San Francisco Children and Families Commission

School Readiness Initiative (SRI) -
School Readiness Team Leaders for
Western Addition/Golden Gate ES and John Muir ES

Request for Qualifications (RFQ)
RFQ #13

Contract Amount:	Western Addition - $712,000 over 4 years.
Contract Period:	One year term for four (4) years
Non-Mandatory Bidders Conference	John Muir ES 380 Webster St. San Francisco, CA 94117 May 19, 2003 4:00 – 6:00 p.m.
Non-Mandatory Letter of Intent	May 30, 2003 (5:00 p.m.)
Proposal Due Date:	June 4, 2003 (5:00 p.m.)
Contact Person:	Camilo Otero School Readiness Coordinator 415-557-6854

Introduction

In November 1998, the voters of California passed Proposition 10, the California Children and Families Act of 1998, the "Act." Funded from additional excise taxes imposed on tobacco products, the Act is directed to promoting, supporting, and improving the early development of children from the prenatal stage to five years of age. The Act facilitates the creation and implementation of comprehensive and collaborative systems and services to enhance optimal early childhood development. It emphasizes local decision making to provide for greater flexibility and access to services.

The Proposition 10 funds are administered at the state level by the California Children and Families Commission (First 5 California) and at the county level by county children and families commissions appointed by local boards of supervisors. Before county commissions can allocate these funds, they must adopt comprehensive strategic plans consistent with the intent of the Act.

The San Francisco Children and Families Commission (SFCFC)

In accordance with provisions of the Act, the San Francisco Board of Supervisors appointed the nine Commissioners on the San Francisco Children and Families Commission (First 5 San Francisco) in May 1999. They reflect San Francisco's diverse population, its well-developed child health and development sector, and its commitment to public-private partnership in planning and implementation of complex public policy.

The mission of the San Francisco Children and Families Commission is to instill an enduring obligation in San Francisco residents and government to ensure the opportunity for optimal health and development for every child born and raised in this

county. This means a commitment to support young children and their families from prenatal to five years of age through abundant opportunities to be healthy, learn, and grow. Children will reach their full potential. Families will be empowered and engaged civic partners in the work of the Commission. The Commission funds activities in the areas of child and family health, family support and parent education, early childhood education, and children with special needs (i.e., children with disabilities and homeless children).

Copies of the Strategic Plan can be located on the Commission's website www.sfkids.org, or by calling (415) 934-4849.

Purpose of the SRI RFQ #13: School Readiness Team Leaders for Western Addition/ Golden Gate ES and John Muir ES

Background

Children who are healthy and emotionally, socially, and cognitively ready for school are more likely to have a successful school experience. Through this RFQ, the Commission expects to support comprehensive services that will enhance the environment, learning experiences, and services that children need before entering kindergarten. Applicants must demonstrate a capacity to serve the target populations and neighborhoods. The term "School Readiness" is defined as follows:

- Children's readiness: School Readiness activities must support the five domains of children's development: health and physical well-being, emotional well-being and social development, approaches to learning, communicative skills and cognition, and general knowledge.
- Family and community readiness for school success: School Readiness programs must provide families with appropriate access to support services, including access to health services and services to special needs populations. In addition, School Readiness programs strengthen relationships between community stakeholders. Community stakeholders include the following: parents/primary-care-givers, formal and informal early care and education providers, child and family-serving agencies, and school district staff.
- Schools' readiness for children: Schools make provisions for a smooth transition for families. Schools commit to the success of every child and apply approaches that have been shown to raise achievement for each student.

The California Children & Families Commission requires that all School Readiness programs and activities adhere to the following principles:

- Inclusive Governance and Participation: Policies and practices affirm and strengthen families' ethnic, racial and linguistic identities and enhance their ability to function in a multicultural society.
- Access to Services: Assure that programs provide access to information, resources and support regarding their child's development, including strengths and needs for all families.

Promote collaboration across disciplines, service delivery systems and communities.

- Legislative and Regulatory Mandates: Agencies will inform parents of their rights and responsibilities as well as those of their children. In addition, appropriate support services are accessible to children (0-5) and their families regardless of immigration status.
- Results-based Accountability: Set measurable goals and objectives for increasing access and achieving equity. Commit to attaining their stated program outcomes realizing that their results are crucial to ongoing sustainability and advocacy.

