Peer Support Group for Parents
Curriculum Development/Training
and Technical Assistance Provider
RFQ Information Session

Thursday, December 20, 2012
10:00am-12:00pm
Peer Support RFQ Web Portal

http://www.first5la.org/Peer-Support-Groups-For-Parents-RFQ
Overview of Information Session

I. Welcome
II. Background
III. Description of Program
IV. Eligibility Requirements
V. Review Process & Selection Criteria
VI. Key Dates
VII. Contact Information
VIII. Questions & Answers
Background

• About First 5 LA
• Strategic Plan 2009-2015
• Four main goal areas
  – Children are born healthy
  – Children maintain a healthy weight
  – Children are ready for kindergarten
  – Children are safe from abuse and neglect
• Place based vs. county-wide
Background (cont’d)

• Peer Support Groups for Parents
  – Rationale
  – Board Approval

• Total Funding = $2.5 Million over 2.5 years
  – RFP - $2.2 Million
  – RFQ - $300,000
Objectives and Outcomes

Objective 1: Increase social connectedness of parents in Los Angeles County:

- Outcome 1A: Increase numbers of peers with whom parents have access for support
- Outcome 1B: Decrease participants’ sense of social isolation
- Outcome 1C: Availability of culturally and/or linguistically appropriate structured peer support groups for target population
Objective 2: Increase parents’ knowledge, confidence, and efficacy in parenting skills:

- Outcome 2A: Increased use of effective parenting techniques
- Outcome 2B: Increase parents’ knowledge regarding healthy child development
- Outcome 2C: Greater number of parents reporting using positive coping skills
- Outcome 2D: Fewer numbers of parents reporting parenting-related stress
Objective 3: Raise parents’ awareness and use of resources available to support them as parents:

- **Outcome 3A:** Greater parents’ awareness of opportunities for parenting education
- **Outcome 3B:** Greater parents’ awareness of support systems in times of need
- **Outcome 3C:** Increased number of parents reporting to have more peers to turn to when needed
- **Outcome 3D:** Increase in the type and quantity of resources used by parents
Examples of Support Group Topics

• Postpartum Depression
• Breastfeeding
• Childhood Nutrition and Healthy Weight
• Oral Health and Hygiene
• Children with Special Needs
• Other
Curriculum Development/Training & Technical Assistance Provider - Supports lead agency and CBOs in training, technical assistance, and evaluation.

First 5 LA

Lead Agency - Oversees 5 CBOs

District 1 CBO (20 Peer Support Groups)
District 2 CBO (20 Peer Support Groups)
District 3 CBO (20 Peer Support Groups)
District 4 CBO (20 Peer Support Groups)
District 5 CBO (20 Peer Support Groups)
TA Provider Tasks

• Work collaboratively with the Lead Agency and CBOs to complete the following tasks in the first 6 months of the contract:
  – Plan for and conduct focus groups of parents from the target population identified within the appropriate District and key informant interviews with CBO providers. The exact methodology to be utilized should be proposed by the applicant. At minimum, one parent focus group should be conducted per district, along with a representative set of key informant interviews.
TA Provider Tasks (cont.)

– Compile information from the focus groups to determine topics of highest priority for parents within the appropriate District.
TA Provider Tasks (cont.)

– Design the curriculum for the educational components of the Peer Support Groups based on the documented needs of the target population.

--This may include developing a new curriculum or adapting an existing curriculum.

--The selected entity will be required to develop curriculum on two topical areas - breastfeeding promotion and prevention of post-partum depression.

-- The selected entity will also be required to develop curriculum on an additional 3-4 topical areas for all Districts, as determined by the needs assessment.
TA Provider Tasks (cont.)

- Ensure that the design of the curriculum aims to meet the objectives and outcomes of the Peer Support Groups for Parents program
- Ensure the design of the curriculum includes culturally and linguistically appropriate materials as required.
TA Provider Tasks (cont’d)

• Provide training to the Lead Agency and CBOs in the best practices related to peer support group facilitation and education.
• Provide ongoing support to the Lead Agency and CBOs in the areas of training and outreach.
• Monitor and provide ongoing support related to the use of the curriculum and fidelity to the model.
TA Provider Tasks (cont’d)

• Consult and coordinate with First 5 LA’s Research and Evaluation department and the Lead Agency on the design and implementation of the program evaluation.

➢ The Curriculum Development/Training and Technical Assistance Provider will provide input into and review of the evaluation tools to ensure they correspond to the learning objectives of the curriculum.

