informed insights, themes, and considerations emerging from the community conversation. This exchange is intended to ensure community perspectives are heard and understood as DMACC continues its decision-making process.
6. **DMACC's Final Selection Panel** – DMACC, through members of its executive leadership team, identified Board champions and in consultation with other Board members, will make the final determination of the Operating Entity. All evaluation components will be considered. A formal DMACC Board vote is not anticipated to approve the operating agreement.

(See Timeline in [Part I.8](#) for the anticipated dates.)

### 2. Evaluation Criteria and Scoring

Proposals will be evaluated based on the following:

1. Mission and Center for Working Families model alignment
2. Organizational capacity and readiness
3. Governance and leadership transition plan
4. Financial sustainability and accountability
5. Programs and partnership development
6. Community engagement, inclusion and equity-centered practice
7. Staff management and HR practices
8. Vision for future growth and innovation

### 3. Appendices

**Appendix A – Evelyn K. Davis Center Overview:** *Mission, programs, partnerships, and staff summary.*

**Appendix B – Center for Working Families Model:** *Description of the CWF framework and its key components.*

**Appendix C – Facility Overview and Space Use:** *Building overview and space allocations.*

**Appendix D – Key Dates and Contact Information:** *Summary sheet for quick reference.*

**Appendix E – Applicant Conference and Building Tour Overview:** *Basic agenda for the required meeting.*



## APPENDIX A

# About the Evelyn K. Davis Center for Working Families

- **Evelyn K. Davis Center Vision, Mission, Values:**

Vision:

Through intentional and inclusive community focus, EKDC provides guidance, encouragement, and supportive services to overcome barriers and serving a diverse range of community members to help them reach sustainable employment, as well as improve their goals of enhancing their quality of life.

Mission:

EKDC inclusively provides access to services that empower, educate, and elevate working families.

Values:

Value 1: We will work tirelessly to ensure our services improve the quality of life for working families.

- We will actively work to reduce barriers to providing value to those we serve;
- We will listen and be responsive to the needs of individuals and families;
- We will seek and collaborate with partners to expand our ability to have a lasting impact.

Value 2: We will be responsible stewards of our own resources.

- We will cultivate a diverse and inclusive array of community support;
- We will hold ourselves to a high standard of continuous improvement and purpose-driven work;
- We will communicate and clarify our mission to ourselves, our clients, and our community.

Value 3: We will build a strong and resilient internal culture.

- We will continue to build an internal support system based on mutual respect and trust;
- We will demonstrate honest and integrity as an organization through words and actions;
- We will be accountable to each other and those we provide education and services to.

- **Staffing & Financial Overview:** Provided upon participating in the RFP Conference and Building Tour.

## Evelyn K. Davis Program Summary

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This overview outlines the array of services currently offered at the Evelyn K. Davis Center. Each program description includes a brief summary of program purpose, services, funding source, and estimated annual client reach. It is important to note that program outcomes established in EKDC grant agreements are tied to the delivery and availability of specific services—not to the total number of participants served. As a result, EKDC is contractually required to maintain these services for the duration of each grant, independent of annual variations in enrollment or participation levels.

### **Career Coaching Services**

**Staffing:** 1 Full-Time Lead Coach, 6 Part-Time Coaches

**Partners/Financial Support:** United Way

**Funding Status:** Secured through 06/30/2026; DMACC will submit FY 2026–27 grant application prior to transition.

**Avg. # of Clients Served Annually:** 1,815

**Program Overview:** EKDC career and employability program helps thousands of Iowans realize their career goals.

**Services:**

- Resume building.
- Assistance with online job applications.
- Employer outreach.
- Mock interviews.
- Career fairs and networking opportunities.

### **Digital Skills Training**

**Staffing:** 1 Part-Time Instructor

**Partners/Financial Support:** United Way

**Funding Status:** Secured through 06/30/2026; DMACC will submit FY 2026–27 grant application prior to transition.

**Avg. # of Clients Served Annually:** 157

**Program Overview:**

Digital literacy classes for all skill levels.

