



## **EKDC RFP FAQ**

Last updated 2/19/2026

New responses are highlighted in yellow

### **Questions from the EKDC Applicant Conference and Building Tour 1/13/2026**

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#### **What updates have been made to the building?**

The building has received significant upgrades to technology, instructional capacity, and core infrastructure to support modern programming, staff operations, and long-term facility sustainability. Improvements include enhancements to building-wide IT and connectivity, updates to learning and meeting spaces, and targeted exterior and structural improvements to maintain and protect the facility.

#### **Are there any fixtures/furniture DMACC will take out?**

Currently there is no plan to remove any fixture or furniture from the Center, unless the selected entity requests that we do so.

#### **Who are the current tenants in the building that are leasing space?**

There are no tenants that lease currently space in the EKDC.

#### **Will the Operating Entity have access to the Server Room?**

DMACC's technology responsibilities will be limited to maintaining building-level systems, including access controls, security cameras, the facility's public Wi-Fi network, and any DMACC-owned classroom audio visual equipment identified during transition planning. DMACC will not provide operational IT services or end-user technology support. All organizational IT functions—devices, software, user support, cybersecurity, and internal systems—will be fully managed by the Operating Entity.

#### **Who will be responsible for parking lot maintenance or improvements?**

DMACC will maintain the parking lot through snow removal, but repairs and improvements will be incumbent on the new entity.

#### **What is the building's total square footage and of that, what is the usable square footage?**

Sq. footage: 23,160 (finished areas) does not distinguish what is "useable"

#### **How many parking spots are in the parking lot?**

There are 60 parking spaces.

#### **What is the building's appraised value?**

Assessment: \$1,270,000 (2018)

**What programs are staying at the EKDC?**

Digital Literacy, Polk County Financial Empowerment, Small Business Solutions, Career & Employability, Y-Excl, Opportunity Passport, Men On The Move, Parenting and Adult Basic Education courses.

**Can you share an actual program schedule? (How the building is currently utilized?)**

Yes, the building schedule is available through an email request to the Manager, Dr. Eric Idehen. [Eidehen1@dmacc.edu](mailto:Eidehen1@dmacc.edu)

**Can you tell us more about the community conversation? What is the goal of this? What will it look like? Who will lead this?**

The Community Conversation will be a facilitated public presentation designed to help community members and stakeholders better understand each finalist's proposed approach to operating the Evelyn K. Davis Center for Working Families. The session will provide qualitative insight into each finalist's values, communication, and approach beyond what can be captured through written applications or interviews.

The Community Conversation is intended to inform the decision-making process, but it is not a decision-making forum and does not include a community vote. Insights will be synthesized by the EKDC Community Advisory Committee and shared with the DMACC decision-making panel as part of a holistic review of application evaluations, financial assessments, interviews, and community input.

**Can you provide the EKDC Financials?**

The college is currently creating a protocol to provide EKDC financials in a fair and equitable manner while also preserving confidentiality where DMACC is required.

**Will the Operating Entity be able to maintain an ongoing relationship with the DMACC Foundation?**

Historically, EKDC's relationship with the DMACC Foundation was required due to EKDC's lack of charitable status. The RFP eligibility requirements specify that applicants must be nonprofit organizations, governmental entities, or accredited educational institutions. As a result, the future operating entity will bring their own organizational and charitable status and are not expected to rely on the DMACC Foundation in the same way. However, DMACC remains open to exploring appropriate, mission-aligned collaborations as opportunities arise.

## Questions from EKDC Applicant Conference and Building Tour 1/28/2026

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### **Is everyone employed by DMACC?**

All employees at the Evelyn K. Davis Center are DMACC employees.

### **[What is the] annual operating budget – including annual revenue?**

\$450,000 for expenses. There is no revenue as the College provides that support.

### **What does funding look like in transition?**

Funding by DMACC will expire on June 30<sup>th</sup>. Continued grant and donor funding would be dependent on each individual contributor.

### **Is the funding from United Way one big grant or separate grants?**

There are multiple grants that the EKDC receives from The United Way.

