

## **LEGAL NOTICE**

**The Clark County Family and Children First Council announces the availability of funding and requests for proposals for HELP ME GROW: Ohio's Birth to Three System.**

**HELP ME GROW provides federal funds to be used in conjunction with state, local, and other federal funds to implement and maintain a coordinated, community-based infrastructure that promotes trans-disciplinary, family centered service for expectant parents, newborns, infants and toddlers and their families. The Help Me Grow Vision is that families help their children grow and learn by facilitating their children's development and keeping them safe and healthy.**

**HELP ME GROW helps to support Ohio's school readiness goal through strengthening positive family environment for optimal growth and development of infants and young children.**

**The Family and Children First Council will issue contract(s) based upon proposals received from provider agencies in an amount up to \$832,098 for the period of July 1, 2007 to June 30, 2008. Funding is contingent upon Federal and State budget adoption. The services to be provided are: newborn home visits to 473 families and home visits, service coordination and other program components for 510 eligible children and their families. Services must be provided in accordance with federal law and regulations and in conformance with the Ohio Help Me Grow program policies and rules.**

**Providers interested in submitting a proposal to provide HELP ME GROW services can contact the Family and Children First Council for more information and a copy of the local Help Me Grow Request for Proposals. The RFP can also be accessed through the website of the Clark County Department of Job and Family Services, [www.clarkdjfs.org](http://www.clarkdjfs.org). Requests are by April 16<sup>th</sup>. Please contact Marilyn Demma, Executive Director, at 327-1991 or [ccfcfc@clarkdjfs.org](mailto:ccfcfc@clarkdjfs.org).**

**For information: Marilyn Demma  
Executive Director  
Clark County Family and Children First Council  
937-327-1991  
937-327-1910 (fax)  
[ccfcfc@clarkdjfs.org](mailto:ccfcfc@clarkdjfs.org)**

**March 26, 2007**

**Clark County Department of Job and Family Services**  
**Administrative Agent for**  
**Clark County Family and Children First Council**  
**HELP ME GROW: OHIO'S BIRTH TO THREE SYSTEM**  
**Clark County SFY08**  
**Request for Proposals**

**Background**

Help Me Grow: Ohio's Birth to Three Systems provides federal and state funds to County Family and Children First Councils to be used to implement and maintain a coordinated, community-based infrastructure that promotes trans-disciplinary, family-centered services for expectant parents, newborns, infants and toddlers and their families. Some federal funds provided through this program are authorized by Public Law 108-446, Part C of the Individuals with Disabilities Education Act. They must be used in accordance with federal law and regulations and in conformance with the Ohio Help Me Grow program policies and rules.

The Ohio Department of Health, in partnership with the Ohio Help Me Grow Advisory Council has developed the following child and family outcome statements and expected results for Help Me Grow -

**Vision**

Families help their children grow and learn by facilitating their children's development and keeping them safe and healthy.

**Outcome Statements**

As a result of participating in Help me Grow program services:

- Families have the capacity to help their children grow, learn, and develop by providing a safe, enriching and responsive home environment
- Families have the capacity to help their children grow, learn and develop by using supports and services they need in the context of their community
- Families have the capacity to financially support their children
- Children achieve optimal physical health
- Children achieve optimal growth in all areas of development

**County systems:**

- Plan, coordinate, and monitor the Help Me Grow Initiative
- Provide services to meet the child and family identified needs
- Provide or target Help Me Grow Services to underserved populations (such as individuals in certain county locations, individuals in poverty, certain race or ethnicity, teen's uninsured).
- Family Support and Participation in accordance with HMG Family Support and Participation policy

(See <http://www.odh.ohio.gov/pdf/requestsForProposal/HG08HMG.pdf> Appendix #4 for Performance Measures)

### **School Readiness**

In addition this program helps to support Ohio's school readiness goal through strengthening positive family environments for optimal growth and development of infants and young children.

### **Scope of Services**

Contractors will support the Clark County Family and Children First council to meet all program priorities and requirements.