Agencies may learn more about the California Children and Families Commission and the School Readiness Initiative by visiting this website: http://www.ccfc.ca.gov/.

Vision

The SRI is a four-year Initiative which aims to improve the ability of families, schools, and communities to prepare children to enter school ready to succeed through the delivery of individual and community targeted support and educational activities.

The SRI is a collaborative amongst private and public institutions, including First 5 San Francisco and the San Francisco Unified School District (SFUSD).

The elementary schools and neighborhoods participating in the SRI (2003-04) are: Cesar Chavez (Mission), Dr. Charles R. Drew Alternative (Bayview/Hunter's Point), Golden Gate Academy (Western Addition), John Muir (Western Addition) and Starr King (Potrero Hill).

The Scope of Services (Section C) describes the components of the School Readiness Initiative in San Francisco. In September (2002), the Commission submitted a grant application to First 5 California, the School Readiness Programs Request For Funding application, describing San Francisco's school readiness strategies. The application was approved in November 2002.

The Application indicated that a portion of School Readiness funds would be allocated to support school readiness staff to implement SRI activities in the target neighborhoods.

Scope of Services

The purpose of this RFQ is to identify a community resource(s) available to deliver school readiness services to two target populations:

1. Children (0-5 years old) and their families living in the Western Addition neighborhood; and,
2. Children (4-5 years old) and their families transitioning into kindergarten at either Golden Gate ES, and/or John Muir ES, including children living outside the Western Addition neighborhood.

With this project the Commission seeks to achieve the following objectives:

- Children are well prepared for entry into schools and schools are ready to help them make that transition.
- All families with children 0-5 have the support, education and information that enables them to promote the optimal health and development of their children.
- Every child age 0-5 is healthy and has access to quality, affordable health care, including physical and mental health services, dental care, and services to address special needs.

Commission funds will support the creation of one new position - a **School Readiness Team Leader (SRTL)**.

The School Readiness Team Leader will serve as the primary neighborhood contact for the SRI. The SRI Team Leader will be responsible for managing and monitoring essential components of the SRI. In addition, SRI staff in the Western Addition will be expected to work cooperatively with other SRI staff. To support neighborhood SRI staff, the Commission's School Readiness Coordinator will convene regular meetings to provide technical assistance, as needed. On behalf of the neighborhoods participating in the SRI, Team Leaders will link children (0-5) and their families to appropriate support services to improve children's and their families' readiness for school.

The Commission expects that SRI Team Leader staff will direct the following activities:

Program responsibilities

- Collaborate with Golden Gate and John Muir Elementary Schools' staff and teachers.
- Provide home visits and outreach services to all incoming kindergarten families to ensure that they experience a smooth transition to school.
- Conduct SRI kindergarten readiness workshops for Golden Gate's and John Muir's incoming kindergarten families.
- Coordinate and/or facilitate parent education workshops to enhance and to strengthen parents'/primary-care givers' capacities and skills.
- Effect culturally-competent strategies on behalf of families throughout all School Readiness activities.

Core Services

- **Local Councils**

  Convene and facilitate regular meetings of the Western Addition's neighborhood-based advisory council.

  Western Addition's Council will be composed of parents/primary-care givers and cross-discipline professionals, including individuals who serve children (0-5) and their families.

  Western Addition's Council members will work with Golden Gate ES and John Muir ES staff and parent leaders to improve family engagement in school-related activities.

  Council members will develop and implement at least 2 collaborative activities.

- **Home visits/outreach to incoming kindergarten student families**

  Offer home visits, or site-based consultations, and outreach services to incoming kindergarten families enrolled at Golden Gate ES and John Muir ES. The purpose of this activity is to address any issues impacting children's and their families' readiness for kindergarten.

  Provide a backpack to incoming kindergarten children and their families during the initial meeting. Delivery of these backpacks will be coordinated by SFCFC staff.

  Provide appropriate supports and care to ensure that families experience a positive transition into kindergarten.

  Provide information, referral and follow-up services to families, as needed. If appropriate, Team Leader may remain in contact with families through the fall semester of the kindergarten year.

  Coordinate home visits to Spanish- and Asian-language speaking families with the respective language-appropriate School Readiness partners to serve monolingual and bilingual Latino and Asian-Pacific Islander families.

