

**Talbot Family Network
Fiscal Year 2017
Community Partnership Agreement**

Request for Proposals Summary Page

Title of RFP: Request for Proposals (RFP) for Getting Ahead Program - Community Partnership Agreement.

RFP Issue Date: November 4, 2016

Description of Services: This RFP provides an opportunity for local agencies, vendors and community-based organizations to receive funding to support Talbot Family Network's (TFN) Community Plan and the Governor's Four Strategic Goals in the specific areas of: **Childhood Hunger, Child Poverty, Disconnected Youth and the Impact of Incarceration on Children and Families.**

Contract Term: December 2016 - June 30, 2017.

Issuing Entity: Talbot Family Network
The Local Management Board

Issuing Entity Point of Contact: Jan Willis, Coordinator
Talbot Family Network
c/o County Manager's Office
South Wing – Courthouse
11 N. Washington St.
Easton, MD 21601
410-310-5584
talbotfamilynetwork@talbgov.org

Information: For additional information regarding the RFP process please contact Jan Willis by phone or email. Contact information is listed above.

Informational Meeting: Monday, November 14, 2016 at 9 am. Meeting location is at the Talbot County Education Center, 12 Magnolia St., Easton, MD. Attendance is not required.

Deadline for Intent to Apply: November 18, 2016 at 4pm.
A hardcopy of Letters of Intent must be in TFN's possession by this time.

Letter of Intent to Apply Received At: Talbot Family Network, c/o County Manager's Office, South Wing – Courthouse, 11 N. Washington St., Easton, MD 21601.

Deadline for Receipt of Proposals: Wednesday, November 30, 2016 at 4pm. Proposals must be in TFN's possession by this time.

Proposals Received At: Talbot Family Network, c/o County Manager's Office, South Wing – Courthouse, 11 N. Washington St., Easton, MD 21601 **and** electronic submission to talbotfamilynetwork@talbgov.org. Email receipts will be sent.

Request for Proposals

Purpose

The Talbot Family Network (TFN) is providing a funding opportunity for local agencies, vendors, non-profits and organizations to work in partnership with the Talbot Family Network to provide the Programs/Services identified by the FY 16-19 Community Planning process.

This request for proposal seeks vendors to provide the following specific programming.

Program models/methods, target populations, evaluation performance measures and budgets are prescribed. (See Scope of Work for each program.)

- Getting Ahead (Bridges Out of Poverty) Anti-Poverty Group Implementation

Eligibility and Funding Availability

Any agency or organization, public or private, which is located or provides services in Talbot County and can demonstrate the ability to successfully carry out the project, is eligible to apply. Individuals are encouraged to contact an organization with which they have some affiliation (such as church, non-profit agency, etc.) to collaborate on a project for a funding application; funding will not be awarded to an individual.

Applicants must provide evidence of experience, credibility, accountability, and if appropriate, license(s) within the grant application.

Talbot Family Network may make revisions to these instructions at any time and will communicate any changes to the applicants who have submitted a Letter of Intent. Talbot Family Network may negotiate all or part of any proposal prior to or subsequent to the award in the event that funding or program requirements so dictate. **This funding may be renewable through FY 19, based upon performance and scope. ALL proposals must address sustainability of program/services.**

Intent to Apply

All parties interested in responding to this RFP are **required** to submit a one-page letter of intent. The letter must be on organization/agency letterhead, and signed by the organization's/agency's authorized official. **The letter must be received via hardcopy (mail or hand delivered) by 4:00 pm on Friday, November 18, 2016 to Talbot Family Network, c/o County Manager's Office, South Wing – Courthouse, 11 N. Washington St., Easton, MD 21601.**

RFP Responses

The Talbot Family Network reserves the right to accept or reject proposals or parts of proposals received in response to this RFP and to conduct discussions with applicants in order to serve the best interests of the Local Management Board. The funding decisions of Talbot Family Network are final and are not eligible for appeal.

The response to the RFP must contain the sections described below and must address the questions noted. Failure to do so could result in rejection of a proposal.

PROPOSAL CONTENT

Each proposal must include the following components in the stated order. Pages should be numbered and each section clearly labeled.

