



Children and Families Commission

REQUEST FOR PROPOSALS (RFP)

for services provided under the

INTEGRATED FAMILY SUPPORT INITIATIVE

Fiscal Years 2008/2009 through 2014/2015

PROPOSALS DUE BY 5:00 p.m.

Friday May 16, 2008

**First 5 Yolo
403 Court Street
Woodland, CA 95695**

This RFP is available on First 5 Yolo's website: www.first5yolo.org

April 4, 2008

Integrated Family Support Initiative RFP Timeline

Date	Action
April 4, 2008	First 5 Yolo Issues RFP
April 11, 2008	Bidder's Conference (Optional)* 10:00 a.m. – 12:00 p.m. Woodland Senior Center 2001 East Street Woodland, CA 95695
April 18, 2008	Deadline for Letter of Intent to Propose (Mandatory- Use Exhibit A)
May 16, 2008	Proposals due to First 5 Yolo by 5:00 p.m. First 5 Yolo Offices 403 Court Street Woodland, CA 95695
May 16, 2008	Technical Review of Proposals
May 19 - June 6, 2008	Evaluation Committee's review of Proposals
June 11, 2008	First 5 Yolo Awards Funds
June 16 - 27, 2008	Agreement Negotiation and Finalization of Contracts
July 1, 2008	Anticipated Contract Start Date

* Applicants are invited to attend a non-mandatory Bidder's Conference, scheduled for Friday, April 11, 2008 from 10:00 a.m. - 12:00 p.m. at the Woodland Senior Center, 2001 East Street Woodland, California 95695. Any questions regarding this RFP that you would like addressed at the Bidder's Conference should be submitted via fax to Julie Gallelo by April 10, 2008. Fax number 530.669.2477.

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SECTION 1: GENERAL INFORMATION

A. Announcement

Request for Proposals – Integrated Family Support Initiative

First 5 Yolo Children and Families Commission seeks proposals from qualified community based organizations, county agencies, school districts, city government, and other public and private partners to provide services that directly impact the healthy development of children ages 0-5 and their families. The selected applicant(s) is expected to participate in a coordinated collaborative to provide comprehensive programs, services and system-change activities. Target groups for these services include, but are not limited to, low-income families and families at risk of experiencing such problems as substance abuse, family violence and poverty.

Funding of up to \$1,310,000 annually is available for Integrated Family Support services as set forth in this Request for Proposals, for a contract period of 7 years (July 1, 2008-June 30, 2015). Contracts will be renewed annually contingent upon continued community need, availability of funds, and satisfactory contractor performance.

Prop 10 and First 5 Yolo Background

Proposition 10, the California Children and Families Act, established funding on both state and county levels to improve child health, enhance child development, and prepare children to enter school ready to learn. Using new funds generated by increasing taxes on cigarettes and other tobacco products, the Act created a new state commission, as well as commissions in each county to administer the funds. Eighty percent of revenues are distributed to each county Children and Families Commissions to support local programs for children 0-5 and their families.

First 5 Yolo Children and Families Commission was established in 1999, with a mission “to assist our community to raise children who are healthy and ready to learn... assuring that our resources are effectively used and all community voices heard.” With an annual allocation of approximately \$2 million, the First 5 Yolo Commission has worked with the community to:

- Identify the needs of Yolo’s children and families;
- Provide planning and funding to support programs, policies, and outcomes consistent with its mission; and
- Promote program and service integration by increasing collaboration among agencies serving children and families.

First 5 Yolo allocates funds for grants based on its strategic plan for addressing the identified needs of children 0-5 and their families. First 5 Yolo completed its 2008-2015 Strategic Plan Update in April 2008. This document sets forth the Commission’s vision, mission, goals and desired results for the next 7 years. First 5 Yolo’s long-term financial plan provides for grant funding of approximately \$2 million annually for the next 10 years.

Integrated Family Support Initiative (IFSI)

As a result of its 2008 Strategic Planning process, First 5 Yolo identified one overarching vision entitled the Integrated Family Support Initiative. Integrated Family Support offers a unique challenge by requiring collaboration between parents, service providers, educators and policymakers to promote the health and well-being of young children. This holistic approach not only builds upon community strengths in a manner that respects and honors the natural

leadership and wisdom of communities, but it also provides a foundation for interventions which address the root causes of problems in families that have significant impact on children. By embracing the principles of family support as a tool for change, First 5 Yolo can help ensure that providers supporting its initiative commit to a family-centered approach that involves parents as both resources and partners.

Family support is a philosophy based on a set of beliefs that:

- Every family needs and deserves support and access to resources;
- Building upon family assets is essential to build self-sufficiency;
- Strengthening communities enables families to benefit from “belonging”;
- Success is dependent on families being solid partners at the table with access to information and resources; and
- Activities and services must be provided in a way that best meet family needs (i.e. coordinated services).

Family support programs are often “one-stop shops” or coordinated prevention/early intervention services offered in either neighborhoods or family homes. Such programs embrace the family support principles as a “way of doing business” and are designed to strengthen family functioning, improve agreed upon outcomes and contribute to healthier community conditions. Programs are increasingly designed and overseen by local collaborative groups that include parents, community residents, and local leaders in addition to service providers.

Best practices in family support are based on principles developed by Family Support America in 1996. Individually, each of these nine principles represents components of best practices and together they form the broad framework in which powerful solutions to family-related problems can be created.

1. Staff and families work together in relationships based on equality and respect.
2. Staff enhances families’ capacity to support the growth and development of all family members.
3. Families are resources to their own members, to other families, to programs and to communities.
4. Programs affirm and strengthen families’ cultural, racial and linguistic identities and enhance their ability to function in a multi-cultural society.
5. Programs are embedded in their communities and contribute to the community-building process.
6. Programs advocate with families for services and systems that are fair, responsive and accountable to the families served.
7. Practitioners work with families to mobilize formal and informal resources to support family development.
8. Programs are flexible and continually responsive to emerging family and community issues.
9. Principles of family support are modeled in all program activities, including planning, governance and administration.

