

Ready by Five Early Childhood Millage Navigation and Other Outreach Services Request for Proposals

Revised: June 7, 2019
(Originally Released: May 21, 2019)

Summary of Revisions: See Section Seven, I. A & D on pages 15-16

PLEASE NOTE

The deadline for all proposals is: July 2, 2019 at 1PM.

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

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

Proposals must be submitted in hard copy and electronic copy as specified in the RFP.

Please see Section Six of this RFP for full details.



Supported by the Kent County Ready by Five Millage

SECTION ONE: INTRODUCTION.....	3
SECTION TWO: REQUEST FOR PROPOSAL	5
I. OVERVIEW OF NAVIGATION AND OTHER OUTREACH SERVICES.....	5
II. ATTRIBUTES AND OUTCOMES OF THE NAVIGATION AND OUTREACH SERVICES	5
III. FUNDING DETAILS.....	6
SECTION THREE: PROGRAM MONITORING AND EVALUATION.....	6
SECTION FOUR: SELECTION CRITERIA	7
I. CRITERIA BREAKDOWN	7
II. RFP QUESTIONS FOR RESPONSE	8
III. Budget	10
SECTION FIVE: REQUIRED MATERIALS	13
I. Proposal Submission	13
II. Attachments.....	14
SECTION SIX: RFP PROCESS	14
I. DIRECTIONS FOR SUBMISSION.....	14
II. Navigation and Outreach RFP Timeline	15
SECTION SEVEN: QUESTIONS	15
I. QUESTIONS AND ANSWER PERIOD.....	15
ATTACHMENT A: PROPOSING AGENCY AGREEMENT.....	17
ATTACHMENT B: PROPOSAL CERTIFICATION STATEMENT.....	22

SECTION ONE: INTRODUCTION

On November 6, 2018, Kent County voters approved the Ready by Five Early Childhood Millage for 0.25 mills over a six-year period. The purpose of this millage is to support families with children up to age five in Kent County to accomplish the following:

- Help expectant parents and parents of young children navigate health care and other community resources.
- Provide developmental screenings and individualized support to children with identified delays, disabilities, or emotional problems.
- Provide in-home and/or community-based support to families to improve their children's health and social-emotional development as well as the bonds between parents and children.
- Provide early learning experiences to improve children's emotional and intellectual skills, as well as impart knowledge and skills to parents and other adult caregivers.

A portion of the funding will be used to assure the effectiveness and accountability of early childhood programs, including data collection, evaluation, and quality improvement.

First Steps Kent will use the following categories of services to achieve these goals:

Navigation and Outreach. The purpose of services in this category is to inform parents and other caregivers of available resources to support the healthy development and early learning of their young children, to provide access to the service(s) of their choice that are appropriate for their level of need. Further, these services work to reach out and engage expectant parents and parents of young children, with a strategic focus on those with the highest need.

Healthy Development Programs. Services in this area offer children accessible, comprehensive, and coordinated care that maximizes their physical and emotional health. This includes regular screenings to identify developmental delays, disabilities, and emotional problems. Examples of these services include administration of developmental assessments, health care-focused programming, behavioral health services, and programs addressing environmental hazards.

Early Learning Programs. Early learning programs offer children high quality early learning experiences that nurture their cognitive, social, and emotional development. Examples of these services include play and learn groups, supports for caregivers, and linkages to early intervention services.

Parenting Education Programs. These programs support parents and caregivers in obtaining the knowledge and skills to support their child's health, development, and learning. Services provide in-home and/or community-based support and education. Examples of services include home visitation and parenting supporting and coaching programs.

