

RFP #CFCFY22-04: Multi-phase Planning for Family Engagement and Service Enhancement
Family Resource Centers

Applicants should review the whole RFP document to guide their response to the RFP. The RFP documents can be found at: <https://www.first5sf.org/funding-opportunities/>

This RFP seeks to support currently funded contractors in the Family Resource Center Services Initiative to further develop and pilot approaches identified through the Family Innovation Hub. The Family Innovation Hub convened a series of conversations between First 5 SF, FRC staff and leadership, and SFUSD EED staff and leadership, and parents/caregivers of primarily Black and African American SFUSD EED students.

Successful grants will support deep planning and engagement with target population families for projects in the following areas identified through the Innovation Hub.

1. Development of authentic partnerships and intentional, impactful connections prioritizing the RFP population of focus through capacity-building followed by practice and policy change in the following areas that value and respect families' culture and parents'/caregivers' key role as child's first and best teacher: communication, welcoming spaces, and counter-narratives.
2. Capacity-building, practice changes, service modifications, policy changes, and/or pilot launching of a school success pathway prioritizing the RFP population of focus within current essential services. Modifications, enhancements and pilot efforts could include:
 - New capacity and/or linkages for Education Navigators and Advocates supporting school enrollment and achievement of early learning school success goals.
 - Supports for families to develop their skills as educational advocates and identify professional pathways that can further benefit the career development.
 - Tools, resources, referrals, and warm hand-offs that offer students and their families opportunity for immediate and future academic success and social and emotional development.
3. Capacity-building, practice changes, service modifications, policy changes, and/or pilot launching of innovative strategies to ensure equitable access for the RFP population of focus to resources through technology, enhanced outreach, and/or specialized reservation systems.

Submission Process and Timeline

The application submissions for this RFP will be electronic only. All forms and attachments will also be submitted via the Survey Monkey link. The forms can be downloaded at www.first5sf.org. Applicants are advised to review the full RFP document and understand its contents before final submission.

All submissions are due on **April 11** at noon 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 **April 11** at noon 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

Grant Expectations and Outcomes

Grants are expected to respond directly to recommendations from the Family Innovation Hub through a multi-phase planning and action project to bring about an organizational culture shift toward authentic engagement of the population of focus. Projects are to be conducted in close partnership with parents, and if applicable, community partners.

All projects must start with a planning phase that includes an in-depth landscape analysis of either current practice or needs/problem/readiness assessment and a dedicated process for authentic engagement of population of focus parents and caregivers from beginning to end of the project. Reflection questions to support authentic engagement are outlined below.

- Are parents equal partners in the process with influence, shared power, and shared decision making?
- Is communication bi-directional and is the relationship reciprocal and mutually beneficial? Are families being equitably compensated?
- Are parents co-creators of knowledge? Are they being respected for the knowledge and lived experience they bring to the team?
- Have you been intentional and transparent about both the mutual and non-mutual benefits of the engagement?

Minimum Eligibility

Current City-funded Family Resource Center as Lead Agency, which includes the following additional minimum eligibility:

- Community-based organization that is nonprofit and tax-exempt under Section 501(c)(3) of the Internal Revenue Code;
- 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.

Review Criteria

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
Understanding of Current Participation	up to 20 points
Description of Family Engagement	up to 25 points
Project Description: Planning phase	up to 15 points
Project Description: Action phase	up to 20 points
Budget	up to 20 points

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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)

* 11. Amount of Grant Request (up to \$250,000.00 inclusive)

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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	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State/Province	-- select state -- <input type="button" value="v"/>
ZIP/Postal Code	<input type="text"/>

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

FRC Contract 1:	<input type="text"/>
FRC Contract 2:	<input type="text"/>
Other:	<input type="text"/>

* 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. I certify being willing and able to comply with the City contracting requirements set forth in sections VII and VIII of the RFP document and city standard grant agreement.

