

**2020-2021 REQUEST FOR PROPOSAL
CHILDREN'S SERVICES ADVISORY COMMITTEE**

INTRODUCTION

The Children's Services Advisory Committee of Indian River County was formed by Indian River County Ordinance 99.01, Chapter 103, as an advisory board to the Indian River County Board of Commissioners.

Section 103.20. Purpose.

The purpose of the Children's Services Advisory Committee is to promote healthy children in a healthy community. The term "healthy" encompasses socioeconomic, physical, environmental, educational, and behavioral health.

Section 103.21. Objective.

- 1) The objective of the Children's Services Advisory Committee is to provide a unified system of planning and delivery, within which children's needs can be identified, targeted, evaluated, and addressed by the Children's Services Advisory Committee.

- 2) Definition of a child: any person who has not attained the age of eighteen (18) years; also, a minor.

The Children's Services Advisory Committee recommends funding for programs to the Board of County Commissioners. The final decision for funding will be made by the Indian River County Board of County Commissioners.

The Children's Services Advisory Committee is seeking programs that provide services to children and families of Indian River County as identified in the Indian River County Community Needs Assessment. Applications are accepted from government agencies, for-profit and not-for-profit organizations, and from individuals.

MISSION STATEMENT

The mission of the Children's Services Advisory Committee is to facilitate and coordinate the planning and development of an effective and collaborative health and human services delivery system to meet the needs of the children and families of Indian River County.

The Children's Services Advisory Committee strongly supports cultural diversity and encourages its funded programs to demonstrate the inclusion of all children and families in program development and implementation.

VISION STATEMENT

The efforts of the Children's Services Advisory Committee will ensure the development of a shared vision for the health and human services delivery system in Indian River County enabling funding sources and providers to define and perform their roles in a dynamically changing environment.

OVER-ARCHING OUTCOMES

- Improve the capacity of children in Indian River County to succeed to adulthood in a safe, healthy and productive manner.
- Support caregivers – a child’s most important resource – to be and do what is needed to shepherd children into adulthood in a safe, healthy and productive manner.

CHILDREN’S SERVICES PRIORITY OF FUNDING

BACKGROUND

A comprehensive, community-wide Needs Assessment provides valuable information to help guide the Children Services Advisory Committee (CSAC) in identifying essential children’s services. The Indian River County (IRC) Community Needs Assessment is performed every 3-5 years and its data re-evaluated annually. Grant requests will be considered based on the criteria outlined below to address both the unmet and undermet needs of children.

LARGER PICTURE

The community must start taking a long-term view focusing 15-25 years out. We have a cycle of poverty in IRC that needs to be broken.

Interventions should start as early as possible in a child’s life in order to have the greatest impact.

IRC agencies should use best practices.

- a. Evidence based with measurable outcomes over time
- b. Cost effective/efficient with adequate staffing and regard to child safety
- c. Skilled executive, program management, and board leadership
- d. Strong governance and fiscal management
- e. Opportunity for broad impact (replicable, scalable, leverageable)

Quantitative and qualitative measures should be provided for all funded programs. For example, PreK, VPK, after school, tutoring and extended year programs must provide documented pre and post relevant measurable outcomes (e.g. attendance records, developmental assessments, vocabulary, mathematical, reading and writing assessments, and social emotional assessments).

Focus should be on the pockets of poverty. Given that IRC poverty is in geographically disbursed pockets and that we have unique transportation problems, we must always keep in mind that services need to be available where and when people need and can access them. We must utilize the best mediums to clearly communicate what, when and where these services are available. Collaboration in the community is essential and can help optimize human and financial resources, expose and eliminate overlap and duplication.

The considerations highlighted above have precedence over the actual CSAC Focus Areas.

FOCUS AREAS OF NEED (ranked in order by the Needs Assessment Sub-Committee at the completion of the Needs Assessment process and updated for clarity)

Mental health affects every Focus Area. We have decided not to make mental health a separate Focus Area, but to evaluate mental health interventions within each Focus Area.