(See <http://www.odh.ohio.gov/pdf/requestsForProposal/HG08HMG.pdf> Program Priorities and Requirements, pp. 3-5)

### **Collaboration**

The Clark County Family and Children First Council's Vision is that Clark County is a place where families, children and adults live in safe, healthy neighborhoods, value each other, and succeed in school, the workplace, and life. According to the Council's Mission the Council shall provide the necessary means- by collaborating, coordinating, and advocating for services – to assist children and families to achieve their potential. It is the Duty of the Council according to O.R.C. 121.37 to develop a local system for infants and toddlers with developmental disabilities or delays and their families. With Vision, Mission and Duty in mind the Council will give preference to proposers that represent a coordinated effort between and among a number of community-based organizations.

The Clark County Family and Children First Council has played a prominent role in the introduction of the work of Ruby Payne, Ph.D. and Phillip DeVol into the Clark County health and human service provider community. The Council currently participates in and supports a community-wide effort that seeks to address the reality and implications of generational poverty in Clark County. Proposers should describe their particular experience and approach to serving families living in generational poverty.

**Available Funds** Help Me Grow is supported through four separate funding streams, two federal and one state. Available funding is contingent on final allocations by the Ohio Department of Health. For the period July 1, 2007 through June 30, 2008 the following funds are anticipated to be available to the contractor:

	<b>Program</b>	<b>Admin Costs</b>	<b>Total</b>
Federal TANF	\$537,305	\$29,850	\$567,155
Federal IDEA Part C	\$149,623	-0-	\$149,623
State General Revenue	\$109,252	\$ 6,069	\$115,321
<b>TOTAL</b>	<b>\$796,180</b>	<b>\$35,919</b>	<b>\$832,099</b>

Entities submitting proposals must demonstrate the fiscal capacity to track contract revenues and expenses for each funding stream separately. Periodic fiscal reports submitted to the Council/Department must reflect that tracking.

**Target Numbers** The Help Me Grow program in Clark County is expected to serve 473 infants through newborn home visits and 510 (162 Part C eligible and 348 At Risk infants and toddlers through ongoing service coordination and home visitation in SFY 2008. Target Numbers are expected service levels on any day of the program year. Progress toward achieving target numbers is monitored by the Ohio Department of Health and funding allocation to the county is in part contingent on reaching 85% of target numbers.

**Compliance Factors** Progress toward meeting certain compliance factors is monitored by the Ohio Department of Health and funding allocation to the county is in part contingent on reaching 90% compliance. Contractors will be monitored in order to assure compliance in accordance with state priorities.

### **Ownership Copyright**

Any work produced under this grant will be the property of the Ohio Department of Health/Federal Government.

(See <http://www.odh.ohio.gov/pdf/requestsForProposal/HG08HMG.pdf> Ownership Copyright, p. 8)

### **Reporting Requirements**

Contractors will support the Clark County Family and Children First council to meet all reporting requirements.

(See <http://www.odh.ohio.gov/pdf/requestsForProposal/HG08HMG.pdf> Reporting Requirements, p. 8)

### **Inventory Report**

Contractor will assist to list and report equipment purchased.

(See <http://www.odh.ohio.gov/pdf/requestsForProposal/HG08HMG.pdf> Inventory Report, p. 9)

**Contract Period** The contract period will be for one year, July 1, 2007 through June 30, 2008. The Council may extend the contract two additional years without the release of another Request for Proposals.

**Notice of Available Funding** Notice of available funding was reported in the Springfield News-Sun on March 26, 2007.

### **Timetable**

<u><b>Date</b></u>	<u><b>Activity</b></u>
March 30, 2007	RFP released.
April 16, 2007	DEADLINE FOR SUBMISSION OF PROPOSALS.
April 17, 2007	Proposal review begins.
April 18, 2007	Letter of intent to award contract issued by FCFC. All applicants notified.
May 15, 2007	Contract submitted to County Commission for approval.
July 1, 2007	Service provision begins.

The Council/Department reserves the right to revise this schedule after providing reasonable notice.

## **Responsibilities of the Clark County Family and Children First Council**

The Council shall develop with assistance of the Department and the cooperation of the Contractor and approve a Help Me Grow 2008 budget. The budget will guide the expenditures of the Department as agent for the Council.

The Council shall receive and approve monthly invoices received from the Contractor and forward those invoices to the Department for payment in a timely manner.

