

# Ready by Five Early Childhood Millage

## Request for Proposal Information

RFP 1: Healthy Development Services

RFP 2: Healthy Development – Fetal Infant Mortality Review Network Lead Agency

RFP 3: Healthy Development – Ready by Five Network Training & Education Leader

RFP 4: Parent Education and Support - Translation and Interpretation Services

RFP 5: Technology Equipment Request (Ready by Five funded programs only)

RELEASE DATE: July 13, 2022

### PLEASE NOTE

**The deadline for all proposals is: August 26, 2022, at 1 p.m.**

**This deadline is firm, no exceptions.  
Any submission received past this deadline will not be  
considered.**

**Please see Section Three for proposal submittal instructions.**

**Do not deviate from the format of this RFP.**

**If a proposal does not include all components, it may be  
considered incomplete and will not be eligible for funding.**



Supported by the Kent County Ready by Five Millage

## SECTION ONE: INTRODUCTION

### I. About the Ready by Five Millage

On November 6, 2018, Kent County voters approved the Ready by Five Early Childhood Millage for 0.25 mills over a six-year period to provide dedicated and sustainable funding for programs that improve the health, school readiness, and well-being of children at birth through age five.

Funds are being strategically invested in programs that contribute to what has been identified in Kent County as four objectives of kindergarten success that are defined below.

Objective to ensure K-Readiness	What will the result be in Kent County
Parents will have increased access to resources and information	All parents have access to resources and information that impart knowledge and skills about their child’s development or health as well as assist with a wide variety of family needs. Programs offer timely support with navigating resources to ensure basic needs such as shelter, clothing, food, and other necessities are accessed by families in need.
Healthy Expectant and New Parents Programming - Increasing Mother’s Health & Well-Being	All mothers receive adequate prenatal care <sup>1</sup> . Programs address prenatal smoking and non-prescription drug use during pregnancy with all expectant mothers. Programs funded contribute to improved mother/baby bonding. As new mothers are supported, there is an increase with breastfeeding and new mothers are reporting fewer concerns about their emotional wellbeing.
More Children Developmentally on Track - Increase in Developmental and Social Emotional Screening and Connections	All young children are universally screened for developmental concerns using the ASQ and ASQ-SE screening tools. Children with identified concerns are connected to services and interventions that support receptive and expressive language, socioemotional development, fine/gross motor development, and other developmental concerns.
More Children are Healthy - Healthy and Safe Home Environment	There are no children with high blood lead levels and thus children are less at risk for learning, behavior and health complications caused by lead poisoning.

Ready by Five investments will support these key objectives in the early childhood system to ensure children and families thrive within a community in which everyone can fully participate and contribute. Ready by Five funded programs have an important role to play in this process.

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<sup>1</sup> Adequate prenatal care is defined according to the Kotelchuck Index.

## II. Funding Details

First Steps Kent seeks proposals for quality programming meeting specifications in one of the Request for Proposals (RFP) to serve expecting parents and children from birth through age five in all of Kent County's communities.

All services will be paid on a reimbursement payment structure that may vary by service and program category (See Section Two, Part IV of each RFP). Funding will be awarded in one of two ways:

1. Actual Cost Reimbursement is when a Service Provider is reimbursed for the actual expenses incurred each month.
2. A Defined Rate is when a Service Provider is reimbursed per service delivered. The amount reimbursed is set by a fee schedule submitted with the proposal.

Agencies awarded funding will agree to expend any and all payments solely for the purpose(s) as specified in the Service Provider Agreement. Agencies awarded funds may not invoice Ready by Five above the awarded allocation for each fiscal period. Reimbursement will be only for the actual, reasonable, and allowable costs of programming.

The Ready by Five Resident Proposal Review Board will review and recommend proposals to be awarded funding.

All contracts will begin January 1, 2023. Agencies awarded funding will provide a program implementation timeline during the contracting process. Services are expected to commence January 1, 2023 in accordance with this timeline.

All awards are contingent on the actual annual Kent County tax capture and are subject to the availability of actual tax funds captured and the appropriation by the Kent County Board of Commissioners for each fiscal period.

For this round of funding, the following estimates are available currently:

January 1, 2023 – December 31, 2023
\$1,600,000

*Note: First Steps Kent reserves the right to modify the amount of funding allocated. These figures represent a best estimate of the total maximum set of funds to be allocated across providers awarded funds. All figures above are rounded. Actual amounts available to award may vary as they are contingent on the actual annual Kent County property tax capture.*

### *A. Cost Sharing and Donations*

Services funded by Ready by Five Millage are not “free” as there is a cost to Kent County taxpayers for these services. By asking families who participate in specific types of services to share some of the cost, there is an increased awareness of the value of a service as well as increased buy-in as families may assist with covering some of the cost. Cost Sharing is a policy that requires a co-payment from the family for whom services are provided. Unless stated as exempt, each Service Provider must implement the Ready by Five Cost Sharing and/or Donation Policy.

Please Note: Cost Sharing is different than a donation contribution that is given on a voluntary basis by a family participating in services.

For complete details and requirements on Cost Sharing and Donations, see the Cost Sharing Policy and Donation Policy in the Ready by Five Service Provider Manual.

### *B. Supplanting Funding*

By applying, the Service Provider is agreeing that the requested millage funds will not supplant existing private foundation or other philanthropic funds as well as state, local, and/or federal funds already in use by the Proposing Agency and which are supporting services.

Additionally, Ready by Five Millage funds may not be used in lieu of available current sources of funding and will not pay for services currently covered by Commercial Insurers, Medicaid, TRICARE, or other healthcare service payor.

### *C. Milestone Payments*

First Steps Kent is committed to improving outcomes while ensuring that taxpayer dollars are spent responsibly. For agencies funded under specific Service and Program Types, First Steps Kent is offering a performance-based funding mechanism in which a portion of payments will be linked to the provider’s ability to achieve select process and performance objectives.

Service and Program Types eligible for this option include all Healthy Development Program types as described in RFP #1.

Qualifying providers may earn Milestone Payments in excess of their reimbursement payments. Participation is voluntary. These milestone payments will be capped at 2% of the provider reimbursement billings for each year. Milestone Payments will be made based on the extent to which the provider is able to achieve pre-determined programmatic milestone metrics that are consistent with quality implementation and fidelity to its program model. Milestone metrics will be contract-specific to fit the varying specifications of each program model.

### III. Overview of Request for Proposals

This round will be deployed across five separate funding opportunities:

Service Type	Program Category
1. Healthy Development	Healthy Expectant and New Parents Developmental and Social Emotional Screenings and Connection Healthy and Safe Home Environment Niche Family Supports
2. Healthy Development	Fetal Infant Mortality Review Network Lead Agency
3. Healthy Development	Ready by Five Network Training & Education Leader
4. Parent Education and Support	Translation and Interpretation Services
5. All Service Types	Technology Equipment Request (Ready by Five funded only)

Only one program type may be selected for each proposal submitted. Agencies may apply for more than one opportunity. For complete information and specifications, see Section Two of the respective RFP listed below.

#### *RFP 1: Healthy Development Services*

Healthy Development programming will follow an evidence-based or evidence-informed approach. Programming in this area will focus on improving outcomes related to healthy births, child health, and well-being as well as ensuring children are developmentally on track. Programming will demonstrate success in supporting positive health behaviors that drive better outcomes for children from birth through five years, as well as expectant parents.

Programs may work with specialized populations to provide support with accessing resources and information. (Home visiting program proposals applying under this category will not be considered.)