Under the Integrated Family Support Initiative (IFSI), First 5 Yolo has identified four priority areas, six desired outcomes and a list of potential indicators for agencies to address in their proposals for family support services. All proposals must choose from this “menu” of priority areas, outcomes and indicators when completing their logic models. Since IFSI is a comprehensive approach towards service delivery, applicants should consider the likeliness of influencing multiple priority areas and desired outcomes with a single strategy.

Physical Health

Children born healthy and staying healthy is of top priority for the Commission. This includes ensuring that all children have a medical home and utilize preventive health services; have access to timely and adequate dental care, and eat well and exercise. The commission continues to invest in the coordination of services, increasing quality and access to services, and conducting provider trainings. Potential projects in this priority area may build upon Yolo's Children's Health Initiative (Healthy Kids outreach, enrollment, utilization and retention) or may target a different approach entirely (e.g., home visitation program).

Social/Emotional Health

Healthy social and emotional development involves the capacity of children to experience, regulate and express emotions, form close and secure interpersonal relationships, and explore the environment and learn. Goals of the Commission include reducing child abuse and neglect, providing parents/caregivers with supports needed to feel emotionally & physically able to meet the needs of their child, early identification of early childhood mental health issues, early intervention, increasing access to appropriate services and enhancing provider capacity in Yolo County.

Ready to Learn

Ready to Learn focuses on educating and supporting the caregiver as the child's first teacher, providing parents with tools to assist in their child's healthy development and to encourage successful, happy attachments. Ideally, Ready to Learn encompasses such activities as parent education and family literacy to promote nurturing and positive emotional environments; and children entering school ready to learn through early education experiences in activities such as kindergarten transition programs, parent participation workshops, and family literacy and ESL classes.

Childcare

This area of concern was separated into two distinct access issues:

Access to Quality Childcare

Access to Quality Childcare seeks to enhance childcare learning environments to optimally support the healthy development of young children. This includes workforce development, retention of childcare providers, and access to non-traditional hours of care. In support of the Commission's goal to promote, retain, and educate the childcare providers, the CARES program will continue to receive funding through FY09-10

Access to Affordable Childcare

Of top concern to parents was access to affordable childcare. The Commission plans to address this concern by funding activities that will increase center-based, home-based, and/or public childcare spaces and also to influence the average cost of infant and preschool childcare.

B. Evaluation Information

First 5 Yolo conducts evaluation of its investments at the program level, the initiative level and the community level. Programs and services funded under the Integrated Family Support Initiative will be expected to participate in all three levels of evaluation as follows:

- A. Conduct program-level data collection and evaluation activities as set forth in the proposed scope of work (Exhibit D), including but not limited to: tracking and reporting of service target objectives; demographics of populations served; individual-level data information; and/or collaborative-level evaluation activities. Note: First 5 Yolo grantees operate with “Logic Model” scopes of work and evaluation plans and are expected to report service counts/demographics quarterly. Grantees also submit quarterly performance measures, data and narrative progress reports/supporting documentation of activities, successes and challenges.
- B. Work closely with Commission staff and the Commission’s consultants for evaluation and data collection services and provide information as needed to support the First 5 Yolo initiative-level and overall community-level evaluations.
- C. Provide any and all information needed to meet the requirements of First 5 Yolo’s submission to First 5 California for its annual report to the Governor and the Legislature.

C. Key Grant Requirements

Consistent with its commitment to community collaboration, the Commission seeks to fund organizations that collaborate in the design and delivery of services and that leverage state and federal funding to maximize resources. All proposed services must target children ages 0-5 and their families or providers. The Commission has determined that 80% of funds will be targeted toward prevention and early intervention services, with a maximum of 20% for treatment services.

First 5 Yolo developed a partial list of promising practices (see Table 1 on page 7) in order to provide background on current research related to strategies that have the potential to provide positive outcomes under the priority areas of the Integrated Family Support Initiative. Applicants are encouraged to review these strategies as they develop programs and proposals in response to this RFP.

Applicants should design their proposals to address at least one of the priority areas and within that area, at least one of the desired outcomes. Applicants may address more than one priority area and more than one desired outcome in each area. Applicants may choose from the list of indicators to be tracked or develop additional indicators. Population-based indicators will be tracked by the Commission, while program-based indicators will be tracked by the grantee. Please refer to Table 2 Integrated Family Support Initiative Outcomes & Indicators on page 9 for a selection of program outcomes and indicators.

**Table 1: Integrated Family Support Initiative
Best or Promising Practices**

Model/Strategy	Priority Area	Cost	Venue	Website
Healthy Habits for Life	PH	\$	childcare/preschool	www.sesameworkshop.org/healthyhabits
Let's Get Moving	PH	\$	childcare/preschool	www.nature.berkeley.edu/cwh/
Nurse Home Visiting Program (example: David Olds Nurse Family Partnership)	PH SE RL	\$\$\$\$	home based	www.nursefamilypartnership.org
Para-professional Home Visiting Program (example: Healthy Families America)	PH SE RL	\$\$\$	home based	www.healthyfamiliesamerica.org
SPARK	PH	\$\$\$	preschool/childcare centers	www.sparkpe.org
Healthy Steps	PH	\$\$	PCP office and home based	www.healthysteps.org
Positive Parenting Program (PPP)	SE	\$\$\$	multiple settings (PCP offices, MH providers)	www.triplep-america.com
Touchpoints	SE	\$\$\$	office based, home based, parenting classes/support groups	www.touchpoints.org
Watch, Wait & Wonder	SE	\$\$	therapeutic approach – office based	www.watchwaitandwonder.com
Incredible Years	SE	\$	classroom-based, curricula	www.incredibleyears.com
Greenspan's Floor Time	SE	\$\$	therapeutic approach-office based	www.floortime.org