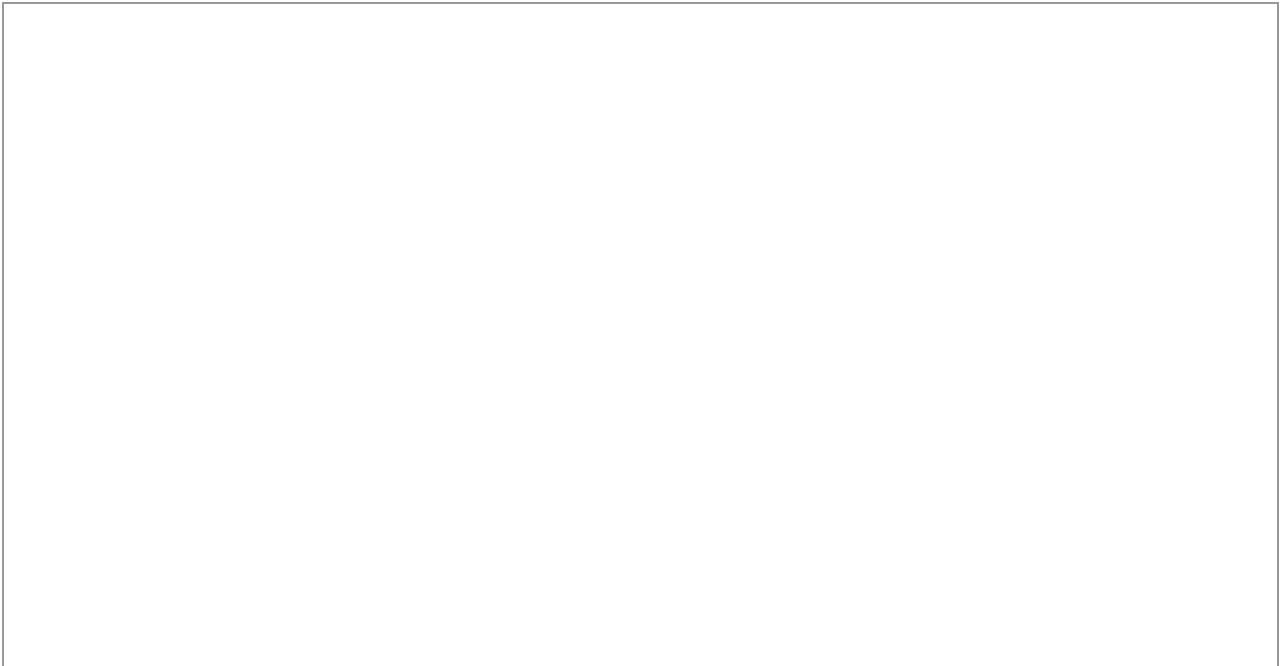
Yes, I certify this agency is willing and able to comply with City contracting requirements.

No, my agency will not be able to comply with City contracting requirements.

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Understanding of Current Participation (20 points)

* 19. Describe current rate of participation of RFP population of focus within agency services; include whether this is an increase or decrease and whether participation patterns tend to vary by service. Include any observation of or data regarding differential outcomes for population of focus families if available. (Limit to 1 page, 1.5 line spacing, 12pt font.)



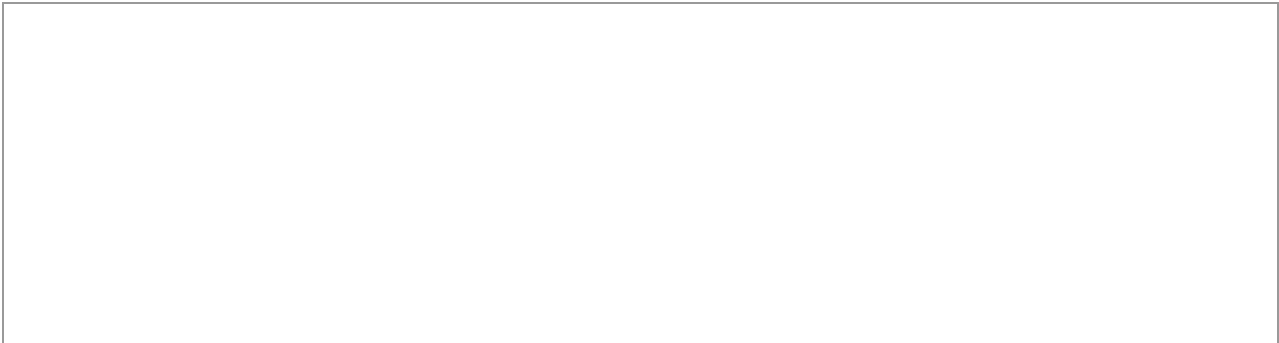
* 20. Describe any patterns of inclusion or exclusion and initial areas for change and improvement noted by staff and/or participants, as well as any past successes or challenges addressing these. (Limit to 1 page, 1.5 line spacing, 12pt font).