➢ The Lead Agency will be responsible for data collection, and First 5 LA’s Research & Evaluation will be responsible for developing the evaluation plan, conducting analysis and producing the evaluation report.
Lead Agency Tasks - RFP (for comparison only)

1) Develop MOU’s with five Community Based Organizations

2) Managing the CBO subcontracts including workplans and budgets

3) Working with the Curriculum Development/Training and Technical Assistance Provider

4) **Ensuring** that within the first six months of funding, a needs assessment is conducted
5) **Ensuring** that the design of the Peer Support Groups is tailored to the existing needs within each Supervisorial District

6) **Ensuring** evaluation plans are implemented and appropriate data is being collected

7) Effectively assessing and communicating the capacity needs of CBOs to the Technical Assistance provider which may include training, evaluation, and marketing needs
Level 1 Review: Eligibility Requirements

• Must be in good standing with existing or previous First 5 LA grants and contracts

• Timely receipt of application and inclusion of all required documents
Level 2 Review

- External Reviewers
- Summary of Desired & Additional Qualifications (see RFQ, pg 11-12)
- Documents to be reviewed – Proposal Narrative, Budget Documents, Scope of Work and other required documents
- Level 2 Review Tool
# Level 2 Review: Scope of Work

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities and Subtasks</th>
<th>Staff Assignment</th>
<th>Timeline</th>
<th>Deliverables</th>
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</thead>
<tbody>
<tr>
<td>Include who, what, when, where, how and how much for each objective.</td>
<td>Indicate the activities and subtasks leading to the fulfillment of the objective. Include benchmarks or milestones in chronological order. Include the appropriate quantity or frequency of the associated activities or subtasks.</td>
<td>Indicate staff, consultants or subcontractors responsible for the respective activity or subtask.</td>
<td>Indicate start and end period.</td>
<td>Indicate Date Due.</td>
</tr>
</tbody>
</table>

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Scope of Work (cont’d)

• Objectives
  – Indicate a clear and measurable objective that states the anticipated result. Include: who what, when, where, how, and how much for each objective.

• Activities and Subtasks
  – Indicate the activities and subtasks leading to the fulfillment of the corresponding objective. The Activities should include benchmarks or milestones, specific processes or events in chronological order that mark progress towards each objective.
Scope of Work (cont’d)

• **Staff Assignment**
  - Indicate what staff (by title) will be responsible for the completion of the respective activity or subtask.
  - If an activity will be completed by a consultant or subcontractor, indicate these in this column and include name of organization
  - Be sure all staff listed in the Scope of Work is also included in the Budget
Scope of Work (cont’d)

• **Timeline**
  – Identify the timeline needed to complete the respective activity and subtask. Indicate a start and end period using month, day and year. If timeline is not yet available, provide a rough estimate for the respective activity.

• **Deliverables**
  – Identify the product(s) resulting from activities and subtasks described in the Scope of Work. Each deliverable should have an associated due date.
Level 2 Review: Budget Documents

- Proposed 2- ½ year Budget-Appendix B
- Budget Narrative
Financial Review

• Financial review to be conducted by First 5 LA

• Review of all budget and financial documents

• Further materials may be requested by Finance department if needed
Required Documents

• Proposal Narrative
• Scope of Work (Appendix A)
• Proposed Budget for 2 ½ years (Appendix B)
• Budget Narrative (for 2 ½ years Proposed Budget)
• Signature Authorization Form (1 original, signed in blue ink) (Appendix C)
• Agency Involvement in Litigation Form (1 original, signed in blue ink) (Appendix D)
• Résumé or Curriculum Vitae for Key Staff and Subcontractor(s)
• Letter(s) of Intent (if applicable)

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Required Documents

• References and/or Letters of Support (minimum of 3)
• IRS Letter of Determination (if applicable)
• Business license (if applicable)
• Current Independent Financial Audit
• By-Laws (if applicable)
• Articles of Incorporation (if applicable)
• Board of Directors List or List of Partners (as applicable)

http://www.first5la.org/Peer-Support-Groups-For-Parents-RFQ
• Contractual Considerations
Key Dates

Application Due Date
   Monday, January 7, 2013 by 5:00 pm
Notification of Acceptance or Declination
   End of January 2013
Contract Negotiations
   February 2013
Board of Commissioners Approval
   March 14, 2013
Contract Start Date
   March 15, 2013
Contact Information

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*For questions Dec. 24-27:
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