Table 1: cont'd

Model/Strategy	Priority Area	Cost	Venue	Website
Parent/Child Interactive Therapy (PCIT)	SE	\$\$	mental health provider office, preschool, childcare	www.pcittraining.tv/about.asp
Screening, Assessment, Referral & Treatment (SART)	SE	\$\$\$\$	medical offices, preschool facilities, schools, CBOs	www.first5sanbernardino.org/PDF/FinalBestPracticeAug06.pdf
Provider Capacity Building: * Napa Infant-Parent Mental Health Fellowship Program * Oakland Children's Hospital Psychology Internships	SE	\$\$	Higher education institute, hospital	www.childrenshospitaloakland.org/Medical_Education/PsychologyInternships.asp
Parents as Teachers (PAT)	RL	\$\$\$	home based with some outside education/activities	www.parentsasteachers.org
Yolo County Childcare Collaborative	CC	\$\$\$	childcare providers, preschools (public & private)	www.city.davis.ca.us/pcs/childcare
Low Income Investment Fund	CC	\$\$	childcare care facilities	www.liifund.org

PH = Physical Health
 SE = Social Emotional Health
 RL = Ready to Learn
 CC = Childcare

Table 2: Integrated Family Support Initiative Outcomes & Indicators Table

Priority Area & Allocated Funds	Desired Outcomes To Be Achieved	Potential Indicators To Be Tracked
Physical Health \$430,000/yr	Children Stay Healthy	<ol style="list-style-type: none"> 1. #/% children with a medical home (P,p) 2. Increase utilization of preventive health services (p) 3. #/% children ages 19 to 35 months who receive the recommended vaccines (P) 4. #/% children who live in households with smoking adults (P,p) 5. Asthma rates (P) 6. #/% of children who receive well-baby and child checkups by age 2 (P) 7. #/% children who have health insurance (P,p) 8. #/% of families served by home visitation programs that focus on postpartum and neonatal health (p) 9. Availability of primary care and specialty pediatric health care services (P) 10. #/% of pediatric ambulatory case sensitive diagnosis (P) 11. #/% of mothers who breastfeed at six weeks (P, p) 12. BMI/number of children in expected range of weight for height/age (p) 13. % of overweight children entering kindergarten (p) 14. # Families report children eating daily recommended fruits and vegetables (p) 15. Average hours of physical activity/week (p)
	Children Access Dental Care	<ol style="list-style-type: none"> 1. Ratio of providers willing to serve 1-5 year olds to 1-5 cohort (P,p) 2. #/% children ages 3-5 who receive annual dental exams (p) 3. Increase in public awareness of importance of early childhood dental care (P,p) 4. #/% of Primary Care Provider's (PCP) who do oral screenings and fluoride varnish (p) 5. #/% of children screened and treated for dental carries at time of entering kindergarten (P,p) 6. Wait time for dental appointments for children 1-5 (p) 7. # children w/no dental caries at age 5 (P,p) 8. #/% w/untreated dental problems (P,p) 9. #/% of households receiving fluoridated water (P)
Social/Emotional Health \$380,000/yr	Families Provide Nurturing and Positive Emotional Support to Their Children	<ol style="list-style-type: none"> 1. #/% Parents who report a sense of belonging to the neighborhood or community (P,p) 2. Parents' perceptions of their social support and density of social ties (p) 3. #/% parents with sensitivity and responsiveness to child behavioral clues (p) 4. #/% Children under age 5 who have lived in foster care within past year (P) 5. #/% Parents taking parenting skill classes focused on supporting child development (P,p) 6. # families who report shared family meals (P,p) 7. #/% Parents with sensitivity and responsiveness to child behavioral cues (p) 8. # & rate of children w/substantiated or confirmed (open) cases of child abuse or neglect (P)

Table 2: cont'd

<p>Social/Emotional Health Continued</p>	<p>Families Provide Nurturing and Positive Emotional Support to Their Children</p>	<p>9. Rate of reentry into CPS (P) 10. % of foster children 0-5 in out-of-county placement (P) 11. #/% of at-risk families engaged in family support strategies (p) 12. # of families receiving basic-needs assistance (p) 13. # of children 0-5 who have ever witnessed DV (P) 14. # of Yolo parents participating in parenting ed classes (by court-order) (P) 15. Level of parenting stress (p) 16. Rate of teen births within 24 months of previous birth (P) 17. # of families receiving TANF/CalWORKS (P) 18. # of families receiving services for attachment disorders (p) 19. #/% mothers screened for and referred for depression (p) 20. #/% parents receiving treatment for alcohol/substance abuse (P,p) 21. #/% of parents who are afraid to let their children play outside b/c of concern about crime or children's safety (p)</p>
<p>Ready to Learn \$240,000/yr</p>	<p>Families Provide a Home Environment Supportive of Early Learning & Literacy</p>	<p>1. #/% Parents taking parenting skill classes focused on supporting child development (p) 2. # families who report reading or telling stories regularly (P,p) 3. #/% Parents with sensitivity and responsiveness to child behavioral cues (p) 4. # of family literacy programs in the community (P,p) 5. # of spaces available in family literacy programs in the community (P) 6. #/% Children with increased literacy skills (p) 7. # Children who have ever attended preschool by time of kindergarten entry (P,p) 8. % children with special needs who participate in early childhood care and education programs (P,p)</p>
<p>Childcare \$260,000/yr</p>	<p>Access to Quality Childcare \$156,000</p>	<p>1. # Spaces available in non-traditional hours (P,p) 2. #/% of LCCC spaces for children with special needs (P,p) 3. Environmental rating scores (p) 4. Median pay for child-care workers 5. Retention or turnover rate of child-care workers, by level of worker (P) 6. #/% ECE/child-care workers who are credentialed (P,p) 7. #/% ECE/child-care providers who have participated in continuing education (P,p)</p>
	<p>Access to Affordable Childcare \$104,000</p>	<p>1. Average cost of infant and preschool child care in licensed care (home and center) (P) 2. #/% of foster parents reporting affordable quality childcare for 0-5 (p) 3. # of licensed center infant/toddler spaces per 100 children (P) 4. # of licensed center preschool age child-care spaces per 100 children (P) 5. # of LFCC spaces per 100 children (P) 6. # of Head Start & State Preschool slots per 100 low-income children (P,p)</p>

