

Ready by Five Early Childhood Millage Request for Proposals – Fall 2020

Questions and Answers

Updated: 10/2/2020 – FINAL DOCUMENT

Please note: Answers added most recently can be found towards the end of this document.

Question Number	Question Asked	Answer	See RFP Section	Focus Area Question
1.	Are home visiting models allowed in any RFP this round?	<i>Home visiting program proposals will not be considered for this RFP.</i>	N/A	Healthy Development
2.	How do you define "Home Visiting Model"?	<i>First Steps Kent defines Home Visiting as either: 1. Programming included in the U.S. Department of Health and Human Services' Home Visiting Evidence of Effectiveness (HomVEE) list. (Available at https://homvee.acf.hhs.gov/) -or- 2) As any program that seeks to achieve one or more of the HomVEE outcomes through a model that is delivered predominantly in the family's home.</i>	N/A	Healthy Development
3.	Can we get a list of who participated in both sessions as we look for partnership opportunities and alignment?	<i>Yes. There were representatives present from Catholic Charities West Michigan, West Michigan Partnership for Children, Cherry Health, Comprehensive Therapy Center, MomsBloom, Kent ISD Bright Beginnings, Kent County Health Dept., YMCA of Greater Grand Rapids, Early Learning Neighborhood Collaborative, Family Futures, Family Promise of Grand Rapids, Literacy Center West Michigan, Help Me Grow Kent, Bethany Christian Services, ReadGR, Strong Beginnings, Kent GSC, Hispanic Center of Western Michigan, SLD Read, Arbor Circle, KD Coaching & Consulting, Franciscan Life Process Center, Western Michigan University, The Refugee Education Center, Community Rebuilders, Talent 2025, Life Therapeutic Solutions, Grand Rapids Children's Museum, and West Michigan Center for Arts and Technology.</i>	N/A	General

4.	<p>On the Healthy Development RFP, are virtual sessions due to COVID-19 allowed? Does that imply no in person sessions either - not at home - at our facilities?</p>	<p><i>The Healthy Development RFP, under the Safe Distancing section, seeks proposals that address physical distancing requirements and parent preference to have alternatives to in-person support. While innovative, evidence-informed alternatives to in-person supports are encouraged, this RFP does not exclude programming proposing some in-person visits as long as The Center for Disease Control and Prevention, State of Michigan, and Kent County Health Department's Coronavirus guidelines are adhered to.</i></p> <p><i>For both areas of the Healthy Development RFP (Safe Distancing and Healthy Birth Areas): As long as the COVID-19 virus remains in post-pandemic stages, otherwise defined as Stage 4 and Stage 5 as outlined in the State of Michigan's Safe Start Plan, virtual visits in lieu of in-person visits are allowed.</i></p>	N/A	Healthy Development Programming
5.	<p>In the past the final signatures needed to be inked on one of the turned in applications. With us turning everything in virtually, are electronic signatures okay? Or would you prefer a scanned copy of an inked signature?</p>	<p><i>E-signatures and digital signatures submitted must follow your agency's policy for approving legal documents with these types of signatures.</i></p> <p><i>If your agency does not have such a policy, a scanned copy of an inked signature will also be accepted.</i></p>	N/A	General
6.	<p>We currently have two contracts with Ready by Five. One for Outreach & Navigation and another for Healthy Development. We are applying for both RFPs again with our existing programs that are currently being funded by Ready by Five. With that in mind,</p>	<p><i>Unfortunately, no. The funding that will be allocated under this RFP will be allocated separately from funding awarded in previous rounds. A new proposal would need to be submitted for the additional funding request.</i></p>	N/A	General

