Early Identification of, and Referrals to, Early Identification Services for Autism and Other Developmental Delays

Request for Proposals

Information Session

August 14, 2013
Overview

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


- First 5 LA

- Strategic Plan FY 2009-2015
  
  Goal areas:
  - Born Healthy
  - Maintain Healthy Weight
  - Safe from Abuse and Neglect
  - Ready for Kindergarten
Project Goal and Funding Amount

Increase developmental screening and referrals to early services for children identified as being developmentally delayed or autistic in underserved communities

Up to $345,000 over a three year period
# Timeline

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final date to submit questions regarding RFP</td>
<td>August 23, 2103</td>
</tr>
<tr>
<td>Frequently Asked Questions (FAQs) posted</td>
<td>August 28, 2013</td>
</tr>
<tr>
<td>Application Due</td>
<td>September 30, 2013</td>
</tr>
<tr>
<td>External Review of Applications</td>
<td>September 23 - October 4, 2013</td>
</tr>
<tr>
<td>Interviews with qualified applicants, if required</td>
<td>October 7 - 11, 2013</td>
</tr>
<tr>
<td>Finalists selected</td>
<td>October 14, 2013</td>
</tr>
<tr>
<td>Contract negotiations</td>
<td>October 21 – 31, 2013</td>
</tr>
<tr>
<td>Negotiated contracts approved by Commission</td>
<td>November 14, 2013</td>
</tr>
<tr>
<td>Contracts start date</td>
<td>January 1, 2014</td>
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</tbody>
</table>
Project Objectives

Objective 1: Raise the competencies of local community-based providers’ capacities to conduct developmental screenings, identify developmental delay(s), and provide referrals for intervention services and support.

Objective 2: Improve access to developmental screenings and early intervention services.

Objective 3: Increase parents’ knowledge about healthy development and developmental delays.

Objective 4: Strengthen support for parents with special needs children.
Project Outcomes

• Number of providers trained on evidence-based developmental screening tools such as ASQ-3
• Number of providers who gain competency in conducting developmental screening and referring families to early intervention services
• Number of children who receive a developmental screening in targeted community
• Time for children to receive early intervention services.
• Number of children who receive early intervention services
Project Outcomes (con’t)

• Results of early intervention services
• Parental knowledge of child’s development including the developmental milestones and availability of community services
• Parental connection to community resources
• Parents’ satisfaction with services provided by community-based organization.
• Sustained practice in conducting developmental screenings and making referrals to early intervention services for appropriate children
Project Specifics

- Developing and implementing 6 pilot projects to address systemic barriers and reduce racial/ethnic disparities in developmental screening and access to early intervention services.

- Raising the competencies of the 6 community based providers capacities to conduct developmental screenings, identify developmental delays, and make referrals to appropriate early intervention services.
Community Based Organizations’ Role

• Implement developmental screening for infants and toddlers
• Conduct outreach to parents and families
• Create support for parents and families;
• Educate parents on child development, developmental delays, and the importance of developmental screening, early identification and initiation of early intervention service;
• Provide referrals, guidance, and follow up on finding resources;
• Document referrals made and screening results; and
• Work with the Technical Assistance & Training provider to build capacities.
Desired Qualifications

**Capacity**

- Demonstrated capacity to provide early identification of and referrals to early intervention services
- Demonstrated capacity to implement developmental screening.
- Demonstrated capacity to use evidence-based screening tools
- Demonstrated capacity to provide appropriate communication regarding assessment results
- Demonstrated capacity to involve parents and increase parents’ roles in the screening process
- Demonstrated capacity to share screening results
Desired Qualifications

Skills

• Excellent communication skills, including culturally appropriate verbal and written communication.
• Ability to design, manage, track, and complete multiple components of multi-faceted projects.
• Ability to conduct outreach to parent populations particularly underserved populations.
• Culturally appropriate perspectives on issues influencing children prenatal to 5 and families from underserved and low income communities.
• Financial accountability including timely submission of invoices and financial reports or updates.
Desired Qualifications

Experience

- Demonstrated project management experience including effectively delivering services according to project plans, schedules and budgets

- Demonstrated cultural competency in the development of and provision of community-based programs for underserved families with young children from diverse cultural backgrounds within and for the targeted community
Desired Qualifications

Knowledge

• An understanding of what is needed for an organization to implement a program providing early identification of and referrals to early intervention services to young children.