P = Population-based Indicator

p = Program-based Indicator

SECTION 2: INSTRUCTIONS

Proposal Content:

The proposal's narrative section must demonstrate a thorough understanding of the purpose of this RFP as well as the applicant's qualifications to deliver the desired outcomes outlined by the Commission. If the applicant agency currently provides services for the Commission, or has provided services for the Commission in the past, do not assume that evaluators will know your qualifications and experience. The narrative should be concisely and clearly written and provide sufficient information about the breadth and depth of your experience and qualifications to determine your capacity to successfully execute the proposal. Everything that is important to know about your agency should be included in the narrative.

1. Program Design (15 points possible; 3 pages maximum)

This section is used to evaluate the extent to which the proposed program design will address service needs.

1. Describe the problem being addressed by the proposed project. Clearly state the gap(s) in services the project will fill and describe how they will be filled. Describe how proposed services will enhance or expand existing programs in the county without creating a duplication of services.
2. State which principles of Integrated Family Support your proposal will address and how these principles will be implemented.
3. State the priority area(s) and desired outcomes that your proposal addresses.
4. Clearly describe the relationship of your proposed strategies to the identified outcome(s) that you will be addressing. Identify which best practice model will be used or describe the model to be used and justify why it is the most appropriate strategy.
5. Describe the methods staff will use to recruit, retain and follow-up with clients.
6. The right to confidentiality applies to data collected about the families involved in your proposed program. Explain how confidentiality issues will be addressed if applicable. Discuss ways you will inform participants about data collection efforts and obtain consent.

2. Identification of Audiences to be Served (10 points possible; 1 page maximum)

Identification of target groups involves the description of the actual people, per year, which the project will serve. Provide the following information:

Specify the number of children ages 0-5, family members and/or providers to be served. Identify the geographic location where services will be provided. State if the project is countywide or specific to one city/area. List any factors that make the children or families high risk including poverty (<300% FPL), substance use history, lack of high school diploma/GED, young parent (under 25 years), English language learner, chronically ill, or other risk factor as substantiated. *Projects serving high risk children and families will be given priority through the proposal review process.*

3. Collaborative Proposals (15 points possible; 3 pages maximum)

Collaboration with other agencies is required under this RFP. Collaboration is defined as a formal agreement between two or more agencies to work together to accomplish the goals and objectives put forth in a single application. Collaboration may be financial and/or programmatic. The primary agency is the agency that submits a proposal in response to this RFP. Any resulting contract would be executed between the Commission and the primary agency. This agency would then represent the collaborative in all matters relating to the contract.

Collaborative efforts must demonstrate a mutually beneficial exchange for collaborating agencies and clients. Collaborative efforts must demonstrate a logical need or fit for the proposed collaboration and not “collaborate just for the sake of collaboration”. The primary agency should demonstrate collaborative efforts in each section of the proposal including the narrative, logic model, scope of work and budget.

Include the following information in your narrative:

1. Name each agency and describe the role each will play in carrying out the proposed project.
2. Describe the nature of the collaboration and explain why it is mutually beneficial for each agency.
3. Describe how the collaborative partners included in this proposal will assist you in implementing selected strategies and reaching identified outcomes.
4. Specifically state which type of collaboration is being proposed with each collaborating partner (financial, programmatic or both).
5. Include a letter of commitment from each collaborating partner.
6. If appropriate, also include a copy of the proposed MOU or Agreement between the primary and collaborative agencies. Proposed MOU's or agreements should include:
 - The goals of collaboration
 - Referral criteria and process
 - Responsibilities of each agency
 - Interagency networking or training
 - Dates for commencement and termination of the agreement

Actual signed MOUs/Agreements are not required until contracts commence.

4. Agency Capability 15 Points (3 Page maximum)

This section is the applicant's opportunity to describe the unique qualities that make their agency the most appropriate and best qualified agency to carry out the proposed project. Primary agencies should address each of the following items in their narrative:

1. Describe your agency and how long it has been established. Describe previous work that your organization has conducted that qualifies it to conduct the proposed activities. Elaborate on your organization's experience within the topic area of this RFP. If you are an organization that has not previously conducted activities in this topic area, please elaborate on the factors (e.g., access to the target audience) that make your agency appropriate to conduct the proposed activities.
2. Explain how the proposed project will dovetail with your agency's existing services. Documentation of non-duplication of services within your agency must also be provided.
3. State why your agency is the most appropriate or best one to carry out the project.