	are we able to expand our current contracts to include this additional round of funding rather than create a new contract, unit rate, and other metrics?			
7.	Is there an opportunity for awardees to re-apply after two years of funding?	<i>The Ready by Five Early Childhood Millage is modeled after the Kent County Senior Millage. Organizations that receive funds from the Senior Millage have the option to re-apply and be considered for continued funding. As long as services are compliant with Millage requirements as well as meeting the needs of families in Kent County, we anticipate this will happen with the Ready by Five Millage funding as well.</i>	N/A	General
8.	If an organization has a time-limited grant, seed money, or a donation that expires during this time, is it considered supplanting funds if the funds expire without the option to be renewed?	<p><i>Ready by Five Early Childhood Millage funds are not intended to be a sole source of funding for programming.</i></p> <p><i>In Attachment A, Section II, organizations submitting a proposal should list all funding sources that will be pursued.</i></p> <p><i>In the Budget Narrative, organizations should specify if they are eligible to re-apply for any funding that are due to expire and confirm if this is their intent. If organizations are not eligible to re-apply, please include an explanation as to why.</i></p> <p><i>Whether it is an extension of a time-limited grant or donation or other funding, we encourage proposing organizations to continue to seek funding outside of Ready by Five funding.</i></p>	Healthy Development and Outreach and Navigation, Section Three, Part IV Budget Narrative, Question 2.	Healthy Development Programming Outreach and Navigation
9.	Would you like the Letter of Reference to be about the program or agency?	<p><i>This is at the Agency's discretion. For example, if you are proposing a new program, you may want to have the letter be about the agency.</i></p> <p><i>It is recommended that you solicit new letters for each proposal submitted.</i></p>	Section Four, I.	General

10.	Is a separate consent required for families to participate in programming?	<p><i>All organizations awarded funding must use standardized language in their consent forms signed by families.</i></p> <p><i>It is up to the agency if this language is woven into your current consent language or signed as a separate document.</i></p> <p><i>The consent language can be found in Appendix C of the Service Provider Manual.</i></p>	See Ready by Five Service Prover Manual , page 56	General
11.	Knowing that the program dollars will be specifically used for Kent County children, does the submitting organization have to be Kent County-based?	<i>There are no requirements about where the Proposing Agency must be based to apply for funding.</i>	N/A	General
12.	Is there any maximum amount that will be awarded?	<i>The Resident Proposal Review Board has discretion to allocate any amount to each Proposing Agency up to the maximum amount of funds available to allocate.</i>	Section One in all RFPs.	General
13.	Are indirect costs allowed? Is there a limit or a formula to determine indirect costs? (e.g. would a Service Provider charge X% indirect on total direct costs?)	<i>Indirect administrative costs are allowed. There is no administrative cost rate formula in place for Ready by Five Early Childhood Millage funding. The RFP asks that your proposed administrative costs be reasonable and justified in the budget.</i>	N/A	General
14.	Can materials be marketed as "free" to participating families"?	<p><i>No. We do want to make sure families recognize that the services are not free, as they are paid for by the taxpayers of Kent County.</i></p> <p><i>Instead, we ask Service Providers to use this language, "This program/service was made possible because of the generosity of Kent County taxpayers and the voter-approved Ready by Five Early Childhood Millage."</i></p>	N/A	General
15.	Do you publish the bi-annual First Steps Kent	<i>The Ready by Five community needs assessment process will begin in 2021. Once complete, this will be available on the First</i>	N/A	General