Review Scope of Work Guidance attached here in detail about the Getting Ahead program. With the Scope of Work in mind please respond to the elements below. Proposals must be based on the Getting Ahead program model, evaluation outcomes and details as described in the Scope of Work. Proposals not conforming to the model outlined in the Scope of Work will not be considered for funding.

- 1. Cover Page**
Applicants will complete the Cover Page included in this RFP using Form GP3. Note that this page is not counted toward the total page limit.

- 2. Target Population**
Describe how your program/service already interfaces with the Target Population identified within the Program description or how you would reach this new target population. Please be specific. Provide current data, if applicable, and provide in detail how your organization will recruit and service the target population listed.

- 3. Program/Service Implementation & Delivery Plan**
Provide a project implementation timeline including items key to the successful implementation and delivery of the program, such as hiring of staff or timeline for group implementation. Programs must be completed before June 30, 2016.

- 4. Program Evaluation Plan and Experience**
The Talbot Family Network utilizes the Results Based Accountability (RBA) model for evaluating all funded programs. Each program has required performance measures already developed that the vendor must track and maintain data on. (See Scope of Work.)

Describe your organization's experience with utilizing the RBA model. Provide detail regarding any RBA trainings attended. After reviewing the Performance Measures for the program your organization is proposing to provide, please suggest additional measures you would recommend.

- 5. Capacity of the Organization**
Describe the organization's ability to effectively use resources to conduct the program/service. Include an organization description including experience in the field. Note the position or person that would be responsible for the

implementation of this program/service. Please note prior funding by TFN and the funded programs outcomes.

The Getting Ahead model requires trained facilitators to conduct the groups. The Talbot Family Network will be holding a facilitator training in Easton in the very near future. Attending at least Day 1 of Bridges Out of Poverty is required to be eligible to take the Getting Ahead Facilitator training. Please provide detail, including names of individuals within your organization, that are eligible to receive the Getting Ahead Facilitator training. If you plan to hire trained facilitators external from your organization please describe this plan.

6. Strengths of Linkages with other Agencies

Identify partnerships formed to support the proposed program/service and what each partner's role will be. Include any agreements made with other agencies to accomplish the objectives and letters of support.

7. Program Budget and Sustainability Plan

Applicants are required to submit a line item budget using Form GP4, as well as a budget narrative detailing and justifying the expenditures per line item. The budget should reflect the calculations per line item. Describe any existing or in-kind sources of funds.

As these grant funds are time limited each proposal must include a discussion on sustainability. **In detail, describe the program's sustainability plan.** Describe what the anticipated level of sustainability will be after a three-year period. The budget should project reasonable costs and be based upon the maximum budget amount listed in the Scope of Work. (Form attached) **No indirect cost or fringe cost may be included.**

NOTE: Each applicant is required to submit the organization's most recent audit or most recent IRS Form 990 and financial statement. Proposals without this may not be reviewed.

Proposal Review: Completed proposals will be scored by the Service Review Committee appointed by the Talbot Family Network. All members of the review committee must be in compliance with the Representation of Absence of Conflict of Interest and Confidentiality Statement and complete Form GP1. The Committee (as a group or as individuals) will rate and comment on each component of each proposal.

Proposals will be scored based on the clarity and thoroughness of the proposal content and on demonstrated capacity to carry out the proposal using the following scoring matrix. The total possible points equal 100.

Cover Page - 5 points

Target Population - 10 points

Implementation & Delivery Plan – 10 points
Evaluation Plan and Experience - 10 points
Capacity of the Organization – 20 points
Strengths of Linkages with other Agencies – 20 points
Budget and Budget Narrative- 10 points
Program Sustainability Plan – 15 points

The review committee will recommend projects for funding through a structured discussion and scoring process. The committee will forward a report of its recommendations to the Board of Directors of the Talbot Family Network for funding decisions. A Notice of Grant Award and contract will be issued by Talbot Family Network to the project directors of the approved programs. Unsuccessful applicants will be notified in writing via email.

Project details not outlined in this RFP will be negotiated with the vendor upon selection.