**Services / Class Schedule:**

- **Level 1:** Basic Computers & Microsoft Word  
*Tuesdays & Wednesdays, 9:00–10:30 AM*
- **Level 2:** Microsoft Excel  
*Wednesdays & Thursdays, 11:30 AM–12:30 PM*
- **Level 3:** Microsoft PowerPoint & Outlook  
*Thursdays, 9:00–10:30 AM*

### **Men on the Move Clothing Closet**

**Staffing:** As needed by full-time staff

**Partners/Financial Support:** Mr. B's

**Funding Status:** No assigned funding, covered by in-kind clothing donations and staff onsite.

**Avg. # of Clients Served Annually:** 1,100

**Program Overview:**

A men's clothing closet where community members will receive clothing to fit their needs for: job interviews, position change for current employment, or events and activities that require professional attire.

**Services:**

- Personalized clothing assistance
- Appointment-based fittings

### **Opportunity Passport® Program**

**Staffing:** 1 Full-Time Staff

**Partners/Financial Support:** United Way, Annie E. Casey Foundation

**Funding Status:** Secured through 06/30/2026; DMACC will submit FY 2026–27 grant application prior to transition.

**Avg. # of Clients Served Annually:** 135

**Program Overview:**

A financial education and matched savings program that helps youth make a successful transition to adulthood.

Opportunity Passport® has been designed by the national [Jim Casey Youth Opportunities Initiative](#), specifically for young people ages 14 to 26 who have been in foster care. The program provides an on-ramp to mainstream banking and \$1 for \$1 matching funds to participants when they use their savings toward approved assets such as housing costs, expenses for college or trade school, or to acquire transportation.

**Services/Features:**

- \$1-for-\$1 matched savings for approved assets (housing, education, transportation)
- Financial Capability Training required for enrollment

**To Enroll:** Contact Robert to sign up for training

### **Polk County Financial Empowerment Center**

**Staffing:** 3 Full-Time & 1 Part-Time

**Partners/Financial Support:** Polk County, CFE grant through Principal Group, & United Way

**Funding Status:** Secured through 06/30/2027; Polk County will review and confirm continued funding based on alignment with the selected Operating Entity.

**Avg. # of Clients Served Annually:** 1,086

**Program Overview:** We provide free confidential counseling sessions with a nationally certified credit counselor. Our services are available to all Polk County residents regardless of income.

**Services:**

- Free, confidential one-on-one financial counseling and group presentations for Polk County residents and beyond.
- Certified financial counselors offering support with budgeting, debt management, credit building, and financial goal setting
- Legacy planning.

## **Small Business Solutions**

**Staffing:** 2 Full-Time Business Coaches

**Partners/Financial Support:** Wells Fargo Bank & Principal Financial Group

**Funding Status:** Final payment will be issued 6/2026 which will fund the program through 06/30/2027.

**Avg. # of Clients Served Annually:** 513

### **Program Overview:**

We help people who own a business or are interested in owning a business. It could be for profits, or non-profits.

### **Services:**

- Business identity and entity formalization.
- Business registration (state and federal).
- One on one consultation. Business management and operations support.
- Marketing strategy development.
- Business planning.
- Product and service planning.
- Social media guidance.
- Business financial analysis.
- Business classes and workshops.

**Audience:** Entrepreneurs at any stage—startup or growth.

## **Y-EXCL Summer Program**

**Staffing:** 1 Part-Time Staff

**Partners/Financial Support:** United Way

**Funding Status:** Secured through 06/30/2026; DMACC will submit FY 2026–27 grant application prior to transition.

**Avg. # of Clients Served Annually:** 40

### **Program Overview/Services:**

- Paid 10-week summer work experience for youth ages 14–21
- Includes mandatory 2-week pre-employment training
- Focus on skill-building and career readiness

## **Parenting Classes**

**Staffing:** 1 Part-Time Facilitator

**Partners/Financial Support:** EKDC funds

**Funding Status:** Funded through United Way operating budget. Secured through 06/30/2026; DMACC will submit FY 2026–27 grant application prior to transition.