  Assist SRI partner schools and SFUSD with family-oriented enrollment activities.

  Facilitate and/or coordinate communication between parents/primary-care givers, early care and education staff and kindergarten teachers for children who attend early care and education programs, including Head Start sites, SFUSD Child Development Centers, private, non-profit sites, family child care homes and license-exempt programs.

Remain in contact with new Kindergarten families through the first semester of the new school year, as needed.

- **School Readiness Workshops – Kindergarten Readiness Workshops**

  Develop and conduct parent education workshops to promote effective strategies contributing to families' and children's readiness for school.

  Workshops will provide children (4-5 years old) and their families with a developmentally-appropriate orientation to kindergarten.

  Successful applicants will be required to offer five (5) workshops for each group of families enrolled into kindergarten at both Golden Gate ES and John Muir ES.

- **School Readiness for the Community Workshops**

  Develop and conduct a minimum of six (6) effective parent education workshops to enhance and to strengthen parents'/primary-care givers' capacities and skills.

  Develop a menu of workshops that focus on children's development and readiness for school. In addition, these workshops must be specifically geared to support the cognitive, emotional, physical, and social development of pre-school aged children.

  Workshops Topics will include: health and safety trainings such as hazards of cigarette smoking and exposure to second-hand smoke; positive parenting skills; emergent literacy; SFUSD enrollment process; and/or awareness of special needs issues.

  In collaboration with the Local Councils, Team Leaders will ensure that these workshops will not duplicate existing parent workshop offerings.

The final scope of services in a SRI Project grant award shall be negotiated between the SFCFC and successful applicants.

Required Elements for SRI RFQ #13

Staff model

Proposals must demonstrate the agency's capacity to recruit, supervise and support qualified SRI staff, and to integrate staff into existing Agency's activities. Applicants may propose to employ additional staff as needed.

Proposals must describe plans to deliver services and programs that are sensitive to families' strengths, needs, context, and culture.

Staff Capacity

Proposals must document a plan to incorporate the Team Leader into the Agency's organizational structure.

The School Readiness Team Leader must meet the following criteria:

- A Bachelor's degree from an accredited college, or university in Child Development, Early Childhood Education, or a related field.
- Experience working with families and young children.
- Experience working with diverse populations.

Proposals must identify current agency staff that will contribute to the delivery of SRI services. Proposals may include an organizational chart.

If subcontractors will be needed, proposals must describe key personnel from each subcontractor. In addition, proposals must include a description of subcontractor(s)'s qualifications, including relevant experience as it relates to their role in the SRI project. Proposals must include a statement of their availability to work on the project.

Productivity

Proposals must demonstrate Agency's capacity to implement the described and required activities. For the activities described under **Scope of Services**, proposals must:

- Describe Agency's qualifications and experience(s) delivering family support services that promote children's and families' readiness for school.
- Describe Agency's previous, and/or current collaborative relationships, including cooperative relationships with SRI schools.
- Demonstrate an understanding of the cultural and linguistic needs of the target populations.
- Describe a work plan to implement the **Scope of Services** components.

The **Scope of Services** include:

- **Local Councils**

  Describe Agency's qualifications to recruit members to the neighborhood Council that reflect the Western Addition's racial/ethnic and cultural diversity.

  Describe Agency's qualifications to organize neighborhood-based advisory council.

Describe Agency's qualifications to plan and to implement at least 2 collaborative activities.

- **Home visits/outreach to incoming kindergarten student families**

  Describe Agency's qualifications to recruit and serve incoming kindergarten children and families enrolled at Golden Gate ES and John Muir ES.

  Describe Agency's qualifications to develop and/or to maintain professional relationships with early care and education staff and teachers.

  Describe Agency's qualifications to collaborate with Golden Gate ES and John Muir ES.

- **School Readiness Workshops – Kindergarten Readiness Workshops**

  Describe Agency's qualifications to recruit and to serve incoming kindergarten children and families enrolled at Golden Gate ES and John Muir ES.

  Describe Agency's qualifications to coordinate and/or to facilitate SRI Kindergarten Readiness Workshops.

  Describe Agency's qualifications to provide incoming kindergarten children and their families a developmentally appropriate orientation to kindergarten.