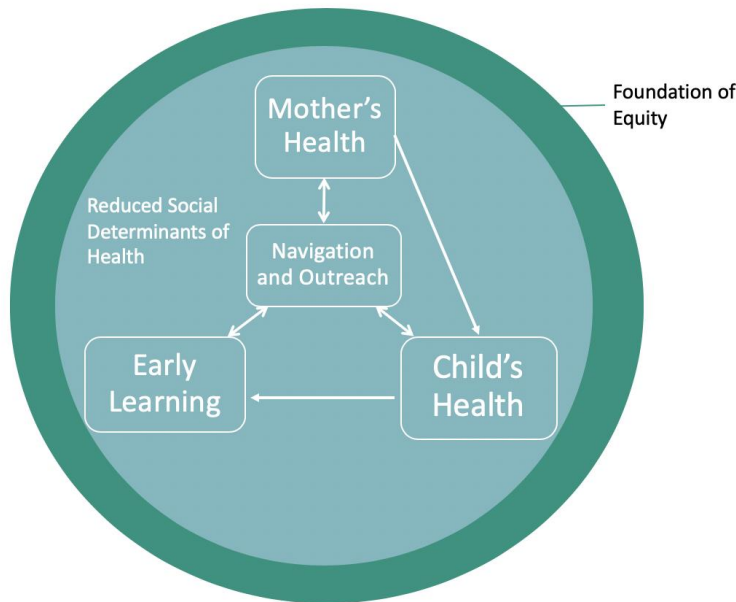
The focus of these services is to improve the mother's health, the child's health, and early learning experiences within the early childhood system. Specific outcome examples are listed in Table 1.

Table 1. Example Outcomes by Impact Area

Impact Area	Sample Outcomes
Mother's Health	Increased percentage of mothers use prenatal care More babies are born healthy More babies have a nurturing mother-child bond
Child's Health	More children receive developmental screenings Higher percentage of children receive early interventions Higher percentage of children are developmentally on track by kindergarten
Early Learning	Higher percentage of caregivers implement age appropriate early learning opportunities regularly Higher percentage of children attend quality child care and preschool Higher percentage of children are social-emotionally, developmentally, and academically prepared to start school

These outcomes will be achieved by improving social determinants of health, infusing equity throughout the system, having and using a strong early childhood navigation and outreach system, and tracking and using data. Diagram 1 shows the key connection between the impact areas in the system.

Diagram 1. High Level System Diagram for Early Childhood System



As the diagram highlights, the system's success depends on the strength and effectiveness of the navigation and outreach services. First Steps Kent is requesting proposals for providers and services to further develop the early childhood navigation and outreach system.

SECTION TWO: REQUEST FOR PROPOSAL

I. OVERVIEW OF NAVIGATION AND OTHER OUTREACH SERVICES

The purpose of navigation and outreach services is both (1) to increase the usage of the system through engagement with future parents and families with young children and (2) to enhance the connections between services to reduce barriers to early childhood services. In other words, the services will walk alongside families to help them achieve their early childhood goals using best practices and data-driven decision-making. In addition to supporting parents, navigation and outreach services will develop connections between the current systems serving young children in the areas of: health care, quality learning opportunities (including child care and preschool), early intervention programs and resources, and programs offering information and resources for parents of young children.

II. ATTRIBUTES AND OUTCOMES OF THE NAVIGATION AND OUTREACH SERVICES

The following highlights the attributes and outcomes of effective navigation and outreach services. A key component of these services is the seamless connection between these services and others within the early childhood system. While the long-term outcomes of the navigation and outreach services are the same as those identified above, short-term outcomes will be used to highlight the effectiveness of the navigation and outreach services.

An effective Outreach and Navigation System:

- ✓ Strengthens connections between providers to serve families in Kent County and offer choice and connection with services that best meet their needs.
- ✓ Provides trusted, accessible, person-centered care with culturally responsive, trained, and supported staff who use best practices in the field.
- ✓ Operates with multiple entry points along the early childhood prenatal to five continuum of services using a universal intake process and continuous support as needed between services, which are specialized based on family need.
- ✓ Establishes formalized and well-defined partnerships through the use of written agreements.
- ✓ Learns from diverse data sources, including families and a standardized data tracking system, to inform decision-making throughout the network.
- ✓ Eliminates and addresses barriers to access and utilization of services.

A successful Outreach and Navigation System will ensure:

- ✓ Increased knowledge and usage of evidence-based early childhood services.
- ✓ Families receive information on all options of services available and offer the level of service specific to the need each family.
- ✓ Increased referral completion and follow-through.
- ✓ Improved understanding and identification of families' needs related to their social determinants of health.