4. Provide a brief description of the capacity of your collaborating agencies to carry out their respective activities under the proposal.
5. Describe staff capability in providing bilingual and/or bicultural services to the population served. Describe the service activities and personnel who will be completing the proposed activities. Provide brief job descriptions and staff qualifications for all staff positions identified in the proposed budget by completing the Staff Summary Form (Exhibit E).
6. Describe your internal fiscal system. Outline procedures and controls including but not limited to:
 - o A description of accounting and record keeping systems
 - o Procedures to track funds
 - o Procedures to prevent employee embezzlement
 - o A description of how your agency allocates shared costs (i.e., occupancy, office supplies)
7. Attach an agency/department organizational chart that includes the proposed project and individual names.
8. Provide a list of the Board of Directors, complete with names, occupations, and addresses.
9. Provide copies of the following:
 - a. Non-profits:
 - i. Last 2 year's Financial Audit Reports,
 - ii. Last 2 year's 990 tax returns
 - iii. FY 08-09 Agency Budget
 - b. County Agencies:
 - i. Last 2 year's Ending Trial Balance Reports. First 5 Yolo has access to County audits and budgets.
 - c. Schools:
 - i. Last 2 year's Financial Audit Reports
 - ii. FY 08-09 Budget

5. Logic Model 10 Points (no page limits, use Exhibit C)

Applicants are required to complete a logic model for their proposed program using Exhibit C. The logic model will be used to evaluate the applicant's plan for achieving their selected outcomes from the list of the Commission's desired outcomes. See Sample Logic Model (Appendix A). When completing Exhibit C, please follow the directions on the Logic Model Guide following.

PROGRAM LOGIC MODEL GUIDE

Priority Areas	Outcomes	Strategies	Indicators	Evaluation Tools	Target Groups & Audiences
<p>Select at least one priority area that your project will focus on. Some strategies and indicators may cross over multiple priority areas resulting in the selection of two or more areas.</p> <ul style="list-style-type: none"> * Physical Health * Social/Emotional Health * Ready to Learn * Childcare 	<p>Select at least one outcome that your project will focus on impacting.</p> <ul style="list-style-type: none"> * Children stay Healthy * Children Access Dental Care * Families Provide Nurturing and Positive Emotional Support to Their Children * Families Provide a Home Environment Supportive of Early Learning & Literacy * Families have Access to Quality Childcare * Families have Access to Affordable Childcare 	<p>List proposed program strategies here.</p> <p>See list of suggested models/strategies provided in the RFP. This is a suggested list only and applicants may choose to propose alternate strategies, as justified by research.</p>	<p>Insert indicator(s) that you propose to impact through this strategy. You may choose from those listed in the Outcomes & Indicators Table on page 9 or select your own indicators based on chosen strategy. The Commission will track changes in population-based indicators, while funded agencies will track changes in program-based indicators.</p>	<p>List the method by which progress toward performance measures will be tracked. Instruments with proven reliability and validity should be utilized wherever possible. In some cases more than one tool may be utilized to measure an outcome. Selection of tools will be reviewed by the Commission evaluation team and final selection negotiated in the contracting process.</p>	<p>Include a description of the target population to be impacted through your selected strategy (i.e., parent, child with special needs, migrant children, childcare provider, geographically isolated area etc.).</p>

6. Scope of Work 25 Points (no page limit, use Exhibit D)

Follow the instructions below to complete the Scope of Work form attached as Exhibit D. Refer also to the Sample Scope of work (Appendix B).

Objectives

Under the heading "Objective", write a specific, measurable objective.

Objectives must clearly state the expected measurable changes in behavior, childcare spaces, program quality or other outcome that your intervention will result in. A program may consist of multiple objectives. Number all of the objectives consecutively. Write each objective to state:

- With WHOM you will work;
- HOW MANY will participate;
- WHAT activities will be conducted;
- WHAT will be accomplished, and with what expected OUTCOME; and
- WHEN the activity will take place- within a time frame (By June 30, 2009...).

Key Activities

Under the heading "Key Activities", list the specific activities to be implemented to accomplish the objective. This includes what is being done, who is doing it and when it will be done. List activities in sequential order and number them consecutively.

Only major activities need to be listed. Major activities are those that take the majority of the project time or are part of a logical progression towards completion of the objective. Include activities such as hiring staff, recruiting families, conducting outreach, implementing activities/workshops, creation of data tracking systems, evaluation, etc.

State the job title of the person(s) who will conduct each activity. Abbreviations may be used after the full job title has been indicated (e.g., Program Coordinator (PC) will conduct...). If consultants or subcontractors are to be used, state the services that they will provide.

Timeline

Under the heading of "Timeline", write the starting and completion dates for each Key Activity. A date or time period must be specified (e.g., 01/01/09 – 3/31/09). Do not state "Ongoing".

Evaluation

Each program will include evaluation measures on stated objectives. Both process evaluation and outcome evaluation measures must be included in the scope of work.

1. Process Evaluation

Process evaluation includes measures that provide documentation on what is going on in a program. A primary function of process evaluation is to provide data on the extent to which a program's objectives are achieved. Process evaluation can also offer insight into a program's implementation and management.

Under this heading, describe how you will document program activities and track progress towards completing the objective. Process evaluation provides evidence that the objective and activities took place. Outreach logs, sign-in sheets, list of referrals made, and materials developed are process evaluation measures.

2. Outcome Evaluation:

Outcome evaluation is an evaluation that assesses the overall effectiveness of a program in producing increased knowledge, attitude, behavior, etc. This type of evaluation measures the program's impact; that is, the scope of its effects and the duration of its outcomes. Its principal purpose is to determine whether changes have occurred over time in the areas defined in the intervention plan and if the changes can be attributed to the program.

7. Budget & Budget Justification 10 points (no page limit, use Exhibit F, Tabs 1 & 2)

Complete the Budget Forms (Exhibit F, Tabs 1 & 2) by referring to the instructions below. This section will be used to evaluate the necessity of proposed expenditures and the adequacy of the proposed budget to carry out the program for which funding is requested. A Budget and Budget Justification Form must be completed for each primary agency and, subsequently, for each agency that will subcontract with the primary agency to accomplish outcomes of the proposed project. Successful applicants will receive the same amount of funding each of the seven years of the contract period. An opportunity to make minor amendments to the budget line items will be provided to awardees annually during the contract renewal period.