Proposals may include one of the following four (4) categories of programming:

- Program Category 1, Healthy Expectant and New Parent Programming: As a result of services, expectant mothers and new parents will have access to the information and social support they need to be more informed, confident, and empowered to make healthier choices for themselves, their children, and their families.
- Program Category 2, Developmental and Social Emotional Screenings and Connection: Children through the age of five years and their caregivers have access to services that maximize the child's physical and emotional health and ensures children have regular developmental screenings to identify developmental delays, disabilities, and emotional challenges. Also included in this program type are services ensuring children and their caregivers will have access to clinical interventions that specifically supports a healthy parent-infant attachment, as well as address positive social/emotional development of children. These programs may also

address parental well-being through facilitated groups to support the acquisition of new coping skills and resources to strengthen the parent's overall well-being.

- Program Category 3, Healthy and Safe Home Environment Programming: Families have access to support that address environmental home health in Kent County. Services could include, but are not limited to, environmental home health screening (to reduce home-based environmental health hazards regarding lead, asthma, accidental injury, etc.), child blood lead screening, and case management for addressing lead and environmental hazards, including referrals to lead remediation resources. (Note: funds may not be used to cover costs related to home repairs or lead remediation services.)
- Program Category 4, Niche Family Supports: This program type will fund agencies who have experience reaching, supporting, and connecting families who benefit from specific services and support. This area may include specialized services for families with varying circumstances such as being a New American/refugees, families engaged within an intervention-type service such as child welfare, those experiencing housing insecurity, or otherwise engaged in any program serving at-risk adults with young children, or agencies may propose how families with an identified specialized or specific need may be served within their proposal. These programs will ensure families with the most specialized needs, who may not otherwise be reached by programming, receive early childhood information and support to ensure the healthy development of their young children. *Please Note: Programs previously funded under Outreach and Navigation service and those who meet the RFP specifications may apply for continued funding under this program category.*

#### *RFP 2: Healthy Development – Fetal Infant Mortality Review Network Lead Agency*

A separate RFP seeks proposals that ensure services are addressing the social, equity, economic, and health factors that contribute to healthy births in Kent County. Ready by Five is requesting proposals to select one (1) organization to lead the implementation and ongoing management of the Fetal Infant Mortality Review (FIMR) Network for Kent County.

Through a rigorous review process of infant death records, the FIMR Network seeks to identify factors contributing to infant deaths and develop action-oriented recommendations to eliminate infant deaths in Kent County.

#### *RFP 3: Healthy Development – Ready by Five Network Training & Education Leader*

Funding under this RFP will increase knowledge in the network. Training will be for all direct service professionals funded by Ready by Five and their direct supervisors. First Steps Kent requests the delivery of training by professionals with expertise in each topic. Training topics will address the following areas:

- Responding to family needs with a trauma-informed approach
- Secondary trauma – resources for professionals
- Domestic violence and family safety –how to respond and support families with young children
- Increased education on safe sleep for caregivers and family members to improve training and education
- Quality program practices to improve services to families with young children

First Steps Kent anticipates that the Resident Proposal Review Board may select around three (3) proposals for this area. Agencies demonstrating experience and expertise in multiple areas may apply for one or more training areas.

#### *RFP 4: Parent Education and Support - Translation and Interpretation Services*

This RFP will specifically offer the opportunity for agencies that specialize and provide interpretation and translation services (in-person, telephone, and written) to apply for Ready by Five millage funding. Services are intended for families enrolled in all Ready by Five funded services. Language needs include, but are not limited to Spanish, Nepali, Kinyarwanda, Serbo-Croatian, Swahili, Burmese, American Sign Language, Vietnamese, and Karen.

#### *RFP 5: Technology Equipment Request (Ready by Five funded programs only)*

This is a one-time funding request for technology necessary to support staff positions funded by the Ready by Five Millage within current or upcoming contracts for 2023. Examples of technology equipment include computers as well as connected or required hardware (e.g., monitor, keyboard) that total exceeds the threshold defined in the Ready by Five Service Provider Manual – purchases of property costing more than \$1,000 per unit. This area covers technology equipment only. Requests for funds to cover additional program expenses, staffing costs or indirect costs will not be considered under this funding opportunity.

## IV. Requirements of All Funded Agencies

### *A. Ready by Five Service Provider Manual*

1. [The Ready by Five Service Provider Manual](#) lays out all policy expectations and guidelines for programs funded with Ready by Five Early Childhood Millage funding. All agencies awarded funding will be expected to comply with all the policies, procedures, responsibilities, guidelines, terms, and conditions stated in the Manual.

*B. Program Monitoring Requirements*

1. All agencies will attend all scheduled Service Provider meetings as well as participate in the Ready by Five Provider Network Quality Improvement Consortium meetings and initiatives.
2. All agencies are required to participate in an annual program assessment. During the assessment, compliance with specifications in the Service Provider Agreement and the Ready by Five Service Provider Manual will be reviewed.
3. Each year First Steps Kent will conduct one fiscal assessment of Service Provider’s performance to assure financial compliance with Generally Accepted Accounting Principles (GAAP) and all financial policies as outlined in the Ready by Five Service Provider Manual.
4. Unless otherwise stated in the RFP (see Section Two, Part IV of each RFP), agencies awarded funding will be required to report actual costs for reimbursement purposes, submit monthly individual-level data, and submit quarterly reports as follows:

	<b>Monthly Invoice (By the 10<sup>th</sup> of the month)</b>	<b>Monthly Demographic, Service, and Referral Data Submission (by the 15<sup>th</sup> of each month)</b>	<b>Quarterly Report (By 15<sup>th</sup> of April, July, October, and January)</b>	<b>Additional Details</b>
<b>How Submitted:</b>	<i>Submitted through e- CImpact</i>	<i>Submitted to KCHD</i>	<i>Submitted through e- CImpact</i>	
<b>Actual Expenses</b>	★			<i>Program financials provided approximately every six months</i>
<b>Number Served</b>		★	★	
<b>Number of Encounters</b>		★		
<b>Ready by Five Indicators</b>		★		
<b>Program Specific Outcome</b>			★	
<b>Narrative Explanation of Variances &amp; Implementation Timeline Update</b>			★	

5. Unless specified in the RFP (see Section Two, Part IV of each RFP), demographic, service and referral data at the individual level for each child and expectant parent served will be electronically submitted monthly to the Kent County Health Department via a secure link.



- a. Information includes demographics, service information, and referral tracking (if applicable to your program).
- b. This data submission follows a very specific .csv file format with required fields and codes as defined in the [Ready by Five data standard documents](#).
- c. Agencies will be required to sign a data agreement with First Steps Kent and Kent County Health Department as part of the contracting process.

6. From data and reports submitted as described above, contract metrics will be tracked as follows:

- a. All Service Providers will be required to provide a narrative to explain why there is a deviation from the 1/12 monthly amount (specifically, the annual award/12) of projected expenses if 10% or greater. Service Providers may invoice for amounts higher. First Steps Kent uses the 1/12 amount to identify programs that may be underspending or overspending.

$$\frac{\text{Actual Spent To Date}}{\text{Total Annual Projected}} = \% \text{ Annual Spending To Date}$$

- b. Service Provider with contracts actual numbers served will be compared to projected served. Service Provider will be required to provide a narrative to explain why there is a deviation in the estimated number of individuals served if 10% or greater. *Note: This is not applicable to contracts that operate on a Defined Rate reimbursement structure*

$$\frac{\text{Actual Served Individuals To Date}}{\text{Projected Served Individuals To Date}} = \% \text{ Served Individuals To Date}$$

- c. Encounter Units will be tracked as part of the contract monitoring process. Actual encounters will be compared to projected number of encounters per individual served stated in the Service Provider Agreement. (Number of encounters will be confirmed during the contracting process.) Service Providers will be required to explain why there is a deviation in the amount if 10% or greater. *Note: This is not applicable to contracts that operate on a Defined Rate reimbursement structure*

$$\frac{\text{Actual Total Encounters To Date}}{\text{Total Projected Encounters}} = \% \text{ Encounters Completed}$$

- d. Information from the monthly Demographic, Service, and Referral data submissions sent to Kent County Health Department will be reconciled with the number of individuals served and encounter units stated in the contract, numbers submitted in the quarterly

reports and overall spending. *Note: This is not applicable to contracts that operate on a Defined Rate reimbursement structure*

<b>Source of Information:</b>	Numbers in Contract	Quarterly Report	Monthly Data Submission to KCHD	Monthly Invoices
<b>We are looking at:</b>	Number Served	Number Served	Number Served	Spending to Date
	Number of Encounters	Number of Encounters	Number of Encounters	

*Do these match?*

*C. Program Modifications Due to Social Distancing Requirements*

- a. All proposing agencies will have a plan to offer modified programming to address physical distancing requirements, as needed. This includes being flexible to meet parent preference to have alternatives when in-person support is not an option due to circumstances such as a family is quarantining or remote services is still desired, as needed.

