

Family Resource Center Expansion of Cross-sector Partnerships in Early Care and Education and Clinical Settings Request for Proposals RFP # CFCFY22-02

Please access the full RFP for detailed information and instructions at <https://www.first5sf.org/funding-opportunities/>. The below information is for summary purposes only.

Grant Expectations and Outcomes

A primary objective for these grants is to gain experience and knowledge of FRC service delivery in multiple cross sector settings. First 5 San Francisco and the Office of Early Care and Education have prioritized 0-3 childcare, preschool, and clinical settings for cross-sector family engagement. Proposals for additional settings will be accepted. Proposals focused on settings other than childcare, preschool, and clinical settings must justify the focus on the targeted setting.

To support FRCs toward this objective, grants are expected to be able to achieve their proposed project timeline toward at least one of the overarching grant objectives:

1. Critically examine assumptions and structures that underlay core service activities and build upon demonstrated and established strategies through partnership building, new partnerships, learning exchanges, and/or review of data, information, and community input;
2. Authentically engage community stakeholders in planning processes, service design, and service delivery;
3. Conduct shared research, evaluation, needs assessment or landscape analysis;
4. Lay groundwork for extending availability of services or launching new services across multiple sectors; and/or
5. Extend, re-design and re-establish outreach and referral mechanisms.

First 5 San Francisco may also ask funded agencies to participate in additional evaluation activities to ensure the learnings and experiences of the grant's activities are captured.

In the last quarter of the grant term, successful applicants will create and write a progress report/business plan that incorporates learnings and directions for future FRC activities. Specific report/plan components will be set following grant awards.

Successful Applicants Will:

- Demonstrate readiness for action and impact across partnerships.
- Demonstrate a commitment and history of authentically engaging those most affected by adversity.
- Propose approaches that incorporate race/gender equity, prevention, and power sharing with parents/caregivers in practice and program.
- Demonstrate a systems change mindset and incorporate sustainability as a core principle.

Entities Eligible to Apply

The activities funded by this RFP builds on the existing funding of the FRC Initiative, with funds allocated from the Department of Early Childhood FY2021-22 and 2022-23 City budget for this purpose. Any lead agency currently awarded a grant under the FRC Initiative to deliver the full scope of activities falling under that initiative is eligible to apply.

Lead agencies must also be community-based organization that is nonprofit and tax-exempt under Section 501(c)(3) of the Internal Revenue Code. Applicants must have a physical presence in California, and the capacity to work throughout San Francisco County and must be a San Francisco City-approved supplier/vendor in good standing at the time the contract is executed.

Lead agencies may submit no more than one application. An application from a lead agency may be on behalf of multiple FRC grants it holds. An application from a lead agency may also be on behalf of multiple funded FRCs, provided they are in a lower funding level than the lead agency itself, i.e. lead agencies are encouraged to support the capacity-building of smaller FRCs who may otherwise not consider applying to this effort.

Reviewers may take into consideration capacity issues that may result from agencies participating in multiple applications and/or First 5 San Francisco may limit during grant negotiations the number of grants that any one agency or organization may participate in.

Agencies with intra-agency partnerships (i.e. Head Start sites, existing co-location of preschool and FRC) should propose and include other external partners, i.e. partners other than intra-agency programs within the same agency.

RFQ Submission Requirements

This will be an entirely electronic submission process. Please read all instructions carefully to ensure a successful and timely submission process.

A. Mandatory Letter of Intent

The letter of intent is due by January 7, 2022 emailed to derik@first5sf.org. The number of Letters of Intent greatly assists staff in planning the proposal review process during this time of remote work and global health crisis. Letters of intent are non-binding. Agencies that submit a letter of intent that later decide not to submit a proposal are requested to notify First 5 San Francisco.

B. On-line Application

Application via online submission is due on January 28, 2022 at 5:00 pm SHARP. The online application will close at that time, and no late applications will be allowed to be submitted. The application link and content details are provided in the section under the heading Submission Process and Timeline

C. Forms and Attachments

All requested forms and attachments are due by January 28, 2022 at 5:00 pm SHARP, also submitted via the above online application link. No late attachments or attachments submitted via other mechanisms will be considered. Content details are provided in the next sections.

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Content, Scoring, and Instructions

Proposals received will be reviewed using the scale below. Only applications deemed whole and complete will be reviewed.