7A. Budget Form Instructions (Tab 1): Please round dollar amounts and percentage figures to the nearest whole number. Applicants must use Exhibit F, Tabs 1 & 2 to complete the budget and budget justification forms. These excel spreadsheets have been pre-formatted to automatically populate cells based on applicants proposed dollar amounts. There are four major line item categories within the budget: 1) Personnel, 2) Operating Expenses, 3) Subcontractors, and 4) Capital Expenses. There is also a column to indicate if your agency has matching or leveraged funds that will be used with the proposed program to provide more comprehensive services. Refer to the Primary Agency Sample Budget (Appendix C) and Subcontractor Sample Budget (Appendix D).

Personnel Expenses

- List personnel by job category or classification and by name (if known).
- Indicate total annual salary for full time equivalents (FTE).
- Indicate percent FTE the position will be utilized in this project (e.g. 20 hours/week is .50 FTE).
- Indicate the number of months personnel will work on the project for the fiscal year.
- Once the above information has been entered, the amount requested per position will automatically calculate when using Exhibit F).
- Indicate percentage of employee benefits and total amount (not to exceed 25% of salaries).
- Subtotals will automatically calculate.

Operating Expenses

Examples of common Operating Expense line items are rent and utilities, telephone/internet, office supplies, travel, printing, conferences/training (either for staff or for clients) and program supplies. These line items are currently listed on Exhibit F. Additional lines for other items are also available. Funds may be used to provide food/refreshments at intervention activities. Childcare may be provided. If childcare is provided, only childcare providers and facilities licensed by the State of California may be used.

Subcontracts

It is expected that the primary applicant will have a financial and/or programmatic collaboration with at least one other agency to complete the proposed scope of work activities. Collaborative relationships are described in the Narrative section of the proposal and are included as a line item on the primary agency's budget and budget justification forms as "subcontractors". Additionally, applicants should complete a separate budget and budget justification for each Subcontractor listed on the primary agency's budget form. Use Exhibit F and check the "subcontractor" box on Tabs 1 & 2, then write in the subcontractor agency name and program name where indicated.

Capital Expenses

Capital Expenses include depreciable equipment estimated at \$5,000 or more. Examples of such equipment might include playground equipment, vehicles, computer equipment, etc. Capital Expenses may also include facilities expenditures at \$10,000 or more. Examples of such facilities might include remodeling to meet licensing requirement, purchase of a portable building or shed, etc.

Indirect Expenses

Indirect expenses are for your proposed program's share of the agency's administrative costs. Indirect costs will automatically calculate based on total salaries and benefits entered by applicant into Exhibit F. Indirect costs will not exceed 10% of the budgeted total personnel expenses.

7B. Budget Justification (Tab 2): Provide a brief Budget Justification narrative explaining specifically how the cost for each line item was determined. Use Exhibit F, Tab 2 to complete the Budget Justification. See Appendices C and D for sample budget justifications.

Personnel Expenses

- Brief description of services to be provided, salary range, number of FTE per job title, and time spent on program. Also indicate if person is hired or to be hired.
- Provide a description of estimated expenses for employee benefits provided by your agency.

Operating Expenses

- Specify the average monthly amount to be paid out for each item listed under operating expenses and include a brief description if appropriate.
- Describe conferences/trainings to be held or attended, costs associated and why necessary.

Capital Expenses

- Describe what capital purchases you will make and why they are necessary for the program.

SECTION 3: APPLICATION REVIEW AND SELECTION PROCESS

Proposals will be reviewed and evaluated by a qualified review panel selected and convened by First 5 Yolo. Proposals will be scored based on the thoroughness and inclusion of information specifically requested in the RFP application instructions. In some cases, documented unmet needs (i.e. geographic area, target group, specific service need), may supersede a given

proposal's ranking. Applicants may be asked to combine aspects of various submitted proposals, and/or to make modifications to the strategies, scopes of work, evaluation plans and/or budgets of the submitted proposal. Technical Scores of 0-100 points will be assigned to proposals. Any proposal receiving a technical score below 65 points will not be considered for funding. Proposals receiving 1 point or less in any of the required elements (see table above) will not be considered for funding. Applications will be reviewed and point values given as follows:

Proposal Component	Integrated Family Support Initiative
Program Design	15 points
Identification of Audience to be Served	10 points
Collaborative Process	15 points
Scope of Work	25 points
Program Logic Model	10 points
Agency Capability	15 points
Budget & Budget Narrative	10 points
Total	100 points

The recommendations of the Review Panel will be presented to the Commission for final approval at its June 11, 2008 meeting. Successful applicants will be required to enter into a Contract Negotiation process with the Executive Director to finalize all aspects of the program and to negotiate collaboration with other agencies if appropriate. There will be no appeals to funding decisions made by the Commission.

A. Proposal Evaluation

Evaluation of proposals and recommendation for contract award(s) are conducted as follows:

1. All applications shall be screened to determine whether they meet the content and format requirements specified in the RFP. Incomplete applications will not be forwarded to the selection committee; they will be rejected prior to review. Rejected applications will not be returned, but applicants will be notified in writing that the application was rejected in the initial screening process.
2. Proposals that pass the initial screening process will be reviewed and evaluated by a review panel selected and convened by the Commission. The review panel members will independently score each element in each application based on the items specified in the Award Criteria section below. Proposals will be scored based on thoroughness and inclusion of information specifically requested in the RFP application instructions.
3. The panel of reviewers will make recommendations for programs to be funded to the Commission. The Commission will make the final contractor(s) selection. A proposal might not be funded in its entirety; specific parts may be selected for

funding, and other parts rejected. The selected applicants' proposals may be negotiated by the Executive Director to modify objectives, activities, timelines, evaluation plans, staffing, and/or budget as a condition of funding.