**Avg. # of Clients Served Annually:** 40-50

### **Program Overview/Workshop Details:**

A facilitated, peer-driven, small group format that will cover discipline, communication, formative relationships, father-mother partnership, physical and emotional development and social modeling.

- New Parents
- Divorced Parents
- Parents of Teenagers
- Parents of Young Children
- Foster Care Parents
- Faith-based and Non Faith-based Parents

- Teen Parents
- Men and Women in Parenting Roles

**Services/Topics Covered:**

- Life skills
- Communication and coping strategies
- Personal development
- Relationship building
- Values and parenting styles

**Schedule:** Wednesdays, 5:00–7:00 PM

- **Bonus:** Dinner provided

DMACC-Provided Instruction

**ELL (English Language Learner)**

**Staffing:** 4 PT instructors

**Partners/Financial Support:** DMACC

**Avg. # of Students/Clients Served Annually:** 100

**Topic Covered:** The classes cover the four skills of listening, speaking, reading, and writing as well as pronouncing and building vocabulary.

DMACC will continue to operate and fund the English Language Learning (ELL) classes currently offered at the Evelyn K. Davis Center as typically scheduled and needed. These classes will remain under DMACC's administration and instructional leadership and are not included in the programs to be operated by the selected Operating Entity.

**DMACC-Workforce Training Academy (WTA)**

DMACC recognizes its Workforce Training Academy (WTA) is a critical referral and training pathway for EKDC participants, supporting their access to industry-recognized credentials and career advancement. To ensure strong participant access, DMACC WTA staff will be on-site regularly to support outreach, recruitment, and enrollment. Please note: DMACC's administration and instructional leadership are responsible for the Workforce Training Academy and this program is not included in the services to be operated by the selected Operating Entity.

DMACC will collaborate with the Operating Entity to schedule and reserve appropriate space within the Center for ELL, WTA activities and other mission-aligned DMACC offerings. Space use and scheduling procedures will be coordinated during the transition and formalized in the Operating Agreement.



## APPENDIX B

### Center for Working Families Model

The Center for Working Families (CWF) model, developed by the Annie E. Casey Foundation, is an integrated service delivery framework that helps individuals and families achieve greater financial stability and upward mobility. The model brings together employment services, financial coaching, and access to income supports in a coordinated and client-centered approach. The following link provides a comprehensive overview of the CWF framework, its core components, and evidence supporting its effectiveness: <https://www.aecf.org/resources/the-center-for-working-families-framework>



- **Building Condition:**

DMACC purchased the building in 2019 and has since invested more than \$900,000 in upgrades, including modernizing classrooms with current technology and improving interior spaces. The facility, originally constructed in 1975, now includes multiple private offices and a range of office cubicles to support staff and program operations.

- **Equipment Available:**

**Technology**

- DMACC Wi-Fi will be available via a guest network for use within the building.
- There will be no access to DMACC's internal network.

After the transition on July 1, 2026, the Operating Entity will be responsible for purchasing and maintaining all technology and operational equipment required for EKDC functions, including staff computers, mobile devices, and program-related technology. DMACC-provided technology, other than that noted below, will remain with DMACC and will not transfer to the Operating Entity.