- ✓ Increased connection to Kent County’s most vulnerable families not currently engaged in services.
- ✓ Families engaging in services reflect the diversity of the families and needs in Kent County.
- ✓ Increased connections and coordination between early childhood providers.
- ✓ Standardized data collection across all programs serving families.
- ✓ Minimized duplication of services by addressing gaps in the early childhood system in Kent County.
- ✓ Improved equitable outcomes for families with young children in Kent County.

Though services may use different techniques to engage and support families through the system, all selected services will include the attributes and outcomes as listed above.

III. FUNDING DETAILS

All Proposing Agencies selected by the Ready by Five Resident Proposal Review Board for Navigation and Outreach Services will be awarded a 27-month contract.

Contracts will begin October 1, 2019 and continue through December 31, 2021.

Total allocations for this initial round of funding for Navigation and Outreach is estimated at \$2,400,000. *

Ready by Five Outreach and Navigation funds may not be used to purchase equipment or property.

*Note: Actual amounts may vary as they are contingent on the actual annual Kent County property tax capture.

SECTION THREE: PROGRAM MONITORING AND EVALUATION

Learning to guide improvement is an important tool for this work. Both formal and informal evaluation practices are required of funded services. This includes but is not limited to tracking process and outcomes in a collective data tracking system, participating in learning calls and meetings regularly, and continuous feedback within each funded organization to drive process improvement.

First Steps Kent will require all Navigation and Outreach Service Providers funded by Ready by Five Early Childhood Millage funds to participate in the Ready by Five Navigation and Outreach Improvement Consortium. Standard practice with intake and data collection will be implemented through this Consortium. This groups will offer the opportunity for ongoing quality improvement.

SECTION FOUR: SELECTION CRITERIA

I. CRITERIA BREAKDOWN

Funded programs will align on specific measures to track the outcomes listed in Section 2 (II) of this RFP. The Ready by Five Resident Proposal Review Board will use the following evaluation criteria to select navigation and outreach recipient organizations based on organizations’ responses to the RFP questions. In addition to the criteria below, how each proposed service will support a successful navigation system as it is defined in Section 2 (II) will be considered.

Programming Criteria*	Total Points
Demonstrates the ability to strengthen connections between providers to serve families in Kent County.	15
Gives examples of the organization’s ability to provide trusted, accessible, person-centered care with culturally responsive, trained, and supported staff who use best practices in the field.	20
Explains how the organization will work collaboratively with partners to ensure multiple entry points along the early childhood continuum using a universal intake process and continuous support as needed between services that are specialized based on family need.	20
Illustrates that the organization and staff learn from diverse data sources, including families and data tracking, to inform decision-making throughout their work.	10
Has experience reaching families with young children and addressing barriers to access and utilization of services.	10
Demonstrates strategies to reach diverse populations.	15
Addresses current service gaps in Kent County’s early childhood system.	10
Total Possible Points	100

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

In addition to program components, organizations will be evaluated on the following financial criteria. Organizations must meet all requirements as outlined below:

- Proposing Agency’s financial audit shows the organization to be in good financial standing.
- Proposing Agency has plan to pursue additional sources of funding in addition to Ready by Five Early Childhood Millage funds.
- Proposing Agency shows how Ready by Five Early Childhood Millage funds are not supplanting existing philanthropic, private, state, local and/or federal funds already in use by the Proposing Agency which are supporting services.
- The expenses includes in response to Section Four (III.) (B.) include calculations (where applicable) and provide sound reasoning for why each budget item is necessary

II. RFP QUESTIONS FOR RESPONSE

Page limit is 15 pages, excluding budget information.

Please provide a separate narrative for each question below.

If a question is not relevant for a proposed service, state the reason why.

A. Your Organization

1. Describe the services your organization provides and experience serving families with children under age five (5) in Kent County.
2. How many clients per year did you serve in the last two years? Describe the population you have serviced in the past two years (e.g., age, race/ethnicity, gender, socioeconomic status). What percentage were families with children ages 0-5?
3. What geographic area(s) are you proposing to serve? What is your experience serving individuals within these geographic areas?
4. How many referrals did you make in 2018? In 2017? How many referrals were completed (clients received services your organization referred them to) in 2017? In 2018? What process did you use to follow-up on the referral? How were you successful in addressing barriers to access of early childhood services? Describe how you would increase referral completion and follow-through.