• Demonstrated understanding of the steps involved in the documentation and maintenance of assessed children’s screening results (whether that involves putting results in children’s files or entering them into a registry, for example)

• Demonstrated understanding that community resources need to be identified before screening begins
Eligibility Requirements
Level 1 Review

- Must be a 501(c)(3) tax exempt organization recognized by the IRS
- 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 Qualifications (see RFP, pages 10-11)
- Documents to be reviewed – Proposal Narrative, Budget Documents, Scope of Work and other required documents
- Level 2 Review Tool
Level 3 Review
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
RFP Application Content

• Online Application

• Application Checklist

• Cover Letter

• Proposal Narrative = 20 pages maximum
RFP Proposal Narrative (RFP, page 12-13)

• Applicant Background, Expertise, Capacity, and Experience

• Project Implementation
## Scope of Work, Appendix A

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities and Subtasks</th>
<th>Staff Assignment</th>
<th>Timeline</th>
<th>Deliverables</th>
</tr>
</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>
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.
Budget Documents

- Proposed 3 year Budget - *Appendix B*
- Budget Narrative
# BUDGET REQUEST FORMS

**High School Recruitment Pilot Program RFP**

**APPENDIX F**

## BUDGET SUMMARY

<table>
<thead>
<tr>
<th>Agency:</th>
<th>Project Name:</th>
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<table>
<thead>
<tr>
<th>Agreement Period:</th>
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<tbody>
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## Cost Category

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>First 5 LA Funds</th>
<th>Matching Funds</th>
<th>Total Costs</th>
</tr>
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<tbody>
<tr>
<td>1 Personnel</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2 Contracted Svcs (Excluding Evaluation)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3 Equipment</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>4 Printing/Copying</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
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<tr>
<td>7 Postage</td>
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<tr>
<td>8 Supplies</td>
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<tr>
<td>9 Employee Mileage and Travel</td>
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<tr>
<td>10 Training Expenses</td>
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<tr>
<td>11 Evaluation</td>
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<td>0</td>
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<tr>
<td>12 Other Expenses (Excluding Evaluation)</td>
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<tr>
<td>13 *Indirect Costs</td>
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<td>0</td>
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</table>

**TOTAL:** $0  
**Matching Funds:** $0  
**Total Costs:** $0

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**Fiscal Contact Person**

**Date**

**Agency Authorized Signature**

**Date**

**Phone #**

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* *Indirect Costs MAY NOT exceed 10% of Personnel cost, excluding Fringe Benefits.*

Additional supporting documents may be requested.
Required Documents

- Proposal Narrative
- Scope of Work (Appendix A)
- Proposed Budget for 3 years (Appendix B)
- Budget Narrative *(for 3 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)
Required Documents (con’t)

- References and Letters of Support (3)
- IRS Letter of Determination
- Business license (if applicable)
- Current Independent Financial Audit
- By-Laws (if applicable)
- Articles of Incorporation
- Board of Directors List
Application Submission Process

• Applications, along with all documents listed on the Application Checklist (*Appendix E*), must be submitted online at [www.first5la.org/FundingCenter](http://www.first5la.org/FundingCenter), by the deadline of September 30, 2013.

• All forms that require signatures must be signed in blue ink.

• All supporting materials must include the name of the applicant.
CONTRACTUAL CONSIDERATIONS

- Online Application Hints
- Sample Contract
- Consent Calendar
Key Dates

Application Due Date
  **Monday, September 30, 2013 by 5:00 pm**

Notification of Acceptance or Declination
  **October 21, 2013**

Contract Negotiations
  **October 21 – 31, 2013**

Board of Commissioners Approval
  **November 14, 2013**

Contract Start Date
  **January 1, 2014**
Early Identification of, and Referrals to, Early Identification Services for Autism and Other Developmental Delays Request for Proposals

QUESTIONS?

Contact Information:
Bill Gould, Program Officer
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Lee Werbel, Senior Program Officer
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