	community needs assessment?	<p>Steps Kent website.</p> <p>The most recent <u>gap analysis</u> assessment was completed in 2017. This document is currently available on the First Steps Kent website.</p>		
16.	Can an organization apply for and receive two contracts/RFPs? If not, can an organization apply for and receive one contract and be a sub-contractor on another (two separate RFPs)?	<p>There is no limit for the number of proposals a Proposing Agency can submit.</p> <p>An agency will receive a separate contract for each proposal awarded funding.</p> <p>A Proposing Agency may both receive a contract and be a sub-contractor on any number of contracts.</p>	N/A	General
17.	Is cost sharing required?	<p>Cost sharing is required for programs awarded funding under the Healthy Development Programming RFP. Learn about cost sharing in the Service Provider Manual.</p>	See Ready by Five Service Provider Manual , page 39	General
18.	Could you provide an example of cost sharing revenue and leveraging it for a service?	<p>Cost Sharing is based on family income. Families with income above 200% Federal Poverty Level will be required to pay based on a sliding scale for some services funded by the Ready by Five Early Childhood Millage.</p> <p>All funds collected through cost sharing will be used as the "first dollar" towards services and will increase the amount of funding available to Service Providers.</p> <p>An example: If a family of four income has an annual income higher than 200% Federal Poverty Level and is interested in healthy development services, the provider would collect payment for services based on the Ready by Five Cost Sharing Policy (available on page 39 in the Ready by Five Service Provider Manual). This cost share payment would be applied as a source of revenue towards the cost of the program and reported to Ready by Five as collected income. This collected payment would be leveraged as an additional source of revenue in addition to millage funds awarded.</p>	See Ready by Five Service Provider Manual , page 39	Healthy Development RFP

19.	<p>I am a for-profit company. Therefore, I do not have a Board of Directors to obtain a signature from. Is this ok?</p>	<p><i>Any legally constituted public or private agency, organization, or institution may be an eligible proposing agency. All proposals must be submitted by a legally constituted corporation.</i></p> <p><i>In lieu of providing the name of the Board Chair on the required cover letter and a list of Board of Directors and their affiliations (see Section Four), the Proposing Agency should submit the names of all persons with ownership of control interest in your agency. Please be sure to include signatures applicable to this legal governance structure with Appendix C and Appendix D. You have the option of including a brief description of your legal governance structure within your cover letter.</i></p>	Section Four, I.	General
20.	<p>Will a project that proposes to serve current families/clients at a deeper level rather than expand the reach of the service be competitive in the Healthy Development category, or is the intent to expand the number of families served?</p>	<p><i>The intent of Ready by Five is to fund programs that reach families and improve outcomes for young children in Kent County.</i></p> <p><i>Evidence-informed services may be funded to expand the reach to additional children and families -and/or- enhance current services to underserved populations and geographies so families from different cultures, geographies, and with specific needs may engage in meaningful programming.</i></p>	N/A	Healthy Development
21.	<p>Will a home visiting program be able to apply for funding if the service is not to home visit, but still utilizes elements of the program's existing model to expand on eligible activities listed in the Healthy Development RFP (ex: coaching/parent education)?</p>	<p><i>For the Fall 2020 RFP cycle, First Steps Kent did not request proposals from Home Visiting services to allow Service Partners currently funded to build meaningful outreach efforts and develop responsive programming as COVID-19 precautions are in place. This will also ensure Ready by Five funding currently allocated in these areas is more fully spent. Agencies responding will consider how their proposed programs work in tandem or complement (and not duplicate) these programs currently funded by the Ready by Five Millage.</i></p> <p><i>We ask that proposing agencies consider the need in the community for services at this time. Any proposal that can articulate a specific need that is not currently served by a program</i></p>	N/A	Healthy Development