V. Equity and Inclusion Statement

Ready by Five programming recognizes that equity is not the same as equality. The path to equity requires that the community provide more support and resources to the families in our community that are challenged by compounding inequities based on their race and ethnicity – health, education, housing, economic opportunities, among others – that put them at a disadvantage and limit their ability to reach their full potential.

Ready by Five funded programs have an important role to play in this process. Our goal is that race and ethnicity are no longer predictors of life outcomes. Ready by Five investments will support an early childhood system that helps all children and families thrive. In the approach to identifying needs in Kent County, agencies will consider group-based factors and deploy targeted approaches that address the varying needs and circumstances of each group eligible for Ready by Five funded services. Ready by Five has a comprehensive interest in improving equity for marginalized demographics, especially communities of color and families in households with incomes at or below 200% of the Federal Poverty Level.

Please see Appendix A of the [Ready by Five Service Provider Manual](#) for the full Ready by Five Equity and Inclusion Impact Statement.

## SECTION TWO: REQUEST FOR PROPOSAL

**RFP 1: Healthy Development Services (page 12)**

**Program Category 1: Healthy Expectant and New Parents**

**Program Category 2: Developmental and Social Emotional Screenings and Connection**

**Program Category 3: Healthy and Safe Home Environment**

**Program Category 4: Niche Family Supports**

**RFP 2: Healthy Development – Fetal Infant Mortality Review Network Lead Agency (page 18)**

**RFP 3: Healthy Development – Ready by Five Network Training & Education Leader (page 22)**

**RFP 4: Parent Education and Support - Translation and Interpretation Services (page 29)**

**RFP 5: Technology Equipment Request (Ready by Five funded programs only) (page 33)**

# RFP 1: Healthy Development Services

## I. Overview of Healthy Development Programming

Healthy Development Programming provides services to expectant parents and children through age five currently residing in Kent County, Michigan. Programming will follow evidence-based or evidence-informed practices that demonstrate success in supporting positive health behaviors and drive better health and developmental outcomes for children ages birth through five years as well as expectant parents.

Health through the early years is an important contributor to later educational success and life-long health. Nationally and in Kent County, the data supports the need for services beginning in a child's early years and before kindergarten entry. First Steps Kent is seeking equitable interventions and programming that is necessary to support all children as we see significant disparities in health, well-being, and developmental concerns among groups.

## II. Service Description

Providers applying for Healthy Development programming funds will offer any number of nationally recognized, evidence-informed services to expectant mothers or children through age five.

Programming in this area will focus on improving outcomes related to healthy births, child health, and well-being as well as ensuring children are developmentally on track. Programs may work with specific populations to provide specialized support with accessing resources and information.

## III. Attributes of Requested Services by Program Category

Agencies responding to this RFP will consider how their proposed program works in tandem or complements [programs currently funded by the Ready by Five Millage](#) and when possible, serve additional areas, communities or groups where current available services may be limited. *Note: All programs recognized as home visiting models applying under this RFP will not be considered.*

Services will be asset-based programming that builds on the individual's strengths and supports families with their individualized needs and conducting programming in a way that is inclusive of all families and culturally responsive.

All models must employ professionals with expertise that is applicable to the model. This may include professionals who are registered nurses, nurse practitioners, educators, social workers, community health workers, or other similarly trained professionals. All positions funded by Ready by Five must complete a background check upon hire, maintain current professional licensing as required by the

model, complete training as required by the model, and complete all training required by First Steps Kent.

Proposing Agencies may only apply under one program type per proposed service. If an agency is interested in applying for a program qualifying under more than one program type, they must submit a separate proposal under each program category as multiple programs cannot be combined into one proposal. Providers may apply for Healthy Development Programming funds to support programs that focus on the following four (4) types of programming:

#### *Program Type 1) Healthy Expectant and New Parents*

From the time of conception through postpartum, support and information can positively impact the health and well-being of a mother and baby. First Steps Kent is seeking programs that support improved health outcomes for expecting and new parents. This area includes programs increasing parental support during the period of time during pregnancy through, at minimum, the postpartum period (first six weeks following pregnancy).

Requirements of programs funded in this area include:

- This programming would complement (not duplicate) the mother's health home.
- Programs will work with parents to establish individualized goals or a plan to support individual behavior change with improving health outcomes that will ultimately sustain parental well-being and their baby's health.
- All programs will establish a program-specific protocol to ensure families with an identified need are connected to further assessment, community resources or programming.
- Each program will establish a continuation plan to ensure early childhood support is established for all families that discharge out of services due to age eligibility or other reasons.

Programs applying under this RFP will impact one or more of the following indicators:

- Decrease in mothers smoking during pregnancy.
- Decrease in mothers using non-prescribed substances during pregnancy.
- Ensure expectant mothers and primary caregivers are screened for well-being.
- Ensure mothers receive adequate prenatal care. (Defined by the Kotelchuck Index)
- Increase in healthy births. (Defined as Babies Born at Healthy Weight at 2500 Grams)
- Increase in mothers breastfeeding.
- Increase in the number of families receiving referrals to additional ongoing support (i.e. home visits, early intervention).
- Programs may propose additional indicators and results that support in this area.

### *Program Type 2) Developmental and Social Emotional Screenings and Connection*

Children through the age of five years and their caregivers will have access to comprehensive, coordinated care that maximizes the child's physical and emotional health and ensures children have regular developmental screenings to identify developmental delays, disabilities, and emotional challenges.

This program category includes evidence-informed models that ensure access to clinical interventions that specifically support a healthy parent-infant attachment, as well as address positive social/emotional development of children.

Requirements of this program area include the following:

- All funded programs will implement and report on the [Ages and Stages](#) (ASQ-3 and ASQ-SE) developmental screening tools. Programs may opt to include additional screening or assessment tools to further identify needs and guide families.
- All programs will establish a referral protocol to ensure all children with an identified concern are connected to further additional assessment or resources to address the concern(s) at hand.

In addition to ensuring children are screened, these programs may include programming to support parental well-being through an evidence-informed facilitated group model to support parents and caregivers with the acquisition of new coping skills and resources to strengthen their overall wellbeing.

Agencies applying under this program type will impact one or more of the following indicators:

- Increase in the number of children screened by programs for developmental concerns.
- Increase in the number of children screened by programs for social emotional concerns.
- Increase in the number of children successfully connected to support when a developmental or social emotional concern is identified.
- Programs may propose additional indicators and results that support in this area.

### *Program Type 3) Healthy and Safe Home Environment*

This area includes programming that ensures families have access to support that specifically addresses environmental home health in Kent County. Note: funds may not be used to cover costs related to home repairs or lead remediation services.

Services could include but are not limited to:

- Environmental home health screenings (to reduce home-based environmental health hazards regarding lead, asthma, accidental injury, etc.),
- Child blood lead level screening, or
- Case management for addressing lead issues and home environment hazards.

All programs will establish a protocol to ensure all homes with an identified environmental hazard will be connected to further assessment or resources for home lead remediation.