B. Early Childhood System Collaboration

1. How do you currently collaborate and/or coordinate services with other agencies within Kent County? Please provide details.
2. What are the primary challenges your organization has faced in establishing and maintaining collaborative relationships?
3. What opportunities does your organization believe exist with increasing collaboration/coordination to improve how families are connected to services in Kent County? How would this funding enhance your ability to support increasing said collaborative/coordinating opportunities within Kent County's early childhood system?
4. How is your proposed work addressing a gap in current services within the early childhood system in Kent County?

C. Proposer Experience & Capacity

1. Give an estimate of how many families would be reached with this proposed service. Specify if you plan on targeting a population with this service (i.e. mothers with newborns, families of a specific race/ethnicity, families living in a specific geography, etc).
2. Explain your proposed outreach strategies and the intake process beginning with the initial point of contact with a family or client. Describe how you currently assess or plan to assess families' needs in order to provide specialized early childhood service referrals. Also, please describe how the family or client would move through the system to receive supports in a culturally responsive way based on their need. Is there continuous support and follow-up?
3. Explain how a common, shared intake process would be integrated into your navigation and outreach service. How would this intake process be flexible to meet the needs of the Ready by Five Early Childhood Network?
4. Please share details of your experience reaching families of diverse circumstances within Kent County.
5. What unique strengths does your organization bring to providing navigation and outreach services within an early childhood system of care?
6. Describe how you seek and implement best practices (e.g. promising or evidence-based) in your service delivery. How will you ensure fidelity on an ongoing basis?
7. Provide examples of how your organization values and engages parents in program improvement initiatives.

D. Proposer Staff

1. How many staff does your organization have? How many specifically work with families with young children? What is the rate of staff turnover in your organization?
2. Describe the composition of your current staff who will be involved in the administrative and programmatic support of the program. Please include information regarding language, cultural diversity, level of education, tenure with the agency, and tenure in the field of work. Also, please describe how you will recruit qualified staff that is diverse, culturally competent, multi-lingual, and that reflects the communities that will likely be served by the Ready by Five Early Childhood Millage.
3. What type of professional staff training and qualifications will you require of staff to ensure they are culturally responsive and provide family-centered care?

E. Evaluation and Quality Enhancement

1. What is your organization's capacity for tracking data outcomes? What systems or software do you use?
2. Provide examples of how you have used your organization's internal data to improve service delivery.
3. Following input from Ready by Five Early Childhood Millage-funded recipients, is your organization amenable to submitting data content in the agreed upon format to a centralized system? Why or why not?
4. How will your agency ensure the collection of accurate data?
5. What outcomes will you track to show this service is effective?

III. Budget

A. Fund Development

Complete the following chart. Include in a separate budget narrative (no more than two (2) pages) the following detail:

- Explain funding opportunities your agency has pursued in the past 12 months. Specify what sources are current sources of funding.
- Describe how Ready by Five Early Childhood Millage funds are not supplanting existing state, local and/or federal funds already in use by the Proposing Agency which are supporting services.
- Estimate what donation revenue might look like. Describe the methods that will be used to encourage clients to donate toward the cost of their service. (See related section in The Ready by Five Service Manual Policy for more information).
- Project what funding would look like for the full term of the 27-month contract.
- Include all grants and/or funding agencies, the amount of the funding request, the reason for the request and the results of your efforts to each request or fundraising effort to date. Be specific.

Note: Cost Sharing is not a requirement for Outreach and Navigation services funded by Ready by Five Early Childhood Millage funds.

Revenue: Source of Funding or Fundraising Efforts	Amount of Request	Reason for Funding Request (be concise)	Oct – Dec 2019	Jan – Dec 2020	Jan – Dec 2021	Status*

*Status can be answered by listing the dollar amount raised, denied, or pending.

B. Description of Expenses

In addition to the chart below, complete a separate budget narrative (no more than two (2) pages) detailing each item. This narrative should be able to justify Ready by Five Early Childhood Millage funds requested by showing the calculation and providing a reason the budget item is necessary.