		<p><i>in Kent County -or- articulate how evidence-informed parent coaching and education services would be delivered in an innovative way, will be considered for funding.</i></p> <p><i>See the above response in Questions 1 and 2 for more information.</i></p>		
22.	<p>Regarding the S.M.A.R.T. criteria, can applicants use the typical "S.M.A.R.T." goals: "Specific, Measurable, Achievable, Relevant, and Timely?" The "Attributable" criteria do not make sense for our proposal.</p>	<p>Yes.</p> <p><i>Goals which are "achievable" would be acceptable.</i></p>	<p>Healthy Development RFP Section Three, Part III and Outreach and Navigation RFP Section Three, Part III</p>	<p>Healthy Development RFP and Outreach and Navigation RFP</p>
23.	<p>What is the budget you have in mind for Interpretation and Translation Services?</p>	<p><i>While the amount of funding allocated to proposals under this RFP will ultimately be determined by the Ready by Five Resident Proposal Review Board, we are estimating the total amount for contracts awarded under this category will not exceed \$200,000.</i></p> <p><i>All proposing agencies will need to submit a pricing methodology as specified in Section Three, Part II of the RFP.</i></p>	<p>Section Two, Part III</p> <p>Section Three, Part II</p>	<p>Parent Support, Translation and Interpretation RFP</p>
24.	<p>1. Can you please clarify what you mean by one-hour in services for requesting agency staff to learn about cultural considerations as they serve families through translation services? How is that different from the face-to-face?</p> <p>2. Please clarify what you mean by 'contracts</p>	<p><i>1. For the purposes of this RFP we are defining "face-to face" services as an interpreter who accompanies an early childhood professional or supports with interpretation while a service is happening in-person with a family or child.</i></p> <p><i>The "in service" does not include a child or parent served, instead provides education and information regarding cultural considerations and etiquette to staff at a Ready by Five funded agency. This could include 1:1 education with a staff member or a presentation at a staff meeting.</i></p> <p><i>2. Some types of services have been eligible for Performance Based Contracts. These contracts pay an additional rate for a specific achieved outcome (i.e. showing measurable increase in</i></p>	<p>2. See Ready by Five Service Provider</p>	<p>Parent Support: Translation and Interpretation RFP</p>

	<p>awarded funds under this RFP' do not qualify for performance-based contract.</p> <p>3. In addition to all the required material outlined in section 4, are attachment A, B, and C required?</p>	<p>parenting skills). Payments for this RFP will be only fee-for-service and not based on achieving outcomes. More information about performance-based contracts can be found on page 26 in the Service Provider Manual.</p> <p>3. Please see Section Four: Required Materials. Under Part I., 2. there is a note stating, "Agencies responding to the Translation and Interpretation RFP are not required to submit this document with their proposals. Complete Section Three, Part II in lieu of this budget template."</p> <p>Proposing agencies <u>are not</u> required to submit Attachment A. Proposing agencies <u>are</u> required to submit Attachment B and Attachment C.</p>	<p>Manual, page 26</p>	
25.	<p>Is attachment A required for Translation and Interpretation Services? It is noted in section 4 of the RFP, but not section 3 as with the other RFPs.</p>	<p>In Section Four: Required Materials, Part I., 2. there is a note stating, "Agencies responding to the Translation and Interpretation RFP are not required to submit this document with their proposals. Complete Section Three, Part II in lieu of this budget template."</p> <p>Proposing agencies <u>are not</u> required to submit Attachment A. Proposing agencies <u>are</u> required to submit Attachment B and Attachment C.</p>	<p>Section Four: Required Materials, Part I., 2.</p>	<p>Parent Support: Translation and Interpretation RFP</p>
26.	<p>Our program works exclusively with linguistically diverse individuals and as such, translation and interpretation are an integral component of all program aspects.</p> <p>Given the fact that there is a separate RFP (4) for translation and interpretation services, are we able to include</p>	<p>Yes, translation and/or interpretation services can be included as a component of your overall proposal and budget for any proposal submitted under Outreach and Navigation or Healthy Development RFP categories.</p>	<p>N/A</p>	<p>Outreach and Navigation Service RFP</p> <p>Healthy Development RFP</p>