### **What amount of space in the building is actually vacant? And do you see value add in filling that vacant space?**

There are several cubicles and a small number of offices that are currently vacant. All of which are configurable. Every building at DMACC, including the EKDC, will reap benefits from using all spaces efficiently and with purpose. If possible, each space is constructed to meet the demands of the public now and in the future.

### **What happens after the 5 years?**

The operating agreement is intentionally structured as a time-limited contract of up to five years and distinguishes clearly between facility ownership and program operations. DMACC's role is limited to stewardship of the facility; DMACC does not operate programs and will not assume programmatic responsibility at the conclusion of the agreement under any circumstance.

At the end of the contract term, there are three defined outcomes:

First, if the operating entity is performing well and all parties are aligned, the operating entity has a first right of refusal to purchase the building. This option may be exercised when the organization is ready or at the conclusion of the contract term.

Second, if the operating entity chooses not to purchase the building at the end of the term, it would be required to vacate the facility so DMACC may determine the future use of the building independently. In this scenario, programs do not revert to DMACC and would continue—or not—under the direction of the operating entity or other appropriate parties outside of DMACC.

Third, while renewal of the operating agreement should not be assumed, any future operating arrangement—if considered at all—would require a separate decision and would not automatically occur under the same terms. Notice for pursuing this option is defined within the Operating Agreement.

The conclusion of the contract term is therefore a planned decision point about the facility, not a transfer or continuation of program operations, and is designed to provide clarity, flexibility, and responsible long-term stewardship.

**You've shared the technology stays, what about everything else?**

A comprehensive building inventory has been developed and is currently being updated to reflect recent technology replacements. With the exception of copy machines or other leased equipment, all furniture, fixtures, and items including cubicles, whiteboards, and things similar in nature, are intended to remain with the facility. As the Operating Agreement is finalized, any preferences by the selected Operating Entity regarding the removal of equipment or fixtures, or the retention of additional items, will be addressed through discussion and mutual agreement.

**Is the only public funding in the EKDC Polk County? Are they a steady consistent funder?**

No. The EKDC has historically received funds from different public departments, including grants from the U.S. Department of Labor.

**What other fundraising has the EKDC done?**

While there have always been opportunities for the general public to donate to EKDC, DMACC has only formally pursued grant opportunities.

**Are current staff compensated at DMACC level/scale? Receive DMACC benefits?**

Yes, all full-time staff are currently compensated at the scale determined by their job classification. They all receive benefits approved by the Board of Directors that may include optional elections.

**What demographics or trends does the EKDC focus on?**

The Center for Working Families model serves adults ages **18–65**, with a focus on individuals and populations that face barriers to economic stability and employment. The targeted population includes, but is not limited to:

- Unemployed and underemployed individuals
- Immigrant workers
- Retired and mature workers seeking reentry into the workforce
- Formerly incarcerated individuals
- Individuals facing barriers to employment, including limited work history, gaps in employment, or systemic challenges
- Individuals with physical disabilities

- Communities of color
- Displaced workers
- Entrepreneurs and new business owners
- Adult Learners
- Young adults ages 18 and older

### **What data will be transferred with the transition?**

Specific considerations related to data sharing, access, and client confidentiality will be addressed during the transition phase. Depending on the selected system and applicable privacy requirements, historical data may be available in aggregate form, and client-level data may require renewed consent or re-entry into the new system to ensure compliance and continuity of services.

### **What are the expectations for community engagement?**

The Evelyn K. Davis Center prioritizes community engagement which also parallels with the mission of the American community college. This is why the partnership was so effective throughout the Center's existence. While DMACC is seeking a new operating entity, it is our hope that the entity continues the tradition with supporting the residents of the community through workforce development, financial literacy, entrepreneurship, and overall support for strong, productive families.

### **Can you tell us more about the Center for Working Families Model?**

The Center for Working Families (CWF) model is an integrated framework designed to help low-income individuals and families achieve economic stability. Rather than offering isolated services, the model delivers coordinated, participant-centered supports that address both immediate needs and long-term financial well-being.