EXPENSES	Oct – Dec 2019	Jan – Dec 2020	Jan – Dec 2021
Direct Costs			
Expense #1			
Expense #2			
Expense #3			
TOTAL BY YEAR			
Indirect Costs			
Expense #1			
Expense #2			
Expense #3			
TOTAL BY YEAR			
TOTAL DIRECT COSTS:	\$		
TOTAL INDIRECT COSTS:	\$		
TOTAL COSTS:	\$		

C. Cost for Service Unit Rate

Ready by Five Early Childhood Millage funds will be paid once a service has been provided. The Unit Rate will be the rate at which the program will be reimbursed per unit of service by Ready by Five Early Childhood Millage funds. This rate is determined using the format below.

Note: If multiple types of services are included in this proposal, complete this section separately for each service.

If necessary, provide a separate narrative for this section (up to one page per service).

Proposed Service:			
	Oct – Dec 2019	Jan – Dec 2020	Jan – Dec 2021
A. Total Amount of Ready by Five Early Childhood Millage Funds Requested			
B. Proposed Number of Units to be Delivered			
C. Unit Rate*:			
D. Estimated Number of Clients to be Served			
E. Include a written description of how a Unit Rate is defined. Include who is the recipient of services (i.e. the mother, child).			
F. Could this service be provided in a reduced capacity if not funded at the above request? <input type="checkbox"/> Yes <input type="checkbox"/> No Explain:			
G. Expected Donation Revenue (should match amount in Section A. Fund Development):			

**The Unit Rate is determined as follows: (Line A/ Line B)*

SECTION FIVE: REQUIRED MATERIALS

I. Proposal Submission

Submissions must include all components identified below.

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

A. COVER PAGE

Include the following information.

Please Note: If applicable, include all information for subcontractors included in the proposal submission in this section.

- | | |
|---|--|
| <input type="checkbox"/> Name of the Proposed Project: | <input type="checkbox"/> Executive Director/President/CEO Name: |
| <input type="checkbox"/> Proposing Agency's Name (including DBA): | <input type="checkbox"/> Proposal Contact, Email, Phone: |
| <input type="checkbox"/> Corporation Type: | <input type="checkbox"/> Fiscal (Accounting) Contact, Email, Phone: |
| <input type="checkbox"/> Year Incorporated: | <input type="checkbox"/> Mission Statement: |
| <input type="checkbox"/> Corporate Address: | <input type="checkbox"/> Website: |
| <input type="checkbox"/> Name of Board Chair: | <input type="checkbox"/> Is a Minority- Run Organization or Business |

B. RESPONSE TO RFP QUESTIONS

The questions can be found in Section 4. Please provide an individual narrative for each question. If a question is not relevant for a proposed service, state the reason why.

C. LETTERS OF RECOMMENDATION

Three (3) letters of recommendation from community partners familiar with your organization's work attached to the submitted proposal.

D. ORGANIZATIONAL CHART

E. LIST OF BOARD OF DIRECTORS AND THEIR AFFILIATIONS

F. PROPOSING AGENCY AGREEMENT

See Attachment A. This agreement must be signed by both the Proposing Agency Executive/President/CEO and the Proposing Agency's Board of Directors Chairperson.

G. PROPOSAL CERTIFICATION STATEMENT

See Attachment B. This statement must be signed by both the Proposing Agency Executive/President/CEO and the Proposing Agency's Board of Directors Chairperson.

II. Attachments

A. FINANCIAL AUDIT

Submit TWO (2) HARD COPIES TOTAL of the Proposing Agency's most recent Financial Audit or Financial Review. Do not attach to the materials included in the proposal submission.

B. AGENCY OR SERVICE BROCHURES (IF AVAILABLE)

C. ANNUAL REPORT (IF AVAILABLE)

SECTION SIX: RFP PROCESS

I. DIRECTIONS FOR SUBMISSION

A. The deadline for proposals is **July 2, 2019 at 1PM.**

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

C. **Proposals must be received: a) in hard copy and b) in an electronic version and as explained below.** Agencies may submit their proposals in person or by mail. Mailed proposals must be received by the deadline above. *Faxed proposals will not be accepted.*

D. Information about where to submit proposals.

Mailing Address & Drop off Location

First Steps Kent
401 Hall St SW, Suite 385
Grand Rapids, MI 49503

Note: In-Person Submittals

We advise if you are dropping off a proposal to First Steps Kent prior to the due date, call the reception desk (616-632-1003) in advance to make sure staff are available to receive your proposal.