Programs applying under this program type will impact one or more of the following indicators:

- Increase in the number of children receiving blood screening to test for elevated levels of lead.
- Increase in the number of children's homes screened for environmental hazards and lead by a trained professional.
- Increase the number of families successfully referred to resources and services when one or more environmental concerns in the home have been identified.
- Programs may propose additional indicators and results that support in this area.

#### *Program Type 4) Niche Family Supports*

This program type will fund agencies who have experience reaching, supporting, and connecting families who benefit from specialized services and support. This RFP encourages agencies who have an established position of trust and experience reaching and supporting families who would otherwise not be reached by programming. This may include:

- Families who are refugees or new Americans,
- Families engaged within an intervention-type service such as child welfare services,
- Those experiencing housing insecurity,
- Those otherwise engaged in any program serving at-risk adults with young children, or
- Agencies may propose how families with a very specialized or specific need may be served within their proposal.

*Please note: Programs previously funded under Outreach and Navigation service and who meet the RFP specifications may apply for continued funding under this program category.*

Programs will work with parents to establish individualized goals or plan to encourage individual behavior change that will ultimately support parental well-being as well as their child's early development.

Programs will work to promote positive parenting practices and ensure families are supported and empowered with knowledge of how to access the available resources and services that support the healthy development and early learning of their young children.

All programs will establish a program-specific protocol to ensure families with an identified need are connected to further assessment, community resources or programming.

All programs applying under this RFP will increase access to information that imparts knowledge and skills to parents and other adult caregivers about their child's development thus impacting one or more of the following Ready by Five Result Indicators:

- Increased referral completion and follow-through.
- Increase in the number of children and expecting parents engaged in support.
- Increase in the number of families receiving referrals to additional ongoing support.
- Programs may propose additional indicators and results that support in this area.

#### IV. Contract Specifications

If awarded funding, the following contract terms will be in place for all programs funded under this Service and Program Category. See Section 1 for full details.

<b>Funding Details:</b>	
Contract start and end dates*:	Start: January 1, 2023 End: December 31, 2023
Monthly reimbursement type:	Actual Cost
Cost sharing required for this program?	Yes, this is required.
Qualify for Milestone payment?	Yes, this program qualifies.
<b>Program Monitoring Requirements:</b>	
Annual Program Assessment required?	Yes, this is required.
Annual Fiscal Assessment required?	Yes, this is required.
Monthly Child/Parent data submission to KCHD required?	Yes, this is required.

*\*All awards are contingent on the actual annual Kent County tax capture and are subject to appropriation by the Kent County Board of Commissioners for each fiscal period.*

#### V. Criteria Breakdown

All proposals will be reviewed by the Ready by Five Resident Proposal Review Board. This body will recommend what proposals are funded and for how much. The Ready by Five Resident Proposal Review Board may consider historical performance of previously funded programs as well as the following evaluation criteria to select recipient organizations based on their responses to the RFP.

<b>Programming Criteria</b>	<b>Total Points</b>
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The narrative provides a clear plan for services (intake, enrollment, discharge, the setting service is provided, how often service takes place, and how the program is delivered). Proposal meets all the specifications outlined in Section II of this RFP. (Application Section: Programming Details and Discharge Process. Also see the RFP Document for specific Screening Tool and Referral specifications)	15
There is clear evidence that describes the effectiveness of this program. (Application Section: Evidence of Programming or Model)	10
The narrative articulates a clear need for the proposed service as well as consideration of how this proposed service will align and cooperate with current available services. (Application Section: Service Delivery)	15
Proposal includes a plan to deliver services with a special consideration for underserved populations and geographies not currently served. (Application Section: Target Population)	15
Demonstrates how formalized partnership(s) with community partners will reach and engage families as well as fully serve families. (Application Section: Partnering Organizations)	15
Equity and inclusion are fostered within the organization at the leadership and staff levels. (Agency Staff and Leadership)	20
Proposed staff FTEs and costs are comparable to all providers for specific Program Category and interventions. (Budget and Budget Narrative)	10
<b>Total Possible Points</b>	<b>100</b>

*\*Proposals must meet a minimum of 70 total points to be considered for funding.*

In addition to program components, organizations must meet all requirements listed below to be considered for funding.

<b>Additional Required Criteria**</b>
The proposed Agency's financial audit shows the organization to be in good financial standing.
The Proposing Agency has adequate funding to cover program costs and plans to pursue additional sources of funding in addition to Ready by Five Early Childhood Millage funds.
The Proposing Agency has clearly explained how current funding will not be supplanted by Ready by Five Early Childhood Millage Funds.
The expenses include descriptions and calculations (where applicable) and provide sound reasoning for why each budget item is necessary.
The submitted proposal is complete.

*\*\*Proposals must meet all listed requirements to be considered for funding.*

## RFP 2: Healthy Development – Fetal Infant Mortality Review Network Lead Agency

### I. Overview of the Fetal Infant Mortality Review Network Lead Agency RFP

Ready by Five seeks to ensure services are addressing the social, equity, economic, and health factors that contribute to healthy births in Kent County. Ready by Five is requesting proposals to select one (1) organization to lead the implementation and ongoing management of the Fetal Infant Mortality Review Network for Kent County.

The rate of fetal and infant (defined as before a child’s first birthday) death is recognized by the Center for Disease Control and Prevention, among other leading health organizations, as an important indicator of a community’s overall health. The Healthy Development – Fetal Infant Mortality Review Network Lead Agency RFP will focus on improving birth outcomes, health outcomes and reducing disparities. Investment in the Fetal Infant Mortality Review Network will provide insight and understanding of the factors that contribute to infant mortality, as well as understanding the factors that contribute to the disparities with mortality rates among babies of different race and ethnicities. This knowledge will further inform Kent County’s early childhood network on what key programs and initiatives are necessary to support the healthy development of all babies and infants.

### II. Service Description

One agency currently working in maternal infant health in Kent County will be selected to lead implementation and oversight of Kent County’s Infant Mortality Review Network. The model will closely follow the Fetal Infant Mortality Review model as established at the State level.

The Michigan Department of Health and Human Services describes the Fetal Infant Mortality Review (FIMR) as an evidence-based process of identification and analysis of factors that contribute to fetal and infant death. FIMR complements other studies of infant death but uses an approach that is community-based, action-oriented, and designed to bring together local health providers, consumers, advocates, and leaders.

The Fetal Infant Mortality Review has two overarching goals:

- Describe significant social, economic, cultural, safety, health, and systems factors that contribute to mortality; and
- Design and implement community-based action plans founded on the information obtained from the reviews.

More information about the Michigan FIMR process is available [HERE](#).

### III. Attributes and Outcomes of Requested Services

This lead agency will have established relationships in Kent County and be recognized as an agency with expertise in maternal infant health. This agency will successfully establish relationships with public health and healthcare providers to access current, case-specific information related to fetal and infant deaths in Kent County.

The selected agency will convene and lead the Fetal Infant Mortality Review network. This network will include stakeholders with an interest in maternal infant health in Kent County. Members will include but not be limited to clinicians, public health professionals, home visiting program staff, children's protective services staff, educators, non-profit organizations, medical providers, faith-based organizations, law enforcement, researchers, social justice advocates, grief support professionals, and other committed community members.

The selected agency will provide necessary data expertise to analyze and extrapolate data, as well as review, compile and identify relevant information to include in reports to the community. Quarterly updates and an annual summary of findings will be made available to all early childhood providers in Kent County.

This agency would be familiar with and have established all necessary privacy and security standards for sharing and protecting sensitive information.