The framework is built around three core components:

- 1. Employment and Career Services**  
Including workforce readiness, vocational training, job placement, and career counseling to support sustainable employment and career advancement.
- 2. Income and Work Supports**  
Including referrals to public benefits, tax preparation assistance, and other supports that help stabilize income and reduce financial strain.
- 3. Financial Services and Asset Building**  
Including access to financial education, one-on-one financial coaching, and connections to appropriate and affordable financial products that support asset building.

What distinguishes the Center for Working Families model is its emphasis on bundling and sequencing services, rather than providing a single intervention in isolation.

Participants are supported across multiple areas simultaneously and over time, allowing them to build momentum toward economic stability.

This integrated approach requires skilled staff, ongoing training, thoughtful use of technology and data systems, and strong partnerships with community organizations and service providers to ensure seamless service delivery and meaningful outcomes.

## **Additional Questions Submitted Prior to the 2/6/2026 Deadline**

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### General

#### **When will submitted questions be responded to?**

Phase I – Questions asked as part of the Applicant Conference and Building Tours – by Wednesday, February 11

Phase II – Questions submitted following the tours in compliance with the RFP timeline by Friday, February 13

#### **Please identify any challenges that EKD has faced.**

EKDC has faced a combination of structural and operational challenges that are common for long-standing community programs. The absence of independent 501(c)(3) status, along with broader shifts in college funding and partner priorities, has limited flexibility in pursuing and sustaining diversified funding over time.

The Center has also experienced leadership transitions in the Center Manager role, which impacted continuity in operations, institutional knowledge, and relationship management. Recent leadership stability has helped restore focus and momentum

As with many programs that serve the general public, EKDC experienced a decrease in clients during the COVID pandemic. Because of the drop in participants some programs such as YouthBuild were forced to close. However, there are other programs, such as adult basic education programs that have thrived over the past four

#### **What space is utilized by program partners and with what frequency?**

15% Annually

#### **What amount of space is currently vacant and available for use by the Operating Entities current programs or partners to use in order to further enhance services at EKD?**

50%

**Does DMACC charge EKD for any of the facility costs? Does it intend to charge the operating entity for these costs after the initial 5 year agreement?**

During the initial operating agreement term of up to five years, DMACC will not charge the Operating Entity for facility ownership or use costs, including rent or lease payments. DMACC retains ownership of the building during this period.

The operating agreement is intentionally structured as a time-limited facilities arrangement. At the conclusion of the five-year term, the agreement establishes a defined decision point regarding the future disposition and use of the facility, not an automatic continuation of occupancy.

At that time:

- The Operating Entity has a first right of refusal to purchase the building, should it choose to do so.
- If the Operating Entity does not purchase the facility, it would vacate the building, and DMACC would independently determine the future use of the property.

Any future occupancy or use of the facility after the initial five-year term would be subject to a new and separately negotiated agreement with updated terms.

**Can the new Operating entity utilize office space within the building?**

Yes. The operating entity may utilize office space within the building to support program administration and service delivery.

**Does DMACC pay toward the space to offer classes at the Center?**

No. DMACC does not pay usage fees or rent for either classroom space or office space used by DMACC staff within the Evelyn K. Davis Center. DMACC will continue to own and cover the facility-related costs of the building. As such, there is no transfer of funds to the Operating Entity related to DMACC's use of space under the operating agreement.

**What is the plan for the building and DMACC's involvement beyond 5 years?**

The operating agreement is intentionally structured as a time-limited contract of up to five years and distinguishes clearly between facility ownership and program operations. DMACC's role is limited to stewardship of the facility; DMACC does not operate programs and will not assume programmatic responsibility at the conclusion of the agreement under any circumstance.

At the end of the contract term, there are three defined outcomes:

First, if the operating entity is performing well and all parties are aligned, the operating entity has a first right of refusal to purchase the building. This option may be exercised when the organization is ready or at the conclusion of the contract term.

Second, if the operating entity chooses not to purchase the building at the end of the term, it would be required to vacate the facility so DMACC may determine the future use of the building independently. In this scenario, programs do not revert to DMACC and would continue—or not—under the direction of the operating entity or other appropriate parties outside of DMACC.