E. Please submit your proposal in **both** hard paper copy version and electronic version as follows:

- Submit one (1) original signed paper proposal in addition to ten (10) copies, for a total of eleven (11). Paper submission should be 3-hole punched, double-sided, and clipped, NOT stapled or placed in a binder.
- Submit two (2) copies of the Proposing Agency's most recent Financial Audit or Financial Review as described in Section Five, II. A.
- Submit the electronic version to readybyfivekent@firststepskent.org

Please note: Submission of electronic version only is not a complete submission. Faxed proposals will not be accepted.

II. Navigation and Outreach RFP Timeline

April 26, 2019	Registration opens for Navigation and Outreach Preconference
May 21, 2019	RFP is posted on First Steps Kent website
May 21, 2019 2-4PM	Preconference Workshop. (Location: Heart of West Michigan United Way)
May 28, 2019 5PM	RFP Question and Answer Period ends
June 25, 2019 9AM-4PM	Ready by Five Resident Proposal Review Board Orientation
July 2, 2019 1:00 PM	Outreach and Navigation Proposals due
July 16-July 18 2019	Ready by Five Resident Proposal Review Board Allocation Meetings
August 2, 2019	Awards announced
October 1, 2019	Contracts begin
First Week of October	New Ready by Five Early Childhood Millage Awardee Orientation
TBD	Ready by Five Navigation and Outreach Improvement Consortium Meeting

SECTION SEVEN: QUESTIONS

I. QUESTIONS AND ANSWER PERIOD

A. Requests for clarification and interpretations of the RFP must be made in writing during the period of May 21, 2019 – June 3, 2019 by 5PM. No questions will be accepted after this period.

B. Two types of questions generally arise. One may be answered by FSK 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. FSK staff will make that decision.

C. 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, email communication, and/or by phone.

D. All answers and notification of amendments to the RFP will be posted on the First Steps Kent website (www.firststepskent.org) by June 7, 2019.

E. FSK reserves the right to change the RFP schedule. FSK also reserves the right to cancel, reissue, or to make corrections or amendments to the RFP due to errors or changes identified by FSK and to otherwise modify the terms of the RFP at any time in its sole discretion.

ATTACHMENT A: PROPOSING AGENCY AGREEMENT
RFP SECTION FIVE (I.) (F.)

AGREEMENT BETWEEN PROPOSING AGENCY AND FIRST STEPS KENT UPON SUBMISSION
OF A 2019 PROPOSAL FOR FUNDING

(Proposing Agency's Legal Name)

understands and agrees that the following provisions are part of its official proposal and as such become binding on it subsequent to the award of any funds by First Steps Kent.

I. PROPOSING AGENCY

- a. By submission of its Proposal, the Proposing Agency agrees that the Proposal is predicated upon the acceptance of all the terms and conditions stated in the Request for Proposal, unless specifically excluded by the Proposing Agency in its proposal. Part or all of the RFP and the successful proposal may be incorporated into the contract.
- b. If a Proposing Agency intends to use subcontractor(s), the Proposing Agency must identify in its proposal the names of the subcontractors and the portions of the work the subcontractors will perform.
- c. Proposing Agency agrees to submit to First Steps Kent all information requested about names of persons with an ownership or control interest in the Agency, any actual or potential conflict of interest, past business transactions, current or pending legal action against the Agency.
- d. Upon award of any contract, if non-governmental, Proposing Agency agrees to submit copies of its Articles of Incorporation and Bylaws prior to signing a contract.
- e. Proposing Agency agrees to disclose whether any persons with an ownership or controlling interest in the Agency have been convicted of a criminal offense related to their involvement with programs serving families and/or children.
- f. First Steps Kent may refuse to consider the proposal of any Proposing Agency that does not comply. Subsequently, First Steps Kent may immediately terminate the contract without liability if the Proposing Agency does not comply with request.
- g. A person who is legally authorized to bind Proposing Agency to a Contract shall sign the Proposal.