1. Early Childhood Development

This encompasses birth to age 5. For the younger children this would mean improving the interactions they have beginning at birth with their caregivers and with focus on physical, social emotional and cognitive development. It would include improving the quality of childcare, PreK and Voluntary PreK providers. Providers must complete developmental screens at appropriate intervals and make referrals where necessary.

Why: Research shows that the period 0-5 is the most important time for brain development. Physical, social emotional and cognitive skills can be significantly impacted during this time.

2. Build Parent Capacity

This encompasses improving parenting skills at every age of a child's life and providing support mechanisms for parents, including the pre-natal period. Parents should be taught the importance of wellness of the whole child (medical, dental, mental health and developmental) in addition to meeting their basic needs. A priority would be new parents in particular, first-time and single parents and those in the poverty pockets. Additionally, parents need to be assisted in obtaining developmental screens at all stages of a child's development starting at 2 months.

Why: A parent is a child's first and most important teacher. We need to equip parents to be the good parents that they all want to be.

3. Quality after school and summer enrichment programs that include a meaningful component of social emotional skill building and academic instruction and remediation

Programs should be free/affordable and accessible (transportation) to parents and children. They should include quality instruction, be properly staffed and have enough dosing to make a meaningful impact on a child. We hold agencies to a high standard of what constitutes academic enrichment. Mentoring programs are included.

Why: Children need to develop positive out of school outlets that keep them engaged in school, promote their physical, emotional and mental health. There is a wealth of data supporting quality extended day and extended year.

4. Middle and High School programs that address risky behavior

Programs that help adolescents and teens develop the tools to become productive, healthy, law-abiding citizens and address risky behavior (chronic absenteeism, alcohol, tobacco, vaping, drugs, delinquency, teen pregnancy, STDs, bullying, depression and other mental health problems.)

Why: There is a lot of at-risk behavior, and we need to ensure that it is addressed early and repeatedly.

TIMETABLE

- April 6, 2020** Information workshop for applicants will be held at **1:00 PM** in Building B, Room B1-501, located at the County Administration Complex, 1800 27th Street, Vero Beach, Florida.
- May 4, 2020** Proposals are due by **2:00 PM ONLINE VIA e-CIMPACT**. Late proposals will NOT be accepted.
- June 3-6, 2020** The Grant Review Subcommittee will evaluate agency proposals. Agencies will be contacted to schedule a date and time for their review.
- June 8, 2020** The Grant Review subcommittee will present funding recommendations to the children's Services Advisory Committee for approval.
- June 23, 2020** Approved funding recommendations will be presented to the Board of County Commissioners, followed by formal notifications to all agencies regarding the funding of their proposal(s).
- September 2020** Grant contracts will be mailed out mid-September following the final County Budget Hearing. Contract dates will run October 1, 2020 through September 30, 2021.

RFP GUIDELINES

DISQUALIFICATION

Any one, or a combination of the items listed below, will disqualify an applicant from further consideration as a qualified applicant.

1. Failure to include proof of ability to obtain all required liability insurance having Indian River County as an additional insured, contained in the contract attached to the proposal.
2. Failure to submit all portions of the proposal by stated deadline.

REQUIREMENTS

- All agencies, or individuals, receiving a grant will be required to mention the Children's Services Advisory Committee and Indian River County as a funder, or partial funder of the program, in all printed material and press releases.
- All agencies, or individuals, receiving a \$100,000 grant or more, will be required to provide Indian River County with a financial audit within 180 days after the end of the agency's fiscal year.

EVALUATION CRITERIA

The proposals will be reviewed and evaluated by the Grant Review Sub-Committee, which consists of members of the Children's Services Advisory Committee and other citizens of Indian River County.

STANDARDS FOR EVALUATION

1. The program addresses, directly or indirectly, one or more of the Children's Services Advisory Committee's Focus Areas.
2. The program incorporates a system to bring the target population in need of services to the program.
3. The program has a substantial impact, directly or indirectly, on the achievement of one or more of the Children's Services Advisory Committee's Focus Areas of Need and incorporates measurable objective data of outcomes to demonstrate such impact.
4. The focus of the program is early intervention: the prevention of a problem before it occurs rather than the treatment and rehabilitation of an individual after the problem occurs.
5. The amount of funding requested is a wise investment of community funds. The amount spent is reasonable relative to the number of persons served and the results achieved.
6. The agency offering the program has the organizational capacity to deliver the program successfully (management, financial stability, board effectiveness, community support, etc.)
7. The program is part of a coordinated, collaborative approach designed to achieve one of the Children's Services Advisory Committee's Focus Areas.