Third, while renewal of the operating agreement should not be assumed, any future operating arrangement—if considered at all—would require a separate decision and would not automatically occur under the same terms. Notice for pursuing this option is defined within the Operating Agreement.

The conclusion of the contract term is therefore a planned decision point about the facility, not a transfer or continuation of program operations, and is designed to provide clarity, flexibility, and responsible long-term stewardship.

## Human Resources

### **How many positions are currently open?**

Currently, there are no open positions.

### **Are there any restrictions around speaking with current EKD employees about the opportunity?**

Yes. To ensure a fair and consistent process, applicants should not initiate contact with current EKDC employees regarding the RFP, the selection process, programs, or potential future operations. EKDC staff are navigating a sensitive period of transition, and it is important that they receive accurate, timely, and consistent information through established channels.

Once a new operating entity is selected, appropriate opportunities for communication and transition planning with staff will be facilitated. This approach helps protect employees, maintains process integrity, and ensures that information is shared transparently and at the appropriate time.

### **What has the staff turnover rate been for the past 2 years?**

Since January 2024, the turnover rate is 53%. There have been 6 full-time separations, and one person has been promoted within DMACC to a different department. Five of

the seven positions were grant-funded that were not backfilled by DMACC at the expiration of the grant.

**What sort of compensation philosophy is used under the current DMACC structure?**

**Can you share compensation ranges to see how their bands compare for similar roles?**

The secretarial/clerical individuals at the Evelyn K Davis Center are represented through the Des Moines Area Community College Education Services Association, paid according to the Support Staff Pay Schedule, and are currently in wage negotiations. The remaining administrative and supervisory staff are administrative professionals and are paid in accordance with the Administrative/Professional Pay Schedule. The Evelyn K Davis Center also employs temporary employees who work 1,250 hours or less in a fiscal year and are paid according to the Temporary, Adjunct, and Student Pay Rates.

DMACC typically pays at, or slightly above the market rates. At this time, there are no performance-based merit increases; however, there are across-the-board salary increases effective with each new fiscal year, beginning in July.

#### Community Engagement

**What are the current community demographics being served by EKD programming?**

Everyone and all people from socio economic background.

**What types of advisory boards or input strategies have been used in the past with the center to keep it community focused?**

The only advisory board has been and remains the Community Advisory Committee.

#### Evidence-Based Model

**Is there any specific training, etc. that the operating entity would need to complete to maintain fidelity with the evidence-based model currently being utilized?**

To maintain fidelity with the evidence-based Center for Working Families (CWF) model, the operating entity must ensure that staff receive appropriate and ongoing training aligned with the core components of the model.

At a minimum, training should support staff's ability to effectively implement intake, assessment, and case management processes, which are critical to collecting accurate information and developing coordinated service plans that lead to successful client outcomes at the Evelyn K. Davis Center for Working Families.

Training areas may include, but are not limited to:

- Participant-centered intake and assessment practices
- Use of standardized screening and assessment tools
- Service bundling and sequencing strategies
- Employment coaching and career pathway navigation
- Financial coaching and asset-building principles
- Data collection, documentation, and outcome tracking
- Cultural competency and trauma-informed service delivery

The Operating Entity is responsible for determining the specific training methods and providers necessary to support effective implementation. Ongoing professional development, coaching, and quality assurance practices are encouraged to ensure consistent delivery of services and continuous improvement.

**Will the Operating Agreement need to be approved by the DMACC Board of Directors?**

Page 12 of the Evelyn K. Davis Center Operating Entity RFP notes that a formal DMACC Board vote was not initially anticipated to approve the Operating Agreement. As the Leadership Team further developed the agreement framework, legal counsel advised that, as a matter of best practice, a contract of this nature should receive Board consideration.

Accordingly, the recommendation of the DMACC Final Selection Committee, along with the proposed Operating Agreement, will be presented to the DMACC Board of Directors for consideration at its regular meeting on April 13, 2026.