**Classroom & Facility Features**

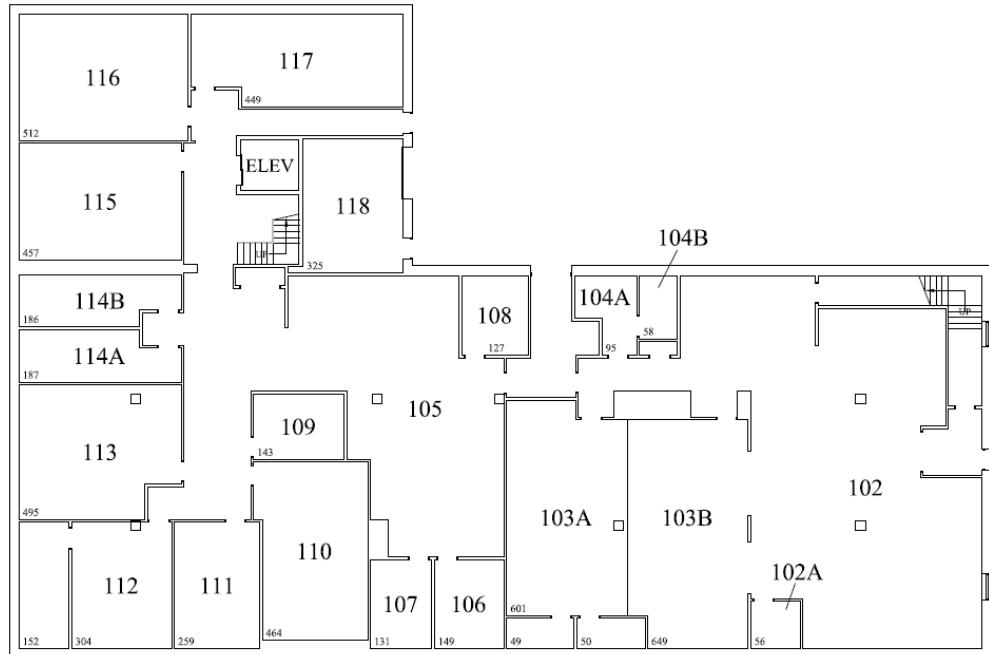
- All classrooms are equipped with modern technology, including:
  - Large screen TVs
  - Teacher stations
  - Whiteboards
- Computer lab – Room 223: 23 Computers
  - These will all be maintained by DMACC and available for use by EKDC.
- Computer Lab – Room 224: 24 Computers
  - These will all be maintained by DMACC and available for use by EKDC.

**Building Fixtures**

- Tables
- Chairs
- Cubicles
- Desks
- Other permanent or semi-permanent furniture

- **Building Floorplans:**

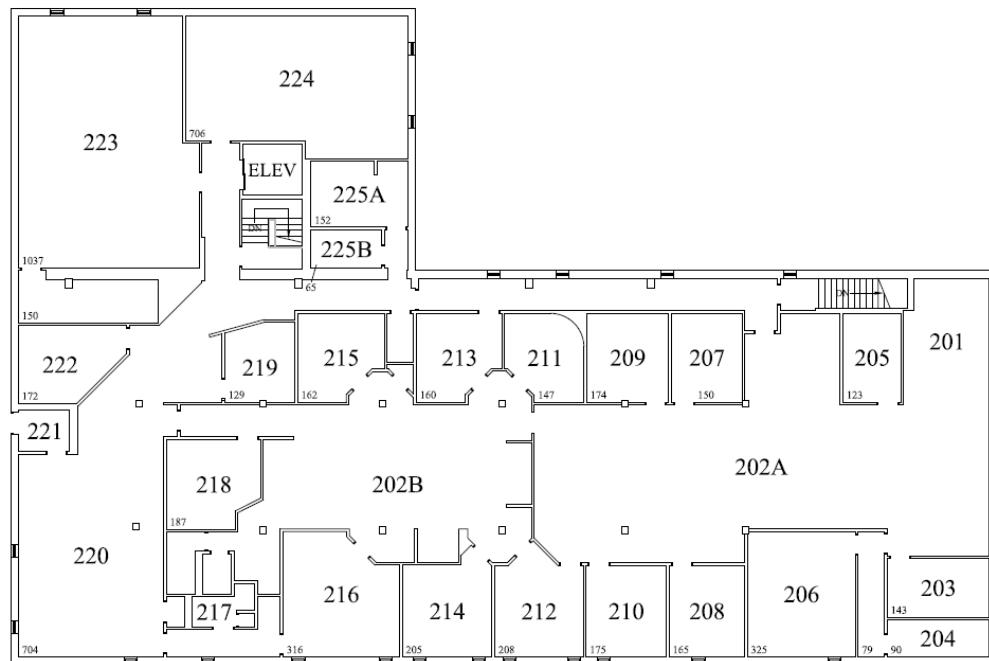
See below.



