Peer Support Group for Parents
RFQ Information Session

Thursday, August 2, 2012
10:00am-12:00pm
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 Group 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: Demonstrated 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
Objectives and Outcomes (cont’d)

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: Increased use of resources by parents
Examples of Support Group Topics

• Postpartum Depression
• Breastfeeding
• Childhood Nutrition and Healthy Weight
• Oral Health and Hygiene
• Children with Special Needs
• Other
Project Structure

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)

Curriculum Development/Training & Technical Assistance Provider: Supports lead agency and CBOs in training, technical assistance, and evaluation.
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.
  – Compile information from the focus groups to determine topics of highest priority for parents within the appropriate District.
TA Provider Tasks (cont’d)

• Design the evidence-based curriculum for the educational components of the Peer Support Groups based on the documented needs of the target population, including the design of linguistically appropriate materials as required.

• Develop the evaluation methods and tools that will be utilized by CBOs and managed by the Lead Agency to ensure that outcomes contribute to the existing knowledge of evidence-based interventions.
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 evaluation, training, outreach and communications.

• Monitor the use of the curriculum, evaluation tools and overall progress in reaching program outcomes throughout the contract term.
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
Lead Agency Tasks - RFP (cont’d) (for comparison only)

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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<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>
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 1-year Budget - Appendix C
- Multi-Year Budget - Appendix D
- 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

- Online Application Form
- Proposal Narrative*
- Scope of Work (Appendix B)
- Proposed Budget (Appendix C)
- Budget Narrative* (for Year 1 Proposed Budget)
- Projected Budget Summary (Appendix D)
- Signature Authorization Form** (Appendix E)
- Agency Involvement in Litigation and/or Contract Compliance Difficulties** (1 original, signed in blue ink) (Appendix F)
- Résumé or Curriculum Vitae for Key Staff and Subcontractor(s)
- Memo(s) of Understanding (if applicable)

» CONTINUED NEXT SLIDE
Required Documents

- References (*minimum of 3*)
- Proof of nonprofit status or appropriate business license (if applicable) *
- Current Independent Financial Audit*
- By-Laws (if applicable)*
- Articles of Incorporation (if applicable)*
- List of Governing Body Members*
- IRS W-9 Form
- Certificates of Required Insurances
• Contractual Considerations
Key Dates

Proposal Due Date
August 27, 2012 by 5:00 pm

Funding Notification
September 19, 2012

Contract Negotiations
September 24-November 7, 2012

Commission Approval
January 10, 2013

Contract Start Date
January 15, 2013
Contact Information

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