- **School Readiness for the Community Workshops**

  Describe Agency's qualifications to recruit and serve children (0-5 years old) and their families living in the Western Addition.

  Describe Agency's qualifications to plan and to coordinate SRI Community Workshops.

  Describe Agency's qualifications to ensure that SRI Community Workshops will not duplicate existing parent education efforts.

Organizational Requirements

- **Insurance**

  Successful applicants will be required to document proof of Liability Insurance, including Commercial, Automobile and Workers' Compensation.

- **Accreditation**

  The selected agencies are expected to maintain appropriate certifications, licenses, and accreditations. Applicants are encouraged to document relevant agency-related or staff-related accreditations.

- **Service Delivery**

  Agencies must demonstrate an understanding of the cultural and linguistic needs of the target populations.

  The Commission will only accept proposals to create School Readiness activities whereby school readiness activities are accessible to children (0-5 years old) and their families.

  Applicants are not required to be located in the target neighborhood, but must demonstrate how they will provide services in the Western Addition - either through co-location of services or through collaborative efforts.

  In addition, agencies must provide evidence of their capacity to serve children at risk of developmental delay due to physical, mental, social, and/or developmental impairment. The Commission expects to fund agencies that assist families overcome risks and promote their strengths and resiliency.

- **Program monitoring**

  Successful applicants must agree to work with the Commission to supply necessary documentation of activities and to contribute to evaluation activities as developed by the Commission.

  Proposals must describe a commitment to program and process evaluation to document achievement of SRI objectives. Agencies must demonstrate how they will involve community stakeholders in assessing school readiness strategies and services.

  Complete the Accountability Worksheet (Attachment 2) and include it as an attachment. Applicants are required to complete the "Activities", "Performance Measurement", "Objective", and "Methods and Timeline for Documentation" columns.

- **Evaluation**

  Initiative activities will be evaluated by the Commission.

  Agencies must demonstrate a commitment to the objectives of the SFCFC SRI Project, and the ability to contribute to SFCFC's evaluation of the SRI.

- **Nondiscrimination**

  The qualifying grantee will be required to comply with all applicable provisions of Chapters 12B and 12C of the San Francisco Administrative Code (City and County of San Francisco Human Rights Commission (HRC)). The qualifying grantee will be required to execute the "Chapter 12B Declaration: Nondiscrimination in Contracts and Benefits" (form HRC-12B-101) with supporting documentation and to secure the approval of the form by HRC. Information regarding the HRC and its provisions may be researched at http://www.sfgov.org/site/sfhumanrights_index.asp.

- **General agency qualifications**

  The qualifying grantee may be a public or non-profit institution or organization, and must demonstrate relevant experience in planning, developing, and delivering high-quality family support services.

  Proposals must describe the history, mission, service delivery system, and qualifications of the applicant organization (the primary grantee), presenting information according to the areas identified in the scope of work. Provide examples of experience that most closely match the objectives of the Commission's SRI project, including any in-kind contributions to the SRI.

  If agencies plan to employ subcontractors, proposals must describe the qualifications of collaborative partners (subcontractors) as they relate to their role in the project and the objectives of the Commission's SRI project.

  Faith based organizations may apply. Active participation in the faith cannot be a prerequisite for individuals receiving services utilizing Proposition 10 dollars. An organization may apply as a single entity or as the lead agency for a collaborative effort.

  The applicant must be located in San Francisco and must serve residents of the City and County of San Francisco.

  Successful applicants will be required to comply with policies and/or recommendations described in Attachments 4, 5 and 6.

Grant Term

For this RFQ, SFCFC funding will not exceed $712,000 over four years. Grants will be made for one-year, and will be renewable for three additional years. Continuing funding will only be available to applicants who demonstrate success in achieving program goals and objectives as evidenced by required reports, evaluation and/or site visits. Although the Commission acknowledges that some activities may take longer than one year for completion, initiatives should be designed to have some measurable impact during the first year.

Agencies must demonstrate appropriate and cost-effective use of Commission funds. School Readiness Initiative funds may only support activities serving San Francisco's children 0 – 5 years old and their families.

The SFCFC reserves the right to negotiate the terms and conditions of the award, including the amount of funding. The initial contract period will be twelve months from the date of award. These funds may not supplant existing federal, state, or local revenue sources. Funds should be used to fund service expansions or enhancements.