Submission: Proposals must be received via **email** (electronic version) and five hardcopies by 4:00 pm EST Wednesday, November 30, 2016 to Talbot Family Network, c/o County Manager's Office, South Wing – Courthouse, 11 N. Washington St., Easton, MD 21601 and talbotfamilynetwork@talbgov.org. The hard copy of the proposal should be submitted unbound (except for a binder clip to secure the pages). The electronic version of the proposal should be submitted as one (1) **Word** document. **Proposals that are incomplete, faxed, or arriving after the deadline will not be considered.** Proposals should not exceed six pages (excluding cover page, budget page and appendixes). Format is 12 pt font, double-spaced, double sided, 8 ½ x 11 sized paper.

Questions: Please email all questions to talbotfamilynetwork@talbgov.org.

**TALBOT FAMILY NETWORK
REQUEST FOR PROPOSALS
COVER PAGE**

Name of Administrative Organization: _____

Contact Person/Project Director: _____

Organization Address: _____

Phone: _____ Fax: _____

E-mail: _____

Organization's Federal ID #: _____

Name of Fiscal Officer (Responsible for Fund Monitoring): _____

Phone: _____ E-mail: _____

Program Applying for: (See Scope of Work)
___ Getting Ahead Anti-Poverty Group Implementation

Brief Description of Project (50 words or less):

Executive Director/Agency Director

Date

TALBOT FAMILY NETWORK

PROJECT BUDGET

Project Title: _____

EXPENSES

ITEM	Justification	Amount Requested	Other Funding
Salaries			
Fringe Benefits (Provide Detail)		N/A	
Consultants/Professional Fees			
Travel			
Materials/Supplies			
Communications			
Facilities/Rent			
Background Checks			
Equipment/ Maintenance			
Training			
Food Supplies			
Other (Specify)			
Indirect		N/A	
TOTAL REQUESTED			

Describe other sources of financial and in-kind support for this project:

Scope of Work: Getting Ahead Program Delivery

Getting Ahead Workshops	
Child Well-Being Result	Families are Safe and Economically Stable
Indicator	Child Poverty
Governor's Strategic Goals	Impact of Incarceration, Youth Homelessness, Disconnected Youth, Childhood Hunger
Identified Program	Getting Ahead workshops for non-resourced individuals

The Talbot Family Network plans to implement the Resource Builder Model designed by Bridges Out of Poverty as a practical, sustainable model to address Talbot's increasing Child Poverty indicator. The Talbot Family Network has held two Bridges Out of Poverty Community workshops and will be holding the Getting Ahead Facilitator training workshop in the near future.

The Talbot Family Network is seeking a vendor, or vendors, to implement the Getting Ahead in a Just-Gettin'-By World (Getting Ahead) and/or the Getting Ahead While Getting Out, a manualized curriculum, developed by aha Process!/Bridges Out of Poverty. (<http://www.ahaprocess.com/solutions/community/getting-ahead/>) Getting Ahead groups meet for up to 16 weeks and consist of up to 12 participants in each group. (TFN is open to hearing about different delivery models or methods - one-on-one, smaller groups, etc.) **TFN may fund two Getting Ahead groups and multiple vendors may be considered. A total of 24 participants is the goal for the full funding.**

The vendor will provide the following deliverables:

- Recruit at least 12 non-resource individuals to participate in Getting Ahead workshops
- Have a demonstrated history of engaging the Target Population within their communities
- Implement the Getting Ahead workshops as outlined in the Getting Ahead curriculum
- Ensure quality groups by providing trained Getting Ahead Facilitators
- Work with TFN to evaluate the Getting Ahead model as an effective tool within our community

Target Population: Talbot County families experiencing poverty referred to as non-resourced individuals by the Bridges Out of Poverty model.

Budget: As this model requires adherence to a prescribed model including participant stipends and specified materials the budget will be detailed and negotiated with vendors that submit a letter of intent.

Program Evaluation Plan: The chart below details the required Results Based Accountability performance measures. Program reports will be due on a quarterly basis.

Bridges Out of Poverty & Getting Ahead Performance Measures		
	<i>Quantity</i>	<i>Quality</i>
<i>Effort</i>	A.) # of participants who are attending in the "Getting Ahead" Workshops	A.) % of "Getting Ahead" participants reporting they feel respected and valued when surveyed
<i>Effect</i>	A.)# of participants moving towards self-sufficiency as measured by the ROMA self-sufficiency matrix.	A.) % of participants moving towards self-sufficiency as measured by the ROMA self-sufficiency matrix.
	B.) # of participants working or engaged in education.	B.) % of participants working or engaged in education.