B. Conflict of Interest

Applicants must be cognizant of potential conflicts of interest that would impact an agency's ability to apply for funding if their organization is represented on the First 5 Yolo Commission. An organization represented on the Commission may submit an Integrated Family Support Initiative proposal in anticipation of entering into an agreement for funding, when:

- i. the member does not participate in reviewing any of the proposals and
- ii. the member is not subsequently involved in approving the agreement.

SECTION 4: APPLICATION SUBMITTAL

A. Proposals Due

Proposals must be received **no later than at 5:00 p.m. on May 16, 2008** at First 5 Yolo Children & Families Commission, 403 Court Street, Woodland, CA 95695.

Proposals received at the First 5 Yolo office after the exact time specified for receipt will not be considered. Late proposals will not be accepted. Postmarks will not be accepted. Faxed submissions will not be accepted.

This RFP is available in electronic format on the Commission website at www.first5yolo.org or you may request a copy on disk by calling 530.669.2475.

B. Submission of Proposals

Please submit an original and five (5) copies of each proposal, along with an electronic version on disk in Microsoft Word format, in a sealed envelope marked: "Proposal – Integrated Family Support Initiative" addressed to:

First 5 Yolo Children & Families Commission
403 Court Street
Woodland, CA 95695

All proposal narratives must be typed and submitted on standard white paper, 8 ½ inches by 11 inches in size, 1.5 line spaced, with 1 inch margins, using at least 11 point font to be Arial or Times New Roman, with each page clearly and consecutively numbered, beginning with page one of the proposal narrative. Any additional submitted pages beyond specified page limits will not be reviewed. Secure each copy of the proposal in the upper left corner. Elaborate artwork and expensive paper and bindings, expensive visual or other presentations are neither necessary nor desired.

All proposals must be submitted in the order specified in the Proposal Coversheet (Exhibit B).

Proposals must be complete when submitted. Context changes or additions will not be accepted after submission. Do not include materials not required or requested in the proposal instructions such as brochures or flyers. Any extraneous materials will be removed from the proposal and will not be reviewed.

There is no guarantee that the submission of a proposal will result in funding, nor that funding will be allocated at the level requested. Final contract provisions will take precedence over information contained in the proposal. All proposals become the property of the Commission, and will not be returned to the applicant.

SECTION 5: RULES GOVERNING RFP PROCESS

1. Expenses for developing and submitting proposals are the responsibility of the proposer and shall not be chargeable in any way to the Commission.
2. All proposals shall remain confidential until the evaluation process is completed and the proposed awards have been announced.
3. The Commission's initial draft of the contract form to be used for this agreement is included with the RFP (Appendix E). Although the attached draft is subject to revision before execution by the parties, by submission of a proposal the vendor indicates that, except as expressly and specifically noted in its proposal, it has no objection to the attached draft or any of its provisions and if selected it will enter into a final agreement based substantially upon the attached draft.

Date _____

Reviewer Name _____

**First 5 Yolo
Integrated Family Support Initiative
Award Criteria Evaluation Tool**

SUMMARY SHEET

Agency Submitting Proposal _____

**NOTE: If an agency receives only one point in any category, it will not be eligible for an award.
If an agency receives a total score of less than 70 points, it will not be eligible for an award.**

<u>Component Scores</u>	<u>Awarded Points</u>	<u>Maximum Points</u>
Component 1 – Program Design	_____	15
Component 2 – Target Audience	_____	10
Component 3 – Collaborative Proposals	_____	15
Component 4– Agency Capability	_____	15
Component 5– Logic Model	_____	10
Component 6– Scope of Work	_____	25
Component 7 - Budget/ Budget Justification	_____	<u>10</u>
Total of All Sections	_____	100

COMMENTS:

COMPONENT 1 – PROGRAM DESIGN

15 points maximum

Criteria description	Points
Clear and comprehensive; fully meets requirements	4
Adequate response but weak in some qualification areas	3
Barely meets requirements; weak in important qualification areas	2
Extremely inadequate; does not meet important qualification requirements	1
No response – Question not addressed	0

Rank each statement 0-4 using above criteria.

1. States the gap(s) in services the project will fill and describes how they will be filled. _____
2. Describes how proposed services will enhance or expand upon existing programs in the county without creating a duplication of services. _____
3. Describes how the Integrated Family Support principles will be implemented. _____
4. Describes the relationship of the proposed strategies to the identified outcome(s) being addressed. _____
5. Identifies which best practice model will be used or describes the model to be used and justifies why it is the most appropriate strategy. _____
6. Describes the methods staff will use to recruit, retain and follow-up with clients. _____

Total Points _____ /1.6= _____

COMMENTS:

COMPONENT 2 – TARGET AUDIENCE

10 points maximum

Criteria description	Points
Clear and comprehensive; fully meets requirements	4
Adequate response but weak in some qualification areas	3
Barely meets requirements; weak in important qualification areas	2
Extremely inadequate; does not meet important qualification requirements	1
No response – Question not addressed	0

Rank each statement 0-4 using above criteria.