* 21. Describe and demonstrate a commitment to honest and rigorous examination and root-cause analysis to support a service culture that combats anti-Black racism, including ways agency may have been complicit in past harms. (Limit to 1 page, 1.5 line spacing, 12pt font.)

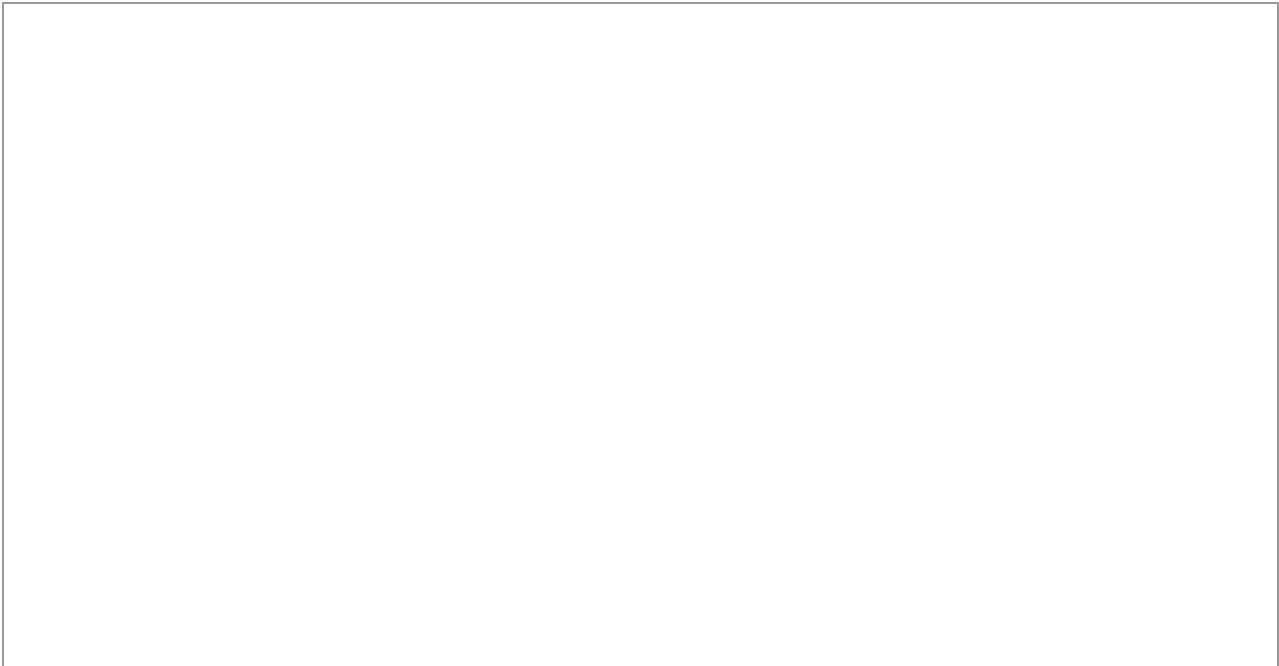
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Authentic Parent Engagement (25 points)

* 22. Describe any successful past experiences engaging parents/caregivers from diverse cultural, ethnic and socioeconomic backgrounds; specifically describe how you will center and uplift the knowledge, wisdom and experience that population of focus parents and caregivers bring. (Limit to 1 page, 1.5 line spacing, 12pt font.)



* 23. Specifically describe how will you ensure parents are equal partners in the process with influence, shared power, and shared decision making. (Limit to 1.5 pages, 1.5 line spacing, 12pt font.)



* 24. Describe communication and compensation strategies to ensure the process is bi-directional, mutually beneficial, and non-extractive. (Limit to 1 page, 1.5 line spacing, 12pt font.)

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Project Description: Planning Phase (15 points)

Project Description: Action Phase (20 points)

Applicants must select and describe project that fits in at least one of the below areas:

1. Development of authentic parent, caregiver, and family partnerships and intentional, impactful family connections through capacity-building followed by practice and policy change.
2. Capacity-building, practice changes, service modifications, policy changes, and/or pilot launching of school readiness and success pathway within current essential services.
3. Capacity-building, practice changes, service modifications, policy changes, and/or pilot launching of innovative strategies to ensure equitable access to resources

* 25. Provide a narrative description of the proposed project, including rationale for selecting, how the project represents something new and innovative that has not been tried before, and how you will define success. Please clearly distinguish in the narrative between the planning and action phases of the project, specifically detailing what will take place in each phase, and how the planning phase will set the foundation for the action phase. (Limit to 1.5 pages, 1.5 line spacing, 12pt font.)

* 26. Describe attributes of your agency that will help support and foster the success of the project, including any organizational or agency-wide plans, strategies, and activities to discuss racial equity and inclusion among staff and program participants, as well as internal controls to regularly review current practices through the lens of racial equity and inclusion to identify areas of improvement. (Limit to 1 page, 1.5 line spacing, 12 pt. font.)

* 27. List the measurable activities, timeline, milestone outcomes, and data or other indicators you will track to measure success for the proposed project. Ensure that parent engagement activities and processes are highlighted throughout; ensure that activities and measures of success are specifically included for the planning phase as distinct from the action phase. (Limit to 0.5 pages, 1.5 line spacing, 12 point font.)

* 28. Describe how you will incorporate mechanisms for sustainability into the project work and timeline. (Limit to 0.5 page, 1.5 line spacing, 12 point font.)

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Program Description Continued

List key staff 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.

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

First and Last Name	<input type="text"/>
Title	<input type="text"/>
Brief Description of Role and Qualifications (3-5 sentences maximum)	<input type="text"/>
Anticipated start date	<input type="text"/>
Language(s) spoken	<input type="text"/>

* 30. Key Staff 2 (upload resume at end of section)

First and Last Name	<input type="text"/>
Title	<input type="text"/>
Brief Description of Role and Qualifications (3-5 sentences maximum)	<input type="text"/>
Anticipated start date	<input type="text"/>
Language(s) spoken	<input type="text"/>

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

First and Last Name	<input type="text"/>
Title	<input type="text"/>
Brief Description of Role and Qualifications (3-5 sentences maximum)	<input type="text"/>
Anticipated start date	<input type="text"/>
Language(s) spoken	<input type="text"/>

32. Key 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

33. List any community organizations you plan to collaborate or work with on this project

Organization Name:

Organization Name:

Organization Name:

Organization Name:

*** 34. 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 "Attachment A - Staffing with Applicant Agency Name".

Choose File

Choose File

No file chosen

*** 35. Signature Page Form - Application Attachment B**

Application Attachment B can be downloaded at www.first5sf.org. Print, sign, scan and label as "Required Attachment B - Signature Page Form with Applicant Name".

Choose File

Choose File

No file chosen

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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 May 2022 - June 2022, July 2022 - June 2023

Do not exceed the amount of \$250,000.00 for the grant 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.

* 36. Budget and Budget Narrative Form - Application Attachment C

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

Choose File

Choose File

No file chosen

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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.

* 37. Submission Confirmation

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