Application is whole and complete, minimum eligibility met	yes/no
Partnership	up to 30 points
Project Description	up to 30 points
Target Population	up to 20 points
Budget	up to 20 points

A proposal review panel(s), consisting of individuals appointed by First 5 San Francisco will review all completed applications that meet the minimum eligibility requirements. Members of the proposal review panel(s) will evaluate and score each proposal, and make a funding recommendation to First 5 San Francisco. First 5 San Francisco will then make the final selection and conduct contract negotiations.

Specific contract activities, budgets and length of contract term may be negotiated differently from described in the selected proposal(s).

If number of applications and requested budgets is less than or equal to the grants available, staff will review the received proposals to confirm proposal meets funding requirements and make recommendations for funding based on this review.

If recommended grants' negotiated budgets is less than funds available, funds may be transferred to other proposals received at staff discretion.

A primary objective for these grants is to gain experience and knowledge of FRC service delivery in multiple cross sector settings. First 5 San Francisco and the Office of Early Care and Education have prioritized 0-3 childcare, preschool, and clinical settings for cross-sector family engagement. Proposals for additional settings will be accepted. Proposals focused on settings other than childcare, preschool, and clinical settings must justify the focus on the targeted setting.

The funding offered will support activities to inform future approaches for the Family Resource Center Initiative. As such First 5 San Francisco and the Department of Early Childhood will seek to fund grants targeting a variety of provider sectors and family demographic groups with low school readiness attainment as indicated by SFUSD School Readiness surveys.

Submission Process and Timeline

The application submissions for this RFP will be electronic only.

All forms and attachments will also be submitted via the above online attachment link. The forms can be downloaded at www.first5sf.org. Applicants are advised to review the full RFQ document and understand its contents.

All submissions are due on January 28, 2022 at 5:00 pm SHARP. The online application will close at that time, and no late applications will be allowed to be submitted.

All forms and attachments are also due on January 28, 2022 at 5:00 pm SHARP. Late attachments and/or attachments submitted via other mechanisms outside the online application will not be considered.

Applicants are responsible for checking for updates, corrections, clarifications and other changes to this RFQ at www.first5sf.org.

Additional note about online submission via SurveyMonkey: A PDF of the application will be provided for download at www.first5sf.org. This application template is not intended for submission use; only for viewing. First 5 SF also asks that any test applications created on the SurveyMonkey application link, be deleted as soon as possible in order to avoid confusion.

Two mechanisms have been embedded in the application to certify them as final (one at the beginning and one at the end). All applications with boxes not checked to indicate they are valid submissions and/or applications with apparent "dummy" or "test" information will be deleted at the close of each business day up until the application due date in order maintain a clean submission list.

Family Resource Center Expansion of Cross-sector Partnerships in Early Care and Education
and Clinical Settings Request for Proposals RFP # CFCFY22-02

Section 1: Coversheet and Contact Information

The contact information provided will be used by the Commission to communicate with applicants.

* 1. Name of Applicant/Organization

* 2. Name of Executive Director

* 3. Executive Director Email

* 4. Executive Director Direct Phone Number

* 5. Applicant Primary Contact Person Name

* 6. Primary Contact Person Email

* 7. Primary Contact Person Phone Number (please use xxx-xxx-xxxx format)

* 8. Applicant Secondary Contact Person Name

* 9. Secondary Contact Person Email

* 10. Secondary Contact Person Phone Number (please use xxx-xxx-xxxx format)

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* 11. Amount of Grant Request (between \$100,000 and \$200,000.00 inclusive)

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Family Resource Center Expansion of Cross-sector Partnerships in Early Care and Education and Clinical Settings Request for Proposals RFP # CFCFY22-02

Section 2: Verification of Minimum Eligibility

Verify all Minimum Eligibility Requirements and provide complete responses to verification questions including business location of record/physical presence and capacity to serve San Francisco County statement of city-approved vendor status; statement regarding TB clearance and, if applicable, fingerprinting.

Failure to complete any single eligibility criteria will result in this application being inadmissible.

* 12. Physical Address: Applicant must have a physical address in San Francisco, CA

Address

Address 2

City/Town

State/Province

ZIP/Postal Code

* 13. What Family Resource Center Initiative Contract(s) does your organization manage?

FRC Contract 1:

FRC Contract 2:

Other:

* 14. Employee Identification Number/Tax ID: Applicant must be a community-based organization that is nonprofit and tax-exempt under Section 501(c)(3) of the Internal Revenue Code

* 15. Is your organization/entity currently a City-Approved Vendor

Yes
 No

* 16. If yes, please enter City-Approved Vendor ID

* 17. If no, please use this check box to confirm that applicant is willing to become a City-Approved Vendor within 45 days of award notice

Applicant confirms willingness to become a City-Approved Vendor withing 45 days of award notice.