1. Specifies the number of children ages 0-5, family members and/or providers to be served. _____
2. Identifies the geographic location where services will be provided. States if the project is to be conducted countywide or specific to one city/area _____
3. Describes factors that make the targeted children or families high risk including poverty (<300% FPL), substance use history, lack of high school diploma/GED, young parent (under 25 years), English language learner, chronically ill, or other risk factor as substantiated. _____
4. Bonus Points: Add up to 4 points if proposal is serving families with one or more risk factors. _____

Total Points _____ /1.6= _____

COMMENTS:

COMPONENT 3 – COLLABORATIVE PROPOSAL

15 points maximum

Criteria description	Points
Clear and comprehensive; fully meets requirements	4
Adequate response but weak in some qualification areas	3
Barely meets requirements; weak in important qualification areas	2
Extremely inadequate; does not meet important qualification requirements	1
No response – Question not addressed	0

Rank each statement 0-4 using above criteria.

1. Names each collaborative partner and describes the role each agency will play in carrying out the proposed project. _____
2. Describes the nature of the collaboration and explain why it is mutually beneficial for each agency. _____
1. Clearly states which type of collaboration is being proposed with each collaborating partner (financial, programmatic or both) and why this is mutually beneficial to all partners. _____
4. Includes an appropriate letter of commitment from each collaborating partner which details how the collaborative Agencies will work together to reach outcomes of the proposed project. _____

Total Points _____ **/1.06=** _____

COMMENTS:

Criteria description	Points
Clear and comprehensive; fully meets requirements	4
Adequate response but weak in some qualification areas	3
Barely meets requirements; weak in important qualification areas	2
Extremely inadequate; does not meet important qualification requirements	1
No response – Question not addressed	0

Rank each statement 0-4 using above criteria.

1. Describes primary agency, previous work conducted that qualifies it to conduct the proposed activities and/or the organization's experience within the topic area of the RFP. _____

2. Explains how the proposed project will dovetail with the primary agency's existing services and documents non-duplication of services within the agency. _____

3. States why the agency is the most appropriate or best one to carry out the project. _____

4. Provides a brief description of the capacity of the collaborating agencies to carry out their respective activities under the proposal. _____

5. Describes staff capability in providing bilingual and/or bicultural services to the population served. _____

6. Staff Summary Form (Exhibit E) is complete and a reveals qualified staff, at a reasonable FTE ratio to conduct work within the proposed project. _____

7. Describes the primary agency's internal fiscal system and outlines procedures and controls. _____

Total Points _____ **/1.86=** _____

COMMENTS:

Criteria description	Points
Clear and comprehensive; fully meets requirements	4
Adequate response but weak in some qualification areas	3
Barely meets requirements; weak in important qualification areas	2
Extremely inadequate; does not meet important qualification requirements	1
No response – Question not addressed	0

Rank each statement 0-4 using above criteria.

1. Logic Model identifies at least one priority area of focus (within Commission’s identified Priority Areas). _____
2. Identifies at least one outcome that the project will focus on impacting (from among Commission’s identified Outcomes). _____
3. Lists proposed program strategies (best practice models) to be used to implement. If not using a best practice, clearly states why not and provides research that the selected model has the potential to make an impact. _____
4. Identifies appropriate indicators that will be used to measure impact of the proposed project. _____
5. Lists evaluation tool(s) to be used, including instruments with proven reliability and validity. _____
6. Includes a description of the target population to be impacted through the selected strategy. _____

Total Points _____ /2.4= _____

COMMENTS:

COMPONENT 6 – SCOPE OF WORK

25 Points Maximum

Criteria Description	Points
Clear and comprehensive; fully meets requirements	4
Adequate response but weak in some program areas	3
Barely meets requirements; weak in important program areas	2
Extremely inadequate; does not meet important program requirements	1
No response – Question not addressed	0

Rank each statement 0-4 using above criteria.

1. Describes an organized, well-defined plan with specific measurable objectives. Each objective includes with WHOM they will work with; HOW MANY will participate; WHAT activities will be conducted; WHAT will be accomplished, the expected OUTCOME (SUCCESS RATE); and WHEN the activity will take place within a time frame. _____

2. Includes objectives and activities to be completed by the partnering agency(s). Activities are appropriate to reach project goals. _____

3. Details appropriate key activities to ensure a logical progression towards completion of objective(s), such as hiring staff, developing outreach plan, conducting outreach, conducting trainings, promoting activities, implementing activities, evaluation, etc. _____

4. Describes how process evaluation measures will be conducted (i.e., how will program activities be documented and how will progress toward completing the objectives be tracked); includes a list and/or description of the appropriate process evaluation instrument to be utilized (i.e., outreach logs, list of referrals made, materials developed, meeting sign-in sheets, pre/post tests developed, etc.). _____

5. Describes how impact evaluation measures will be conducted (i.e., what is the expected result and amount of change anticipated as a result of the intervention activities); includes a list and/or description of the appropriate impact evaluation instruments to be utilized (i.e., pre/post test, parental stress scores, parental satisfaction scores, percent of children completing the program, etc.). _____

Total Points _____ **/ .80=** _____

COMMENTS:

SECTION 7 – BUDGET and BUDGET JUSTIFICATION

10 Points Maximum

Criteria Description	Points
Clear and comprehensive; fully meets requirements	4
Adequate response but weak in some areas	3
Barely meets requirements; weak in important areas	2
Extremely inadequate; does not meet important requirements	1
No response – Question not addressed	0

Rank each statement 0-4 using above criteria.

1. All attached budget forms are in the correct format, complete, and accurate. _____
2. Personnel category reflects an appropriate number of staff and hours dedicated in order to accomplish the program objectives. _____
3. Operating expenses are reasonable and clearly match the activities to be conducted under the proposed project. _____
4. Budget forms for subcontractors are reasonable and appropriate for the level of work to be conducted under proposed project. _____
5. Budget justification specifically explains how line item expenditures will be determined. _____
6. Budget justification is appropriate for each line item and category including personnel, operating, subcontractors, capital expenses and indirect costs. _____

Total Points _____ **/2.4=** _____

COMMENTS: