CONTRA COSTA COUNTY
FAMILY AND CHILDREN TRUST COMMITTEE
Request for Interest (RFI) # 512
Services for Children with Special Needs and Their Families

The Family and Children's Trust Committee (FACT) announces Request for Interest (RFI) #512 seeking non-profit community agencies to provide services for children ages 0-12 years with special needs, including, but not limited, to physical and developmental disabilities. Services are to be provided to the affected children and their families.

Services should include at least one or more of the following:

- **parent education and support services including information and referral,**
- **support services to address the complex issues of the family and its individual members,**
- **systems of care coordination which may include advocacy, aid in resource and referral, and system navigation,**
- **crisis management,**
- **child find activities to identify children with potential disabilities and/or delays,**
- **age appropriate activities for children to enhance areas of developmental concerns.**

The agency must have past experience providing services to children with special needs and their families.

Funding

CCC EHSD will award a standard contract up to a maximum of $54,750 for a single proposal and $74,250 for a collaborative proposal. ***Awarded programs must have the ability to start services on or about October 1, 2013 and will run through June 30, 2014.***

Purpose

Applicants should work from a framework of strengthening families and enhancing their capacity to build protective factors that promote optimal development and prevent child abuse and neglect. All applicants must demonstrate knowledge of and adherence to the principles of cultural humility, be linguistically appropriate, provide services that support families in maintaining children in their homes and community, and enhance the family's capacity to build protective factors that promote optimal child development and prevent child abuse and neglect.

- **<u>Guiding Principles</u>**

  The FACT Committee has identified specific guiding principles that are required of programs supported by FACT funds and that will be considered in the review of all program proposals, irrespective of the services proposed.

  - **Strengthen families and their ability to nurture, support and care for their children.**

    Families are at the center of all services, and programs will adopt a family-centered approach in the design and delivery of services. Such an approach will recognize the important role of parents in their children's lives and seek to build upon family strengths in a respectful and collaborative process. All programs must include services for families involved with or/at risk of becoming involved with child welfare.

  - **Recognize and value the diversity of families and promote access to services for all families.**

    Programs must provide services that are culturally and linguistically appropriate and reach out to underserved populations. Cultural humility is being defined as the direct involvement of staff members who have an in-depth knowledge of, and sensitivity to, the customs and values of families with diverse cultural identities stemming from race, structure, ethnicity, or heritage. Programs will take into account other barriers to services for families and provide ancillary services that facilitate access to programs (location, transportation, hours of operation, availability of childcare, etc.)

  - **Support implementation of programs that use the best that research and experience have to offer.**

    Programs will apply best and promising practices drawn from research and model programs in program design, methodology and delivery of services.

  - **Support and encourage collaboration that leverages resources through active integration, enhanced services and linked systems with mutual accountability.**

    Programs will demonstrate planning and coordination with other public and private agencies serving the same client population, adopt strategies that expand and enhance systems of care for families, and/or leverage FACT funds with funding from other sources. Formal collaborative agreements require signatures of all parties.

  - **Encourage community and consumer participation in program development, implementation and assessment.**

    Programs will demonstrate systematic strategies that support client and community resident participation in planning, developing and assessing services

Minimum Qualifications

- Proven experience working with special needs children and their families.
- Knowledge of community resources, including community based organizations, schools, faith-based institutions, informal supports, and others.

Submission Requirements

Proposals are limited to 10 pages excluding budget pages. Please submit a written proposal outlining the following:

- *Overview of your agency and collaborators* – Include your agency's mission, target population/demographics, staffing, service philosophy, types of services being offered to children with special needs and their families.
- *Cultural Humility* – Describe how services will be provided in a culturally and linguistically-appropriate format that reflects the diversity of the community?
- *Knowledge of Local Resources* – Demonstrate how at-risk families will be linked to available resources and the extent of your collaboration with other agencies in the community serving the same population
- *Program Proposal* – Include service description target population, where and how services will be delivered, collaborators and their respective roles, past experience providing the proposed services, how services will interface with other programs and services, and the process for program oversight and evaluation.
- *Program Budget* – Include a detailed budget that encompasses all of the expenses associated with providing services outlined in your proposal; budget should reflect justifiable costs and must include a 10% cash or in-kind match.
- *Fiscal Operation/Administration* – Provide information demonstrating the fiscal solvency of your agency and describe the fiscal and administrative management systems.

If interested, please submit your proposal and a cover letter with three (3) business references to:

Contra Costa County Employment and Human Services Department
Contracts Unit, Attention: **RFI # 512**
40 Douglas Drive
Martinez, CA 94553

Telephone: (925) 313-1691 FAX: (925) 313-1758
E-mail: contractbid@ehsd.cccounty.us
Website: www.ehsd.org/rfi

Responses must be received no later than 5:00 p.m. on Tuesday, July 30, 2013. Postmarks will not be accepted.

Selection Criteria

Agency Description/Capability: 50 points

Overview of agency capacity to provide services *(20 points)*
Agency's direct experience providing services to children with special needs and their families (*30 points*)

Program Description: 50 points

1. Staffing (5 points)
2. Budget (*10 points*)
3. Description of all proposed services *(15 points)*
4. Coordination and collaboration *(5 points)*
5. Cultural humility *(5 points)*
6. Program oversight and evaluation *(5 points)*
7. Program accessibility for children and families *(5 points)*