With rigor, the Network will review incidents of fetal and infant deaths by means of interviews and chart reviews. Based on the findings, the lead agency will publish and present (as requested) quarterly updates and a published annual update of Key themes and trends with infant mortality in Kent County that would include recommendations for:

- Improving access to critical services to reduce disparities in care.
- Increasing cultural relevance within service delivery.
- Identifying enhanced support for families before and after birth.
- Inform funding of services, community-based education, and communications initiatives to support families.
- Recommendations of policy.
- Additional key findings.

Proposing agencies should state in their proposal whether they would be eligible to leverage FIMR funding from MDHHS.

### IV. Contract Specifications

If awarded funding, the following contract terms will be in place for all programs funded under this Service and Program Category. See Section 1 for full details.

<b>Funding Details:</b>	
Contract start and end dates*:	Start: January 1, 2023 End: December 31, 2023
Monthly reimbursement type:	Actual Cost
Cost sharing required for this program?	No, this program is exempt.
Qualify for Milestone payment?	No, this program is exempt.
<b>Program Monitoring Requirements:</b>	
Annual Program Assessment required?	Yes, this is required.
Annual Fiscal Assessment required?	Yes, this is required.
Monthly Child/Parent data submission to KCHD required?	No, this program is exempt.

*\*All awards are contingent on the actual annual Kent County tax capture and are subject to appropriation by the Kent County Board of Commissioners for each fiscal period.*

#### V. Criteria Breakdown

All proposals will be reviewed by the Ready by Five Resident Proposal Review Board. This body will recommend what proposals are funded and for how much. The Ready by Five Resident Proposal Review Board may consider historical performance of previously funded programs as well as the following evaluation criteria to select recipient organizations based on their responses to the RFP.

<b>Programming Criteria*</b>	<b>Total Points</b>
Agency demonstrates experience in maternal infant health and with the FIMR model. Proposal addresses all RFP specifications as outlined in Section II of this RFP.	20
The proposal clearly articulates how partners in the FIMR Network will be recruited and convened, how meetings will be facilitated and who will be responsible for organizing the meetings. The proposal clearly articulates the process by which fetal and infant mortality cases would be reviewed.	20
The proposal clearly articulates data from fetal infant death cases will be accessed, the data kept secure.	15
The proposal articulates the plan to communicate information and updates about infant mortality and recommendations to Kent County early childhood partners.	15
Equity and inclusion are fostered within the organization at the leadership and staff levels.	20
The overall submitted proposal describes services and costs in a clear, complete, concise narrative and budget details are clear.	10
<b>Total Possible Points</b>	<b>100</b>

*\*Proposals must meet a minimum of 70 total points to be considered for funding.*

In addition to program components, organizations must meet all requirements listed below to be considered for funding.

<b>Additional Required Criteria**</b>
The proposed Agency's financial audit shows the organization to be in good financial standing.
The Proposing Agency has adequate funding to cover program costs and plans to pursue additional sources of funding in addition to Ready by Five Early Childhood Millage funds.
The Proposing Agency has clearly explained how current funding will not be supplanted by Ready by Five Early Childhood Millage Funds.
The expenses include descriptions and calculations (where applicable) and provide sound reasoning for why each budget item is necessary.
The submitted proposal is complete.

*\*\*Proposals must meet all listed requirements to be considered for funding.*

## **RFP 3: Healthy Development – Ready by Five Network Training & Education Leader**

### **I. Overview of the Ready by Five Network Training & Education Leader**

The Ready by Five Millage funds programs that seeks to reach expecting parents and children under the age five and younger in Kent County. This network includes nearly 40 programs that were successful in reaching over 11,000 children and expecting parents in 2021. As programs continue to expand post-pandemic, First Steps Kent expects this number reached to continue to increase. The importance of the Ready by Five network being knowledgeable in key areas is important as services are delivered to so many families in Kent County.

With the significant reach of children and expecting parents in Kent County, First Steps Kent sees an opportunity to further cultivate a network that is responsive to the needs of families and young children in Kent County. Based on data and feedback from community partners, First Steps Kent seeks to increase training and knowledge in the network through the support of training opportunities for all direct service professionals funded by Ready by Five and their direct supervisors.

First Steps Kent anticipates that the Resident Proposal Review Board may select around three (3) proposals for this area.

### **II. Service Description**

The purpose of this RFP is to solicit proposals from quality training providers who have the expertise, capacity to develop and deliver training programs designed to further the professional development of Ready by Five Millage funded programs. The programs can include various delivery methods (i.e., e-learning and/or face-to-face) and can be prepared as single or multiple touch points (single certification class or span of multiple events overtime).

Agencies demonstrating experience and expertise in multiple areas may present and apply for one or more training areas.

### **III. Attributes of Requested Services**

First Steps Kent requests the delivery of training by professionals qualified to provide professional development and having expertise in each topic. Training topics will address the following five (5) areas:

1. Responding to family needs with a trauma-informed approach.
2. Secondary trauma – resources for professionals.
3. Domestic violence and family safety – How to respond and support families with young children.

4. Increased education on safe sleep for caregivers and family members to improve training and education.
5. Quality program practices to improve services to families with young children.

Minimum specification for each area of training include:

*1. Responding to Family Needs with a Trauma-Informed Approach*

Training in this area will strengthen knowledge of the prevalence, causes, and consequences of trauma. Considering the broad professional audience, trainings will offer clear strategies and practices for how early childhood professionals may recognize, address, and prevent trauma in their daily work with families by supporting the protective factors that promote healing and recovery in young children, expecting parents, and their families. Training will provide information on key concepts of trauma, at minimum addressing all the following:

- a. The importance of attachment relationships,
- b. Adverse Childhood Experiences (ACEs) and how traumatic stressors may impact ongoing development,
- c. Toxic stress, and
- d. Re-traumatization.

Training will also provide current information about additional community resources and programs available in Kent County that offer supports for children and families who have experienced trauma.

Proposals offering training that qualifies as Continuing Education Units (CEUs) will be more strongly considered.

*2. Secondary Trauma – Resources for Professionals*

Understanding the positive and negative aspects of working in a helping profession and offer information and links to ongoing support for early childhood professionals. Trainings will provide information on key concepts and at minimum address all the following:

- a. Holding empathy for others,
- b. Secondary trauma symptoms,
- c. Signs of compassion fatigue, and
- d. A focus on how self-care impacts daily interactions with families and integrates practices that include behavioral, cognitive, physical, spiritual, and emotional strategies for self-care.

*3. Domestic Violence and Safety*

In response to the increased incidents of domestic violence and recommendations from Kent County's Fetal Infant Mortality Review Network to, "increase education on domestic violence for mandated

reporters via mandatory credits in domestic violence to improve training and education,” First Steps Kent is requesting training that will present on the prevalence of domestic violence in Kent County and with a trauma-informed, attachment-based approach this training will offer clear strategies for how early childhood professionals can address the topic of domestic violence from an integrated parent-child perspective that at minimum:

- a. Increases understanding how to support parents and caregivers currently affected by domestic violence.
- b. Educates professional on signs to recognize, address, and prevent sexual abuse.
- c. Provide information on how to specifically support young children, caregivers and families heal from the trauma of domestic violence.
- d. Training will also provide current information about community resources and supports available that offer specialized supports for children and families who have experienced domestic violence.

Proposals offering training that qualifies as Continuing Education Units (CEUs) will be more strongly considered.

#### *4. Safe Sleep Training*

In response to recommendations from Kent County’s Fetal Infant Mortality Review Network to, “Increase education on safe sleep for caregivers and family members,” First Steps Kent is requesting training to increase education about preventing sleep-related infant deaths.

The training will provide information on the current safe sleep guidelines set forth by the American Academy of Pediatrics. Participants will learn techniques for having effective, open conversations with parents and caregivers around this topic. Training will address the potential challenges that parents, and caregivers may encounter with following safe sleep guidelines.

Training will also provide current information about community resources available that offer safe sleep supports.

Proposals offering training that qualifies as Continuing Education Units (CEUs) will be more strongly considered.