The Commission will work with successful applicants to ensure that services funded through this RFQ will be sustainable over time with other resources, as the Commission's revenues continue to decline.

Non-Mandatory Letter of Intent

Organizations intending to submit a proposal may submit a Letter of Intent, so it is received by Commission staff on **May 30, 2003 (5:00 p.m.)**, indicating that they intend to submit a proposal in response to this RFQ.

The Letter of Intent must be the **original**, not a copy, and must include:

- Presentation on the applicant's letterhead with the applicant's name, address, telephone, fax number, and e-mail address, if one is available
- A brief description of the project
- A statement of the RFQ being applied for:
  Request for Qualifications (RFQ) RFQ #13
- The approximate amount being requested.
- The Letter of Intent should be no longer than two (2) pages, and must be signed by an official representative of the organization.

Letters of Intent are to be mailed or hand delivered to the following address:

Camilo Otero, School Readiness Coordinator
San Francisco Children and Families Commission
1390 Market Street, Suite 318
San Francisco, CA 94102

A proof of receipt will be date stamped by the Commission and attached to each Letter of Intent received. The Commission will give a receipt to the carrier or person making a personal delivery, if requested. This receipt constitutes the only proof of receipt. Letters of Intent that are not received by the date and time specified above will be returned unopened.

Submission Instructions

Delivery of Proposals

Interested parties should submit one (1) original and seven (7) copies of the proposal. Proposals must be typed with one-inch margins and single-spaced.

Staple or clasp each copy of the proposal set (narrative plus attachments) in the upper left-hand corner. It is not necessary to bind or use or a 3-ring binder.

Proposals can be mailed or hand delivered but regardless of the postmark date must be received by the Commission by **June 4, 2003 (5:00 p.m.)**.

Mail or hand deliver 1 original and 7 copies of the proposal sets to:

RFQ #13 - SRI
Camilo Otero
School Readiness Coordinator
San Francisco Children and Families Commission
1390 Market Street, Suite 318
San Francisco, CA 94102

Proposal Content

- Coversheet: Complete the information requested in the Coversheet. The contact information provided will be used by the Commission to communicate with applicants. (Attachment 1)
- Required Elements: The response to the Scope of Services Section (Section C) of SRI RFQ #13 should be no more than 10 pages, exclusive of the attachments.
- Budget / Budget Narrative Requirements: Create a line item budget for Year 1 – 4 and total project budget showing the amount and purpose of requested funds. Show other resources, including in-kind and matching funds, contributed or obtained by the applicant and subcontractors to support this project. If existing personnel or positions will be funded, describe why Commission funds are not supplanting current or past funding. Provide a narrative for any item in the budget whose purpose may not be obvious or immediately clear how it is tied to the objectives of the project. A budget format is attached (Attachment 3).
- Required Attachments:
  a. Letters of Agreement – Include a letter of agreement from agencies that will be involved in this project. These letters must document agencies' level of commitment.
  b. Financial Statement—Include a copy of the organization's last CPA audit or financial statements for the most current period available. (Note: in large institutions, a Departmental audit will be sufficient.)

c. Attachment 1 - Cover Sheet
d. Attachment 2 - Accountability Worksheet
e. Attachment 3 - Budget and Narrative
f. Proof of non-profit status – Internal Revenue Service (IRS) letter.

PROPOSAL EVALUATION AND CONTRACT AWARD PROCESS

Review of Proposals

Proposals will be reviewed by a panel selected by the Commission staff. Representatives from applicants whose submissions are recommended by the panel may be invited to participate in an interview process to select finalists with which to pursue contract negotiations. Upon completion of the review period, the SFCFC shall notify those submitters whose proposals will be considered for further evaluation and negotiation.

All protests to this solicitation must be received by the Commission within seven (7) days of the date the intent to award is issued. Protests shall be in writing, shall provide a contact name, agency name, project, address, and telephone numbers of the protesting party, and shall identify and explain the grounds for the protest. The protest shall include and attach any written materials that the protesting party wishes to have considered in determining the protest.

Protests and all accompanying materials must be received at the San Francisco Children and Families Commission, 1390 Market Street, Suite 318, San Francisco, CA 94012.