All materials and supporting documentation submitted in response to the RFP become public documents and the property of the Indian River Board of County Commissioners.

THE CHILDREN'S SERVICES ADVISORY COMMITTEE AND THE BOARD OF COUNTY COMMISSIONERS RESERVE THE RIGHT TO REJECT ANY OR ALL PROPOSALS, TO WAIVE ANY NON-SUBSTANTIVE DEFICIENCY OR IRREGULARITY, AND TO AWARD A CONTRACT IN WHAT THE CHILDREN'S SERVICES ADVISORY COMMITTEE AND BOARD OF COUNTY COMMISSIONERS BELIEVE TO BE IN THE BEST INTEREST OF INDIAN RIVER COUNTY CHILDREN.

SPECIAL CONTRACT TERMS AND CONDITIONS

Contract Procedures

- For Profit Applicants must provide a copy of their most recent Federal Tax Return with the application.

Period of Performance

- Grant contracts will run from October 1, 2020 through September 30, 2021.
- Program monitoring, written quarterly reports, and mid-year presentations to the Grant Review Subcommittee will be developed with grant recipients after contract finalization.

Invoicing and Payment

- All payments are based on reimbursement of paid expenses.
- All requests for payment should be submitted to Indian River County Human Services Department, Attention: Leigh Anne Uribe, 1900 27th Street, Vero Beach, Florida, 32960.
- Request for payment must be submitted in a timely manner (monthly, if possible).
- Reimbursements will be limited to 25% of the contracted program dollar amount during each calendar quarter unless pre-approved (Oct-Dec, Jan-Mar, Apr-Jun, Jul-Sept).
- Each reimbursement request must have a Reimbursement Request detailing all expenses. For each expense listed, a backup invoice and/or receipt, and any other pertinent data must be attached. If the agency requests reimbursement for salaries, other related documentation (i.e., copies of payroll checks, payroll tax checks, invoices, checks for benefits) must be included.
- Travel inside the county will be reimbursed according to Florida Statute 112.061.
- Payment may be delayed for three reasons:
 - Improper filing of requests
 - Not filing quarterly reports with the Department of Human Services within 30 days after the end of each quarter
 - Not filing the agency's audit, as required by the County, in a timely manner

The following items will NOT be reimbursed by the Indian River County Board of County Commissioners, or by the Children's Services Advisory Committee:

- Food and beverages
- Paid Time Off - sick or vacation day payments for employees
- Capital expenses of any amount
- Cell phone charges
- Costs incurred by applicants in responding to the RFP
- Expenses other than those related to the curriculum or staffing of the program
- Expenses incurred prior to the first date of the grant
- Travel outside of Indian River County
- Travel expenses not related to the delivery of the program
- Any expense not outlined in the agency's funding application

SUPPORTING DOCUMENTS CHECKLIST

- _____ List of current Officers and Directors
- _____ Latest Financial Audit Report & Management Letter (Must conform with the AICPA Audit Guide)
- _____ Most recent IRS Form 990, (Including all schedules)
- _____ Most recent Internal Financial Statement (Profit & Loss or Balance Sheet)
- _____ Staff Organizational Chart
- _____ Most recent Annual Report (if available)
- _____ 501(C)(3) IRS Exemption Letter
- _____ Articles of Incorporation
- _____ Agency's Bylaws
- _____ Agency's written policy regarding Affirmative Action
- _____ Evidence of Liability and Workers Compensation Insurance
- _____ Board-approved Strategic Plan (if available)
- _____ Sworn Statement Under Section 105.08, Indian River County Code on Disclosure of Relationships
- _____ Survey Tools
- _____ Program Outcomes Report (optional)