II. QUALIFICATION OF PROPOSING AGENCY

- a. Proposing Agency must possess the potential ability to perform successfully under the terms and conditions set forth in the RFP. Consideration shall be given to such matters as Proposing Agency's integrity, record of past performance, and financial and technical resources.
- b. First Steps Kent shall make such investigations as deemed necessary to determine the ability of a Proposing Agency to perform professional services.
- c. First Steps Kent reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such Proposing Agency fails to satisfy First Steps Kent that said Proposal is properly qualified to carry out the obligations of the final Contract.

III. CONFLICT OF INTEREST

- a. It is the responsibility of the organization submitting a proposal to notify First Steps Kent in writing of any possible conflict of interest as set forth below. First Steps Kent will investigate the matter and determine if an actual conflict of interest exists.
- b. No officer, employee, or agency of a Proposing Agency who is involved in the planning, approval, or implementation of the contract, shall participate in any decision relating to the contract, which affects his or her personal or pecuniary interest or the interest of any corporation, partnership, or association in which he or she may be directly or indirectly involved.

IV. COMPLIANCE

- a. The Proposing Agency agrees that services will be carried out according to the regulations, policies, procedures, terms and conditions of its proposal as approved by First Steps Kent in making an award of funds.
- b. The Proposing Agency agrees to comply with all policies in the Ready by Five Service Provider Manual as well as all applicable laws, regulations, policies, minimum standards and procedures established by First Steps Kent and the Kent County Board of Commissioners in the execution of a contract award, including the Ready by Five Early Childhood Millage Code of Ethics.
- c. Proposing Agency warrants in submitting a Proposal and in the performance of an award as a result of the Proposal that Proposing Agency has complied with, or will comply with, all applicable federal, state, county, and local laws, ordinances and all lawful orders, rules and regulations hereunder.
- d. The Proposing Agency agrees to comply with all policies in the Ready by Five Service Provider Manual as well as all applicable policies, minimum standards and procedures established by

First Steps Kent and the Kent County Board of Commissioners in the execution of a contract award.

- e. The Proposing Agency, by submitting the Proposal or performance that results from an award by First Steps Kent, agrees not to discriminate against any employee or applicant based on an individual's race, color, religion, religious creed, ancestry, national origin, age, sex, sexual orientation, marital status, and disability, and otherwise as required or permitted by law. Proposing Agency further agrees that any sub-contract will contain a provision requiring non-discrimination in employment as specified above. Any breach of this provision may be regarded as material breach of contract and cause for cancellation.
- f. The Proposing Agency agrees to obtain and maintain public liability insurance in amounts necessary to cover all claims which may arise out of the Proposing Agency's operations under the terms of the contract and provide proof of such insurance coverage to First Steps Kent prior to the effective date of the contract.

V. COOPERATION WITH THE READY BY FIVE EARLY CHILDHOOD NETWORK

- a. The Proposing Agency agrees to not make any statement attributable to or on behalf of First Steps Kent or Kent County without prior written approval from First Steps Kent.
- b. The Proposing Agency agrees to engage in service activity promotion through the various news and public media; and agrees to acknowledge the sponsorship of First Steps Kent and Ready by Five Early Childhood Millage on all announcements and public information materials.
- c. The Proposing Agency agrees to cooperate with First Steps Kent in its efforts toward developing a comprehensive and coordinated system of services by participating in joint planning efforts and referral networks, and other activities to meet this goal.

VI. FUND USE, AUDITS, AND ASSESSMENTS

- a. The Proposing Agency agrees to seek other sources of funding in addition to Ready by Five Early Childhood Millage funding for the services and to demonstrate effective planning for progressive project maintenance through its own resources.
- b. The Proposing Agency agrees that Ready by Five Early Childhood Millage funds made available will in no event 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.
- c. All non-profit organizations with annual revenue over \$525,000 are required to complete a financial audit. Organizations receiving between \$275,000 and \$525,000 must have a financial examination performed at least every two years. A copy of the audit report, and a description of its resolution, shall be furnished to FSK within thirty (30) calendar days of receiving the final

audit report from the auditor. Audits shall usually be performed annually but not less frequently than every two years.