#### *5. Quality program practices to improve services to families with young children*

Training in this area will be proposed by agencies for the purposes of building communities of practice that foster increasing knowledge and expertise throughout the Ready by Five network.

- While topics may not be relevant to every program, the proposed training(s) must be made available to all participating Ready by Five programs.



- Training currently included in a contract’s scope of work will not be considered (i.e., technical assistance with ASQs).

Areas of particular interest include:

- a. Ensuring successful navigation and referrals to community partners
- b. Strategy for successful outreach and engagement
- c. Diversity, Equity, and Inclusion
- d. Techniques to address social emotional concerns
- e. Technical training that improves completion success of a specific benefit application (e.g., WIC, Medicaid, CDC Subsidy)
- f. Agencies may propose additional topics.

### *Additional Attributes of All Trainings*

All training will include technical and soft skills that must be applicable to the broad audience of early childhood professionals across programs including but not limited to, social workers, community health workers, play and learn coaches, nurses, navigators, behavioral health clinicians and home visitors. Training developed for agencies outside of the Ready by Five network will not be considered this round.

Agencies will be responsible for advertising and communicating training opportunities to qualifying agencies in the Ready by Five service partner network. Additionally, agencies providing training will be required to track participation of all individuals attending each training session, ensure eligible early childhood staff attend sessions, and provide documentation of training completion to the employing agency for each participant.

Trainings may be delivered in the following formats:

- Classroom – Offered in a traditional, in-person, training format or multiple days, in specific locations around the county.
- Synchronous - geographically dispersed registrations accessing a unique link to a specific training event. Instructor will lead training through either conference call phone access or computer audio. Presentations will include access to instructional material during live training with download capability as well as the option to have sessions recorded for later review through system archives. Registrants must have access via audio or real time chat box functions to interact with the instructor and fellow students.
- Asynchronous - on-demand training registrants can access at any time via a unique link. The proposal should describe training format as facilitated or self-paced and include information outlining how assignments and potential group and instructor interaction will be facilitated.
- E-learning – the use of electronic means to disperse training using electronic technologies such as computer and Internet-based courseware, local and wide area networks.
- Blended learning - combining face-to-face classroom methods with e-learning activities to form an integrated instructional approach.

The content of all training must be informed by reputable, nationally recognized organizations (e.g., SAMHSA, National Child Trauma Stress Network, National Center on Domestic Violence, Trauma and Mental Health).

All training will address cultural responsiveness as Service Providers providing training will demonstrate an understanding that both the culture of each participant in the training and the trainers own culture hold influences in their teaching. Content will also reflect the importance of cultural awareness and responsiveness when working with families in Kent County.

Proposing Agencies will develop and submit a fee schedule giving a cost per class session for each training proposed. First Steps Kent acknowledges that agencies may propose a training that takes place over multiple class sessions. However, for the purposes of the proposal’s fee schedule a “class session” is defined as the period of one session, per day (e.g., Tuesday from 10 a.m. - 12 p.m. and Wednesday from 10 a.m. - 12 p.m. would be two class sessions). Agencies must also include the minimal number of students who will be present for a class to take place within the fee schedule.

### Proposal Budget Specifications

Proposal budgets for this RFP will be prepared in the Budget form within the online application but will follow a very specific format using two specific fields only. Expenses included on additional line items in the budget form other than what is specified below will not be recognized for this specific RFP.

**Revenue:** only complete the required field titled, “Ready by Five Funding (Current request for this proposal)”

The total request must equal the total expenses.

**Expenses:** should only be added under the section of the budget titled “Expense Total for RFP 3, 4 or 5”. Under expenses, only enter the total amount of funding your agency is requesting in the coinciding field for the RFP you are applying under (RFP 3).

Total Program Revenue	
Total Program Revenue - 2023	
Ready by Five Cost Sharing (Projected)	<input type="text"/>
Ready by Five Participant Donations (Projected)	<input type="text"/>
List all additional sources of program funding and status (click to itemize)	0
Ready by Five Funding (Current request for this proposal)*	<input type="text"/>
Total	

Expense Total for RFP 3, 4 or 5	
Request Total	
RFP 3: Training and Education Leader - Total Expenses	<input type="text"/>
RFP 4: Translation and Interpretation - Total Expenses	<input type="text"/>
RFP 5: Technology Equipment Request - Total Expenses	<input type="text"/>

#### IV. Contract Specifications

If awarded funding, the following contract terms will be in place for all programs funded under this Service and Program Category. See Section 1 for full details.

<b>Funding Details:</b>	
Contract start and end dates*:	Start: January 1, 2023 End: December 31, 2023
Monthly reimbursement type:	Defined Rate (See Fee Schedule)
Cost sharing required for this program?	No, this program is exempt.
Qualify for Milestone payment?	No, this program is exempt.
<b>Program Monitoring Requirements:</b>	
Annual Program Assessment required?	Yes, this is required.
Annual Fiscal Assessment required?	Yes, this is required.
Monthly Child/Parent data submission to KCHD required?	No, this program is exempt.

*\*All awards are contingent on the actual annual Kent County tax capture and are subject to appropriation by the Kent County Board of Commissioners for each fiscal period.*

Ready by Five service partners will be paid monthly at a pre-determined rate per training session. This session rate is based on the actual cost of delivering the service and as proposed by the applying agency. A reconciliation of training sessions provided vs the number invoiced for will occur monthly.

#### V. Criteria Breakdown

All proposals will be reviewed by the Ready by Five Resident Proposal Review Board. This body will recommend what proposals are funded and for how much. The Ready by Five Resident Proposal Review Board will use the following evaluation criteria to select recipient organizations based on their responses to the RFP.

<b>Programming Criteria*</b>	<b>Total Points</b>
Narrative demonstrated how the agency is qualified to lead trainings in the area. The trainers are qualified to teach training and source of information presented is from a reputable source.	20
Description of training is clear (including the length, setting, how often, method of delivery, number of attendees).	20
Narrative addresses all specification as outlined in Section II, Part III are met.	20
The Proposing Agency describes how the training is inclusive and culturally responsive.	20
CEUs are offered for the trainings.	5
Rational for additional staff positions to support training is clear and reasonable. There is cost effectiveness as compared with all proposals in this area of funding.	15
<b>Total Possible Points</b>	<b>100</b>

*\*Proposals must meet a minimum of 70 total points to be considered for funding.*

In addition to program components, organizations must meet all requirements listed below to be considered for funding.

<b>Additional Required Criteria**</b>
Proposing Agency's financials shows the organization to be in good financial standing.
Proposing Agency has adequate funding to cover program costs and plans to pursue additional sources of funding in addition to Ready by Five Early Childhood Millage funds.
The submitted proposal is complete.

*\*\*Proposals must meet all listed requirements to be considered for funding.*

## **RFP 4: Parent Education and Support - Translation and Interpretation Services**

### **I. Overview of Translation and Interpretation Services**

The languages and dialects spoken by families in Kent County are vast and varied. Ready by Five Early Childhood Millage funded services have provided services in languages and dialects that are vast and varied including Spanish, Nepali, Kinyarwanda, Serbo-Croatian, Swahili, French, Burmese, American Sign Language, Vietnamese, Arabic, Pashto, Urdu, Tamil, Hindi, Farsi, Dar, and Karen

First Steps Kent acknowledges the importance of investment in resources to support communication with families of many languages and cultures is imperative to reaching all children aged five and younger in Kent County and expecting parents.

Services funded under this RFP will improve access to early learning and health focused programming by increasing availability of interpretation and translation services so early childhood programs will more effectively serve families who are not first language English or Spanish speakers. Services will help to reduce outcome disparities across specific target populations by increasing provider capacity to offer culturally relevant services inclusive of all populations.