* 18. Funded staff may need to pass a TB test and, if applicable fingerprinting. Please affirm your compliance

Yes, all staff hired will pass a TB test and, if applicable fingerprinting.

Staff do NOT have TB test or fingerprinting

Other (please specify)

* 19. Provide a brief description of organization's mission and history (limited to half page, 1.5 line spacing, 12 point font)

FOR INFORMATIONAL PURPOSES ONLY. USE ONLINE APPLICATION ONLY

Family Resource Center Expansion of Cross-sector Partnerships in Early Care and Education and Clinical Settings Request for Proposals RFP # CFCFY22-02

Section 3: Partnership Information (up to 30 points)

FRC Lead Agency Information

* 20. Describe the role your organization will play in the collaborative, including the community or communities you represent. (Limited to half page, 1.5 spacing, 12 pt font)

FRC Lead Agency Staffing Information

List key staff of the FRC Lead agency with statement of qualifications and certifications that matches the requested qualifications. No points awarded if there is no match between staffing structure and selected duties. Note: staff resumes or job descriptions if not already hired must be uploaded in order for application to be admissible.

* 21. Key FRC Staff 1 (upload resume at end of section)

First and Last Name

Title

Brief Description of Role and Qualifications (3-5 sentences maximum)

Anticipated start date

Language(s) spoken

22. Key FRC Staff 2 (upload resume at end of section)

First and Last Name

Title

Brief Description of Role and Qualifications (3-5 sentences maximum)

Anticipated start date

Language(s) spoken

23. Key FRC Staff 3 (upload resume at end of section)

First and Last Name

Title

Brief Description of Role and Qualifications (3-5 sentences maximum)

Anticipated start date

Language(s) spoken

24. Key FRC Staff 4 (upload resume at end of section)

First and Last Name

Title

Brief Description of Role and Qualifications (3-5 sentences maximum)

Anticipated start date

Language(s) spoken

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* 25. Discuss the history and experience of this lead agency or collaboration in initiating, developing and sustaining partnerships, key learnings from similar efforts, or details of how partnership builds on or relates to other existing partnerships with a similar focus

Specifically describe any successful past experiences engaging parents with community/lived experience, (Limit to 1 page, 1.5 line spacing, 12pt font).

Collaborative Partner and/or Paid Consultant Information

* 26. Collaboration Partner or Paid Consultant #1 Information

Name of organization:

Division/Department (if applicable):

Sector (ECE/Clinical Setting/Paid Consultant):

Name and Title of Primary Representative:

Email of Primary Representative:

Community or Communities represented:

Partnership role:

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27. Collaboration Partner or Paid Consultant #2 Information

Name of organization:

Division/Department (if applicable):

Sector (ECE/Clinical Setting/Paid Consultant):

Name and Title of Primary Representative:

Email of Primary Representative:

Community or Communities represented:

Partnership role:

28. Collaboration Partner or Paid Consultant #3 Information

Name of organization:

Division/Department (if applicable):

Sector (ECE/Clinical Setting/Paid Consultant):

Name and Title of Primary Representative:

Email of Primary Representative:

Community or Communities represented:

Partnership role:

29. Collaboration Partner or Paid Consultant #4 Information

Name of organization:

Division/Department (if applicable):

Sector (ECE/Clinical Setting/Paid Consultant):

Name and Title of Primary Representative:

Email of Primary Representative:

Community or Communities represented:

Partnership role:

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30. Collaboration Partner or Paid Consultant #5 Information

Name of organization:

Division/Department (if applicable):

Sector (ECE/Clinical Setting/Paid Consultant):

Name and Title of Primary Representative:

Email of Primary Representative:

Community or Communities represented:

Partnership role:

Partnership Structure, Governance, and Goals

* 31. Describe the governance or workgroup structure that is in place or proposed. (limited to one page, 1.5 line spacing, 12 point font)

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* 32. Describe the partnership's vision and goals (Limit to 1 page, 1.5 line spacing, 12pt font).



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Family Resource Center Expansion of Cross-sector Partnerships in Early Care and Education and Clinical Settings Request for Proposals RFP # CFCFY22-02

Project Description (up to 30 points)

* 33. Select the area(s) your project will encompass:

- Critically examine assumptions and structures that underlay core service activities and build upon demonstrated and established strategies through partnership building, new partnerships, learning exchanges, and/or review of data, information, and community input;
- Authentically engage community stakeholders in planning processes, service design, and service delivery;
- Conduct shared research, evaluation, needs assessment or landscape analyses;
- Lay groundwork for extending availability of services or launching new services across multiple sectors;
- Extend, re-design and re-establish outreach and referral mechanisms.