The San Francisco City and County City Attorney will review submitted protests and forward those with possible merit to the San Francisco Children and Families Commission's Budget Committee for resolution.

Any protest that is not submitted as provided herein shall be invalid and shall not be considered. All decisions by the Commission will be final.
Proposals will be evaluated and ranked on the following criteria:

- Experience in planning, organizing and delivering appropriate support services to children (0-5) and their families;
- Experience in working collaboratively with agencies serving children (0-5) and their families;
- Experience in providing culturally and linguistically appropriate services;
- Quality of work plan and commitment to SRI objectives;
- Appropriate and cost-effective utilization of Prop. 10 funds;
- Agency's capacity to incorporate SRI activities into its current activities; and
- Agency's' plans to sustain SRI activities beyond Commission funding.

MISCELLANEOUS INFORMATION

Issuance of this RFQ does not constitute a commitment by the Commission to award a contract. The Commission reserves the right to reject any or all proposals received in response to this RFQ, or to cancel this RFQ if it is in the best interest of the Commission to do so.

Actual award of funding is dependent on a successful grant negotiation. If a grant agreement cannot be completed within a reasonable time frame, determined by the Commission, the Commission may terminate negotiations and pursue an agreement with a different partner.

Applicants submitting a proposal agree that by submitting a proposal they authorize the Commission to verify any or all information given in the proposal.

The award of a contract by the Commission to an organization which proposes to use subcontractors for the performance of work under the contract resulting from this RFQ should not be interpreted to limit the Commission's right to approve subcontractors.

The Commission reserves the right, after contract award, to amend the resulting contract as needed throughout the term of the contract to best meet the needs of all parties.

The applicant will comply with all requirements of the City and County of San Francisco grantees.

PROPOSAL COVER SHEET
Please use this form for your front cover.

SAN FRANCISCO CHILDREN AND FAMILIES COMMISSION
School Readiness Initiative (SRI) -
School Readiness Team Leaders for
Western Addition/Golden Gate ES and John Muir ES
Request for Qualifications (RFQ)
RFQ #13

FY 2003 - 2004

Complete the Proposal Cover Sheet
This will serve as the front cover of your proposal.
An official authorized to bind the entity must sign it.

Name of Agency/Organization	
	Telephone Number
Program Contact/Title	Telephone Number
Alternate Contact/Title	Telephone Number
Agency Address	FAX Number
Amount of Grant Application Request	$
Name of Agency Director	
Signature of Agency Director	
Name of the President of the Board of Directors	
Signature of President of the Board of Directors	

Application Deadline:

June 4, 2003 (5:00 p.m.)

San Francisco Children and Families Commission
1390 Market Street, Suite 318
San Francisco, CA 94102

Accountability Worksheet

Instructions:

The California Children & Families Commission requires County Commissions to connect funding to a framework of goals and objectives, and to create concrete ways of measuring results.

As part of this process, we expect to work with all funded partners to track activities and results. The following information defines how the San Francisco Children & Families Commission (SFCFC) will measure the impact of School Readiness activities.

Implementation Plan and Accountability Worksheet Definitions

Step One: Identify Objectives
Using the list prepared by the Commission chose objective(s) that are specific to your proposal. Agencies may propose their own objectives, keeping in mind the goals of the funding as outlined in this RFQ. What does the agency(s) hope to achieve with the School Readiness Initiative Funding? How does the agency expect to serve the target population? What objective(s) are you trying to achieve with each of these activities?

Step Two: Describe Activities
In your Project Narrative, you described the activities you will create with the School Readiness Initiative funding. In the chart below, assign each of these activities to one of the objectives. What activities will families and children experience at your program(s)?

Step Three: Performance Measures
The accountability framework describes how the Commission will concretely measure the success of each activity. In addition to knowing how many children or families will be served, the Commission needs to know whether they were served well. Performance measures are ways of assessing the satisfaction clients have with programs or the progress children show as a result of some activity. For each activity, applicants may describe additional plans to assess the proposed activities.

Step Four: Describe Data Sources, Methods for Collecting Data
Tell us how you will collect the information for each performance measure. How will you gather feedback from clients? How will you know when children and their families have shown improvement in a specific area as a result of a School Readiness activity?