### **II. Service Description**

Currently, there are about 35 programs funded by the Ready by Five Early Childhood Millage. All current Ready by Five funded programs will be eligible to request interpretation and translation services and the cost will be covered by this source of Millage funding.

### **III. Attributes of Requested Services**

This Request for Proposals seeks agencies that offer translation and interpretation services in one or more of the following formats:

- Face-to-face (from English to another language or vice versa).
- Over the Telephone/Video Interpretation.
- Document translation (English to another language).
- One-hour in-services for requesting agency staff to learn about cultural considerations as they serve families through translation services.

Due to the varied needs of different service providers, a variety of certification levels are needed including general, on demand, educational, and medical interpretation.

Languages needed include, but are not limited to, Spanish, Nepali, Kinyarwanda, Serbo-Croatian, Swahili, Burmese, American Sign Language, Vietnamese, Arabic, Pashto, Urdu, Tamil, Hindi, Farsi, Dar, and Karen.

First Steps Kent will provide a current list of programs currently funded that are eligible for translation and interpretation, including the name of each agency, program, and the authorized primary contact who may request services. Agencies awarded contracts under this RFP will be required to track the eligibility of agencies requesting service against this list of eligible agencies prior to submitting an invoice to First Steps Kent.

Proposing Agencies will develop and submit a fee schedule giving the pricing methodology with attention to detail that includes all associated costs to successfully provide services as described in your response. Include:

- A description of any premiums or discounts for specific languages.
- Details about how the purchase of services by multiple programs through this contract could create cost savings.

*Proposal Budget Specifications*

Proposal budgets for this RFP will be prepared in the Budget form within the online application but will follow a very specific format using two specific fields only. Expenses included on additional line items in the budget form other than what is specified below will not be recognized for this specific RFP.

**Revenue:** only complete the required field titled, “Ready by Five Funding (Current request for this proposal)”

The total request must equal the total expenses.

**Expenses:** should only be added under the section of the budget titled “Expense Total for RFP 3, 4 or 5”. Under expenses, only enter the total amount of funding your agency is requesting in the coinciding field for the RFP you are applying under (RFP 4).

**Total Program Revenue**

💡 Include all sources of funding for the proposed program.

	Total Program Revenue - 2023
Ready by Five Cost Sharing (Projected)	<input type="text"/>
Ready by Five Participant Donations (Projected)	<input type="text"/>
List all additional sources of program funding and status (click to itemize)	0
<b>Ready by Five Funding (Current request for this proposal)*</b>	<input type="text"/>
<b>Total</b>	

**? Expense Total for RFP 3, 4 or 5**

	Request Total
RFP 3: Training and Education Leadership - Total Expenses	<input type="text"/>
<b>RFP 4: Translation and Interpretation - Total Expenses</b>	<input type="text"/>
RFP 5: Technology Equipment Request - Total Expenses	<input type="text"/>

#### IV. Contract Specifications

Ready by Five service partners will be paid monthly at a pre-determined rate as proposed by the agency. On a monthly basis, Ready by Five will work with translation and interpretation agencies to reconcile invoices with services reported by Ready by Five service partners. Annual Program Assessments will include verification of interpreter credentialing, licensing, and qualifications as described in their proposal for staff providing services paid for by millage funds.

If awarded funding, the following contract terms will be in place for all programs funded under this Service and Program Category. See Section 1 for full details.

<b>Funding Details:</b>	
Contract start and end dates*:	Start: January 1, 2023 End: December 31, 2023
Monthly reimbursement type:	Defined Rate (See Fee Schedule)
Cost sharing required for this program?	No, this program is exempt.
Qualify for performance-based Milestone payment?	No, this program is exempt.
<b>Program Monitoring Requirements:</b>	
Annual Program Assessment required?	Yes, this is required.
Annual Fiscal Assessment required?	Yes, this is required.
Monthly Child/Parent data submission to KCHD required?	No, this program is exempt.

*\*All awards are contingent on the actual annual Kent County tax capture and are subject to appropriation by the Kent County Board of Commissioners for each fiscal period.*

#### V. Criteria Breakdown

All proposals will be reviewed by the Ready by Five Resident Proposal Review Board. This body will recommend what proposals are funded and for how much. The Ready by Five Resident Proposal Review Board may consider historical performance of previously funded programs as well as the following evaluation criteria to select recipient organizations based on their responses to the RFP.

<b>Programming Criteria*</b>	<b>Total Points</b>
Agency has demonstrated experience serving individuals and families in Kent County.	15
Agency states the capability to offer the languages as specified in Section II, Part III at minimum.	25
Agency has demonstrated ability to provide quality services in languages that are needed in Kent County.	30
There is cost effectiveness with comparable interpretation and translation services.	30
<b>Total Possible Points</b>	<b>100</b>

*\*Proposals must meet a minimum of 70 total points to be considered for funding.*

In addition to program components, organizations must meet all requirements listed below to be considered for funding.

<b>Additional Required Criteria**</b>
Proposing Agency's financial audit shows the organization to be in good financial standing.
Proposing Agency has adequate funding to cover program costs and plans to pursue additional sources of funding in addition to Ready by Five Early Childhood Millage funds.
The submitted proposal is complete.

*\*\*Proposals must meet all listed requirements to be considered for funding.*



## **RFP 5: Technology Equipment Request (Current Ready by Five funded programs only)**

### I. Overview of Technology Equipment Requests

The Ready by Five Service Provider Manual outlines specific requirements for the purchase of equipment. This includes considerations such as:

- The maintaining of records enough to detail the significant history of a purchase. This should include, but not be limited to rationale for the method of purchase and the basis for price.
- Tracking with an annual physical inventory of equipment with records of all items purchased.
- Ensuring any equipment purchased in whole or in part with Ready by Five Early Childhood Millage funds are to be insured under the property insurance at the full replacement cost value of the asset at the time of loss.

In recent rounds of funding, First Steps Kent has specified that the purchase of equipment could not be included within proposed budgets. For this RFP, First Steps Kent is collecting specific requests for technology-related equipment needs from programs. This request is for technology equipment that will specifically support Ready by Five funded programming.

### II. Service Description

This is a one-time funding request for technology-related equipment necessary to support staff positions funded by the Ready by Five Millage. Any agency with a current or upcoming contract that will be effective as of January 2023 may apply.

Examples of technology equipment include computers and necessary, connected hardware (e.g., monitor, keyboard) that total exceeds the threshold defined in the Ready by Five Service Provider Manual -- property costing more than \$1,000 per unit.

Please note: technology costing less than \$1,000 per unit may be included in the regular proposal budget.

### III. Attributes of Technology Requests

Requesting agency must provide the following information:

- Purpose of technology purchase.
- Number and type of hardware units your agency plans to purchase and approximate cost of each unit and a total request.
- A brief description of the use of the hardware being purchased- including the employee position who will be assigned use of the technology purchased.
- Description of your agency's internal controls in place to track the technology assignments.
- Description of how your agency plans to safeguard sensitive information that may be housed on the tablets.
- Notification if your agency is not tax exempt.

Fees related to insurance, service packages and special add-ons will not be covered. If purchasing agency is tax exempt, fees related to tax will not be covered.

Documentation of the purchase for each unit (i.e. sales receipt or statement for service) will be requested prior to reimbursement.

Technology is for use by staff funded by the Ready by Five Millage as a .25 FTE or more.

This area covers technology-related equipment costs only. Requests for funds to cover additional program expenses, staffing costs, or indirect costs will not be considered under this funding opportunity.

Purchases must be made before September 30, 2023.

### Proposal Budget Specifications

Proposal budgets for this RFP will be prepared in the Budget form within the online application but will follow a very specific format using two specific fields only. Expenses included on additional line items in the budget form other than what is specified below will not be recognized for this specific RFP.

**Revenue:** only complete the required field titled, “Ready by Five Funding (Current request for this proposal)”

The total request must equal the total expenses.