## **Responsibilities of the Clark County Department of Job and Family Services**

As the Administrative Agent for the Clark County Family and Children First Council, the Department provides a number of services, including but not limited to the following:

The Department will expend Help Me Grow funds, including TANF, General Revenue and IDEA Part C as approved by the Council;

The Department will ensure that all expenditures are handled in accordance with policies, procedures, and activities prescribed by state departments in rules or interagency agreements that are applicable to Council function;

The Department shall charge no administrative fee for its services; all interest received from investment of council funds shall be retained by the Clark County Treasurer.

**Program Proposal** Potential service providers should develop and submit a proposal that addresses each of the following:

1. *Identifying Information:* The name of the proposing organization, address, name of contact person, telephone number, e-mail address, etc. should be clearly identified.
2. *Previous Experience:* The proposing organization's previous experience in providing Help Me Grow or related services.
3. *Capacity to Collaborate:* The proposing organization's ability to present and manage a coordinated effort between and among a number of community-based organizations and programs, including but not limited to: Child and Family Health Services (CFHS), Ohio Infant Mortality Reduction Initiative (OIMRI), Bureau for Children with Medical Handicaps (BCMH), Board of Mental Retardation and Developmental Disabilities (MRDD) and Early Head Start
4. *Experience with Families in Generational Poverty:* The proposing organization's experience and approach to delivery of services to families in poverty.
5. *Services to be Provided:* This section must address each of the items that appear in the section above entitled, Scope of Service. The following format should be utilized:
  - a. Design and organization of the system
  - b. Proposed staffing plan, including a table of organization and job descriptions
  - c. Strategy to be utilized to deliver each of the Help Me Grow program components

- d. Strategy to be utilized to meet each of the Help Me Grow program assurances
- e. Responses to items #2 thru #8 per Application Requirements and Format Section E. Program Narrative  
(See <http://www.odh.ohio.gov/pdf/requestsForProposal/HG08HMG.pdf> pp. 14 & 15)

6. *Quality Assurance Plan*

7. *Cultural Competence Statement*

8. *Other pertinent information:* This section may include additional information not requested elsewhere.

9. *Budget:* Provide a detailed narrative budget justification that describes how the categorical costs are derived. Describe the specific functions of the personnel, consultants, and collaborators. Explain and justify equipment, travel, supplies and training costs. Organize and present the budget according to the following categories:

Personnel (includes benefits with detail) (include FTE count)

Other Direct Costs (includes training, travel and supplies directly related to planning, organizing and conducting the program)

Equipment (itemize all equipment to be purchased with grant funds)

Contracts (it is necessary to itemize these budgets according to the same four categories)

Contractor must be prepared to report costs related to each funding stream, i.e. TANF, GRF and Part C on a quarterly basis.

(See <http://www.odh.ohio.gov/pdf/requestsForProposal/HG08HMG.pdf> Unallowable Costs, p. 10)

**Proposal Submission Requirements**

An original and two copies of the proposal should

be submitted to:

Marilyn Demma, Executive Director  
Clark County Family and Children First Council  
1345 Lagonda Ave.  
Springfield, OH 45503  
Telephone: (937) 327-1991

Copies should be submitted before 4:00 p.m., Monday, April 16, 2007. Faxed copies are not acceptable.

**Proposal Evaluation** The proposal review committee will be comprised of members of the Clark County Family and Children First Council and community partners. Proposal Evaluation Rating Sheets may be reviewed on request. Face to face meetings with proposers may be requested. The recommendation of the proposal review committee will be forwarded for final approval to the Clark County Family and Children First Council Executive Committee and Board of Trustees and the Clark County Board of County Commissioners.

**Limitations** This RFP does not commit the Council/Department to award a contract or to pay any cost incurred in the preparation of a proposal. The Council/Department reserves the right to accept or reject any or all proposals received, to negotiate services and cost with applicants, and to cancel in part or in its entirety this RFP.

The Council/Department will review each proposal with respect to price, applicant's administrative and programmatic capabilities and experience, and conformance to the RFP criteria. The Council/Department may reject all responses if proposed budgets are unreasonable or if the applicants do not meet the RFP acceptance criteria.

All proposals submitted in response to the RFP will become the property of the Council/Department.