**EVELYN K DAVIS CENTER** 11,000 GROSS SQFT

FIRST FLOOR  
DMACC URBAN CAMPUS

0 10 20 NORTH



**EVELYN K DAVIS CENTER** 11,000 GROSS SQFT

SECOND FLOOR  
DMACC URBAN CAMPUS

0 10 20 NORTH



## APPENDIX D

# Key Dates and Contact Information

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### RFP Released:

- December 19, 2025

### Applicant Conference and Building Tour:

January 14, 2026 10:00 – 11:30 am

January 28, 2026 2:00 – 3:30 pm

*\*Attendance at one [Applicant Conference and Building Tour](#) is required for proposal eligibility. Proposals submitted by parties who did not attend will be deemed ineligible and will not be reviewed.*

### Questions Due:

- February 6, 2026 by 5:00 pm

### Proposal Submission Deadline:

- February 28, 2026 (All proposals must be submitted electronically in PDF format.)

### Review & Interviews:

- March 2026

### Community Conversation:

- March 2026 (Date to be determined; public will receive a minimum two-week advance notice.)

### Final Selection:

- April 2026

### Transition Implementation Date:

- Subject to final selection

### Full Operating Responsibility:

- July 1, 2026

### Initial Agreement Term:

- Five-year Operating Agreement (MM DD, 2026 – June 30, 2031)  
(As described in the operating agreement section)

## CONTACT INFORMATION

<b>Proposal Submissions and Primary Contact for Questions:</b> Kyle Collins, Interim Vice President of Academic Affairs <a href="mailto:Kcollins16@dmacc.edu">Kcollins16@dmacc.edu</a> 515-965-7304 <b>SUBJECT LINE: EKDC Operating Entity RFP</b>	<b>Physical Address:</b> Evelyn K. Davis Center for Working Families 1171 7th Street, Des Moines, Iowa 50314
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**APPENDIX E**

## **Applicant Conference and Building Tour Overview**

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Attendance at one Applicant Conference and Building Tour is required for proposal eligibility. Applicants will receive an overview of the Evelyn K. Davis Center for Working Families (EKDC), including key programs, facility, and Operating Entity expectations.

**Meeting Agenda:**

**1. RFP Overview and Key Expectations**

- Review of the RFP submission components to ensure applicants understand the questions and focus areas they will address.
- DMACC's ongoing role (building ownership, maintenance, utilities, IT guest network, ELL instruction, Workforce Training Academy).

**2. Facility Orientation and Building Tour**

- Guided walkthrough of key program and staff spaces.
- Overview of technology and equipment that remain DMACC-owned and available for EKDC program use.

**3. Current Program and Partnership Snapshot**

- Overview of EKDC's primary program areas, service volumes, and major partnerships.
- Summary of funding categories and grant cycles.
- Clarification of programs that will remain under DMACC administration (ELL and WTA).

**4. Questions and Next Steps**

- Opportunity for applicants to ask clarifying questions during the Conference.
- Instructions for submitting additional written questions after the event.

This meeting is intended to ensure that all prospective applicants have access to consistent information regarding EKDC's facility, programs, expectations, and operational structure. Applicants must incorporate this information into their proposals in alignment with the requirements described in this RFP.