* 34. Provide a narrative description of the proposed project, including your vision for change and impact, how you will define success, and your rationale for focusing on the selected area(s).

Describe the key questions or areas of inquiry you will focus on as a partnership and why this is important (Limit to 2 pages, 1.5 line spacing, 12pt font.)

* 35. List the measurable activities, timeline, outcomes, and data or other indicators you will track to measure success for the proposed project. (limited to 1 page, 1.5 line spacing, 12 point font)

* 36. Describe strengths and opportunities and/or steps that partnership will take to ensure sustainability potential is incorporated throughout(limited to 1 page, 1.5 line spacing, 12 point font)



FOR INFORMATIONAL PURPOSES ONLY. USE ONLINE APPLICATION ONLY

Family Resource Center Expansion of Cross-sector Partnerships in Early Care and Education and Clinical Settings Request for Proposals RFP # CFCFY22-02

Target Population (up to 20 points)

* 37. Describe the size and demographics of the population that will benefit from the collaboration and project.
(Limit to half page, 1.5 line spacing, 12pt font.)

[Empty response box for question 37]

* 38. Describe your reasoning for targeting this group or population and how your solution will advance access and equity. (Limit to 1 page, 1.5 line spacing, 12 pt. font.)

[Empty response box for question 38]

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* 39. Describe how the target population will be considered, authentically engaged and included in the project from beginning to end. (Limit to half page, 1.5 line spacing, 12 point font.)

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Family Resource Center Expansion of Cross-sector Partnerships in Early Care and Education and Clinical Settings Request for Proposals RFP # CFCFY22-02

Attachments

Upload all attachments via this online application by **5:00 p.m. SHARP on January 28, 2022**. No late attachment submissions or attachments submitted via other mechanisms will be considered.

Overview of required attachments and preferred labeling and submission format is provided below.

*** 40. Resumes and Position Descriptions - Application Attachment A**

Include resumes and job descriptions of key staff listed above. These documents should provide sufficient detail to permit Commission staff to assess how their experience will contribute to the project's objectives. These should all be put into a single PDF and labeled as "Agency Name Attachment A - Staffing".

No file chosen

*** 41. Logic Model, theory of change, or other visual depiction - Application Attachment B**

Attach a logic model or theory of change or other visual depiction of the proposed project. These should all be put into a single PDF and labeled as "Agency Name Attachment B - Visual".

No file chosen

*** 42. Letters of Commitment from Partners - Application Attachment C**

Include letters of commitment from partners listed above. These documents should provide sufficient detail to permit Commission staff to assess how the partnership will contribute to the project's objectives. These should all be put into a single PDF and labeled as "Agency Name Attachment C- Letters of Commitment".

No file chosen

*** 43. Signature Page Form - Application Attachment D**

Application Required Attachment D - Signature Page Form (provided in Appendix B of application): Appendix B (Attachment D) can be downloaded at www.first5sf.org. Print, sign, scan and label as "Agency Name Attachment D - Signature Page Form".

No file chosen

Family Resource Center Expansion of Cross-sector Partnerships in Early Care and Education and Clinical Settings Request for Proposals RFP # CFCFY22-02

Section 4: Budget and Budget Narrative and Financial Attachments

Use the provided Excel Budget & Budget Narrative Form (Attachment C), which can be downloaded at www.first5sf.org to create a line item budget for the period of March 1, 2022 through June 30, 2023.

Subcontractor budgets for partners will be required for successful applicant(s) during the negotiation period.

Do not exceed the amount of \$200,000.00 for the total period.

Provide a narrative for any item in the budget whose purpose may not be obvious or immediately clear.

The budget is worth up to 20 points.

* 44. Budget and Budget Narrative Form - Application Attachment E

Use Budget and Budget Narrative Excel Form (Attachment E) provided and follow instructions Introduction above. Attachment E can be downloaded at www.first5sf.org. When form is complete put it into PDF and title "Agency Name Attachment E - Budget and Budget Narrative Form"

Choose File

Choose File

No file chosen

Family Resource Center Expansion of Cross-sector Partnerships in Early Care and Education
and Clinical Settings Request for Proposals RFP # CFCFY22-02

Submission Confirmation

Thank you for completing this application. Please check the box below to confirm your application is complete and accurate and confirm your final submission. Responses will not be scored if this box is not checked.

* 45. Submission Confirmation

This application is complete and accurate and can be confirmed as a final submission.

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