	these services as a component of our overall proposal and budget under RFP 1 - Outreach and Navigation?			
27.	The RFP indicates that implementation of services must commence beginning January 1, 2021. Will there be any ramp up period allowed? The holidays will affect our ability to hire staff and get them oriented and trained to deliver services to clients beginning that quickly.	<p><i>All agencies awarded funds will be required to sign a Service Provider Agreement with First Steps Kent. As part of the contracting process, the agency awarded Ready by Five funds will be required to provide a clear plan and timeline for how and when services will be implemented.</i></p> <p><i>Activities within the plan and timeline must begin on January 1, 2021 and must show how details in the Service Provider Agreement including: funds awarded, number of individuals served, and or outputs/outcomes served will be met in Year 1 (and Year 2, if applicable).</i></p> <p><i>It is very important that services begin as soon as possible. Millage funding is only paid once a service is provided. If there is a delay with services beginning, the Service Provider may not spend out all awarded funds.</i></p> <p><i>For more information about contracting requirements, see page 26 of the Service Provider Manual.</i></p>	Section Two, Part III	<p>Outreach and Navigation Service RFP</p> <p>Healthy Development FIMR Lead Agency RFP</p> <p>Healthy Development RFP</p>
28.	There seems to be the potential for some overlap in the types of services supported under Healthy Development and Outreach and Navigation. Developmental screening and concerns are referenced in both funding categories.	<p><i>The Ready by Five Millage funds a variety of services offering developmental screening and connection to resources and information to meet the differing needs and expectations of families as far as services. There is overlap as a way to create a universal approach to screening for developmental concerns in Kent County and ensuring families are connected with the right service, at the right time.</i></p> <p><i>Being very general and simplistic about the services funded in each of these categories, the primary difference between Outreach and Navigation and Healthy Development is how long they engage families and/or the specialization of services that is offered.</i></p>	N/A	General Question about RFPs

	<p>If a program addresses both screening as well as addressing concerns and connecting to resources as the concern dictates, should these services be separated into the two funding areas ex. screening in Outreach & Navigation and services for concerns in Healthy Development?</p> <p>Does FSK reserve the right to place a proposal in a different category of funding if it so chooses?</p>	<p><i>Generally, Outreach and Navigation services are the conduit that connects families to services within the early childhood network of providers. Outreach and Navigation programming serves as the initial contact that will assess a child or family's needs and ensure they are connected to programs that provide a specialized or specific type of service. In some cases, parents and caregivers may engage continuously with Outreach and Navigation services if this is their preference and the agency can meet needs of the child and family through their programing.</i></p> <p><i>Typically, it is services funded under the Healthy Development category that continuously follow and support a family for a longer period of time and/or offer a more specialized or intensive level of service (in addition to developmental screening and connection to resources).</i></p> <p><i>We suggest you review the programs currently funded under each category: https://www.firststepskent.org/providers</i></p> <p><i>First Steps Kent will not place a proposal in a different category for funding that is different from the category indicated in each agency's proposal submission.</i></p>		
29.	<p>Do computers count as equipment or supplies?</p>	<p><i>The Service Provider Manual requires accounting for and inventory of all non-expendable property costing \$1,000 or more per unit. Ready by Five Early Childhood Millage funds may not be used to purchase equipment or property. Computers and technology costing \$1,000 and over per unit is considered equipment.</i></p> <p><i>Computers and technology costing \$999.99 and under per unit is allowable with the following contingencies. If awarded, the agency will be required to provide a policy or policies that describes:</i></p> <ul style="list-style-type: none"> <i>• your agency's internal controls in place to track the technology as it is assigned to staff and/or program participants; and</i> 	<p>See Ready by Five Service Provider Manual, page 43</p>	<p>General</p>

		<ul style="list-style-type: none"> how your agency plans to safeguard sensitive information that may be housed on the technology. 		
30.	Note from First Steps Kent:	<p>We have updated Attachment A to ensure all formulas accurately calculate Cost Per Service Unit.</p> <p>We have clarified on the template itself that Ready by Five Early Childhood Millage funds may not be used to purchase equipment or property.</p> <p>Please submit your budget on the version of Attachment A updated on October 1, 2020. This document has been posted with the RFP materials on the First Steps Kent website.</p>	Attachment A	<p>Healthy Development RFP</p> <p>Healthy Development FIMR Lead Agency RFP</p> <p>Outreach and Navigation RFP</p>
31.	Note from First Steps Kent:	<p>In the RFP timeline, we stated the New Ready by Five Early Childhood Millage Awardee Orientation is tentatively scheduled for December 12, 2020 (this day is a Saturday). The orientation will not be held on a Saturday. Orientation will be scheduled the week of December 7. A new date will be announced in the coming weeks.</p>	Section Five	General



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