**Expenses:** should only be added under the section of the budget titled “Expense Total for RFP 3, 4 or 5”. Under expenses, only enter the total amount of funding your agency is requesting in the coinciding field for the RFP you are applying under (RFP 5).

Total Program Revenue	
Total Program Revenue - 2023	
Ready by Five Cost Sharing (Projected)	<input type="text"/>
Ready by Five Participant Donations (Projected)	<input type="text"/>
List all additional sources of program funding and status (click to itemize)	0
Ready by Five Funding (Current request for this proposal)*	<input type="text"/>
Total	

Expense Total for RFP 3, 4 or 5	
Request Total	
RFP 3: Training and Education Leader - Total Expenses	<input type="text"/>
RFP 4: Translation and Interpretation - Total Expenses	<input type="text"/>
RFP 5: Technology Equipment Request - Total Expenses	<input type="text"/>

#### IV. Contract Specifications

If awarded funding, the following contract terms will be in place for all programs funded under this Service and Program Category. See Section 1 for full details.

<b>Funding Details:</b>	
Contract start and end dates*:	Start: January 1, 2023 End: September 30, 2023
Monthly reimbursement type:	Actual Cost
Cost sharing required for this program?	No, this program is exempt.
Qualify for performance-based Milestone payment?	No, this program is exempt.
<b>Program Monitoring Requirements:</b>	
Annual Program Assessment required?	Yes, this is required.
Annual Fiscal Assessment required?	Yes, this is required.
Monthly Child/Parent data submission to KCHD required?	No, this program is exempt.

*\*All awards are contingent on the actual annual Kent County tax capture and are subject to appropriation by the Kent County Board of Commissioners for each fiscal period.*

Ready by Five service partners will be reimbursed monthly once equipment has been purchased. Reimbursed costs will be based on the actual cost of purchase as proposed by the applying agency.

All awardees funded by the Ready by Five Early Childhood Millage are requested to participate in an annual program assessment. This will include an annual physical inventory of equipment. The results will be reconciled with the property records to verify the existence, current utilization, and continued need for the equipment. Any difference between quantities determined by the physical inspection and those shown in the accounting records shall be investigated to determine the causes of the differences.

Any equipment purchased in whole or in part with Ready by Five Early Childhood Millage funds are to be insured under the property insurance at the full replacement cost value of the asset at the time of loss.

If the service agreement ends, the Service Provider shall return to First Steps Kent, upon demand, any equipment purchased with funds provided under the related Service Provider Agreement. Any funds realized from the sale of such equipment, supplies or personal property must be returned to First Steps Kent or will be an adjustment to the projected costs.

More information and specifications on Equipment Inventory can be found in the [Ready by Five Service Provider Manual](#) beginning on page 69.

## V. Criteria Breakdown

All proposals will be reviewed by the Ready by Five Resident Proposal Review Board. Total available funding for this RFP is dependent on how funds are allocated across all RFP funding areas. Agencies may not be awarded their full request for technology equipment. The Ready by Five Resident Proposal Review Board will use the following criteria to determine eligible recipient organizations based on their responses to the RFP.

<b>Funding Allocation Criteria</b>
The program applying will be receiving Ready by Five Millage funding as of January 2023.
Agency has provided complete information regarding the agency's internal controls to track technology, how sensitive information is safeguarded on technology and ensures that unused technology is securely stored and disposed of.
Agency has clearly described who in the organization will be using the technology.
There is cost effectiveness as compared with all proposals in this area of funding.
The proposal submitted in complete.
Funding is allocated to all eligible Ready by Five funded agencies demonstrating need in this area.

## SECTION THREE: RFP PROCESS

### I. Directions for Submission of Proposals

**A. The deadline for proposals is August 26, 2022, at 1 p.m.**

This deadline is firm, no exceptions. First Steps Kent is not responsible for delays caused by any occurrence. Under no circumstances shall submissions received after the time be considered.

**B. Proposals will only be accepted in electronic format and must be submitted through the e-Clmpact system.**

- All forms and required information must be submitted by the stated deadline.
- If a proposal is missing elements, First Steps Kent may disqualify the proposal from further consideration.
- The e-Clmpact system is accessible by any computer with an internet connection and current version of web browser (example: Internet Explorer, Firefox, Chrome, Safari).
- For all new agency users, your agency EIN number is required to set up a profile. Profiles set up on e-Clmpact through AAAWM, the Heart of West Michigan United Way or other funders using the e-Clmpact system are separate from First Steps Kent.
- To access the Ready by Five e-Clmpact website, please go to: <https://agency.e-clmpact.com/login.aspx?org=FirstStepsKent>
- Please bookmark the address to easily access e-Clmpact at your convenience.
- All additional materials will be posted on the First Steps Kent website at: <https://www.firststepskent.org/articles/2023funding>
- In the situation your agency has technical issues, please contact First Steps Kent at [readybyfivekent@firststepskent.org](mailto:readybyfivekent@firststepskent.org). Please allow two business days for First Steps Kent to respond.

### II. RFP Timeline

- A. First Steps Kent reserves the right to change the RFP schedule. First Steps Kent also reserves the right to cancel, reissue, or make corrections or amendments to the RFP due to errors or

changes identified by First Steps Kent and to otherwise modify the terms of the RFP at any time.

B. The timeline for the RFP is:

7/13/2022	RFP Issued – Posted on First Steps Kent website
7/13/2022	Preconference #1 (Virtual)
7/14/2022	Preconference #2 (Virtual)
7/29/2022	Question and Answer Period Closes – 5 p.m.
8/5/2022	Final questions and revisions to RFP (if necessary) posted to First Steps Kent website
8/26/2022	RFP Proposal Submittal Deadline – 1 p.m.

### III. Question and Answer Period

- A. All questions, clarification, and interpretations of the RFP must be submitted in writing.
- Requests must be made in writing during the period of July 13, 2022, through July 29, 2022, by 5 p.m. through the provided format. No questions will be accepted after this period.
  - All questions must be submitted in writing via the following on-line form [\[CLICK HERE\]](#)
  - Questions will not be accepted by any other means including, but not limited to, verbal communication, text messages, email communication, and/or by phone.
- B. All answers to questions will be published on the First Steps Kent website accessible at: <https://www.firststepskent.org/articles/2023funding>
- C. It is the respondent’s sole responsibility to monitor all inquiries (including those submitted by other agencies and published by First Steps Kent) to properly prepare proposal for submission.
- D. Two types of questions generally arise. One may be answered by First Steps Kent to offer clarification of a specific section of the RFP. Other questions may be more complex and may require a written amendment to the RFP. First Steps Kent staff will make that decision.
- E. All final answers and notification of amendments to the RFP will be posted on the First Steps Kent website ( <https://www.firststepskent.org/articles/2023funding>) by August 5, 2022, at 5 p.m.

#### IV. Resident Proposal Review Board

- A. The Ready by Five Resident Proposal Review Board is the body who reviews and determines a recommendation for whether a proposal should be funded and how much funding will be allocated. These recommendations are reviewed and approved by the First Steps Kent Board of Directors and final approval is decided by the Kent County Board of Commissioners.
- B. The Resident Proposal Review Board will use the Criteria Rubric included in each RFP to guide discussion as they evaluate and score the proposals based on the organization's responses to the RFP questions. Proposals must meet the minimum required points to be considered for funding.
- C. Questions and communication will only be sent to the Primary Contact listed in your agency profile's contact information (please double check the email and phone contact information for this individual is correct prior to submitting). First Steps Kent will reach out by email to Proposing Agencies with questions from the Resident Proposal Review Board. Answers and clarifications will be considered in the proposal review process. Agencies submitting a proposal should anticipate they will receive emails requiring an urgent response as the Resident Proposal Review Board meets during the dates of September 19 through September 23, 2022.