- d. Proposing Agency understands that First Steps Kent will assure service provider quality through an annual compliance review. First Steps Kent will conduct one program assessment and one fiscal assessment of Service Provider's performance each fiscal year. A subsequent assessment is not required but may be conducted for any Service Provider found to be out of compliance with the Ready by Five Service Provider Manual.
- e. The Proposing Agency agrees to comply with all programmatic and fiscal reporting established in its contract and the Ready by Five Early Childhood Millage Policies and Procedures Manual, and to cooperate with First Steps Kent's assessment of project performance to evaluate the effectiveness, feasibility, and cost of the proposed service.

VII. CONTRACTUAL REQUIREMENTS

- a. The Proposing Agency will be required to enter into a written contract with First Steps Kent to provide services as specified in Proposing Agency's response to this RFP. The contract will include deadlines for delivery of specified data and regular project status reports.
- b. The RFP, Proposing Agency's response to it, and any subsequent correspondence shall become part of the contract and will be incorporated by reference.
- c. Any promotional materials, including films, slides, books, reports, including annual reports, pamphlets, papers, or articles in printed format or per social media (e.g. Facebook and websites) based on activities receiving support under the contract, shall contain acknowledgment of the Ready by Five Early Childhood Millage by way of prominent placement of the First Steps Kent /Kent County seal and/or any revised County "mark," and statement stating that all services and programs are provided support from the Ready by Five Early Childhood Millage funds.
- d. First Steps Kent is tax exempt. A copy of the Tax Certificate of Exemption is available upon request.

VIII. PROPOSING AGENCY MANAGEMENT

- a. Agrees to allow designated First Steps Kent staff to attend advisory councils, community groups and committees created for, and specifically relating to, the proposed service, and further agrees to provide First Steps Kent with advance notice of such meetings.
- b. Agrees to provide for training, as necessary, to enable paid and volunteer personnel to perform effectively in their positions.

- c. Agrees to establish safeguards to prohibit employees from using their positions for any purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others and, further.
- d. Agrees that the confidentiality of clients will be protected at all times in conformance with First Steps Kent.
- e. Agrees to provide services funded through this contract in a consistent manner during each of the twelve (12) months of the calendar year unless a waiver has been granted.
- f. Agrees to have a grievance procedure in place to address complaints by individual recipients and to make that procedure known to the recipients.
- g. Agrees not enter into subcontracts without obtaining prior written approval of First Steps Kent. Assignees or subcontractors shall be subject to all conditions and provisions of the contract.

IX. SPECIFIC CONTRACT TERMS

- a. Agrees that the conditions, under which First Steps Kent would place the Proposing Agency on probation, suspension, or termination, shall be specified in the contract language. Actions to be undertaken by First Steps Kent and the Proposing Agency in these circumstances shall also be specified in the contract language.
- b. Agrees that the method of amending the contract shall be specified in the contract language. The circumstances under which funds may be reprogrammed and redistributed by First Steps Kent will also be specified in the contract language.
- c. If awarded Ready by Five Early Childhood Millage funding, the Proposing Agency understands additional terms and requirements may be included in the contract between Proposing Agency and First Steps Kent.
- d. The terms of this request shall be interpreted, construed and enforced pursuant to the laws of the State of Michigan, and the Parties irrevocably consent to the jurisdiction of the federal and state courts presiding in Michigan.

Signature:

Authorized Proposing Agency Executive/President/CEO

Authorized Proposing Agency Executive/President/CEO

Print Name/Title	Print Name
Signature	Signature
Date	Date

ATTACHMENT B: PROPOSAL CERTIFICATION STATEMENT

RFP, SECTION FIVE (I.) (G.)

I certify that all information contained in this Proposal is accurate and complete to the best of my knowledge.

I further certify that key agency staff have read and understood the policies and procedures contained within the Ready by Five Policies and Procedures Manual* as amended, before submitting this Proposal.

On behalf of my organization, I agree, if chosen as an awardee, to follow all terms and conditions contained within the Ready by Five Policies and Procedures Manual as amended. I also agree to have appropriate staff attend the Ready by Five Early Childhood Millage Service Provider orientation training tentatively planned for the first week of October, 2019.

Signature:

Authorized Proposing Agency Executive/President/CEO

Authorized Proposing Agency Executive/President/CEO

Print Name/Title	Print Name
Signature	Signature
Date	Date

*The Ready by Five Policies and Procedures Manual can be found at www.firststepskent.org