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

Request for Qualifications

Information Session

August 14, 2013
Early Identification of, and Referrals to, Early Identification Services for Autism and Other Developmental Delays

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

Increase developmental screening and referrals to early services for children identified as being developmentally delayed or autistic in underserved communities.
## 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, 2013</td>
</tr>
<tr>
<td>Frequently Asked Questions (FAQs) posted</td>
<td>August 28, 2013</td>
</tr>
<tr>
<td>Application Due</td>
<td>September 16, 2013</td>
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<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>Finalist selected</td>
<td>October 14, 2013</td>
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<tr>
<td>Contract negotiations</td>
<td>October 14 – 31, 2013</td>
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<tr>
<td>Negotiated contracts approved by Commission</td>
<td>November 14, 2013</td>
</tr>
<tr>
<td>Contracts start date</td>
<td>December 1, 2013</td>
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</tbody>
</table>
Objective 1: Raise the competencies of local community-based providers’ capacities to conduct developmental screenings, identify developmental delay(s), and provide referrals for early 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 culturally competent community-based providers trained evidence-based developmental screening tools such as the 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 such as, but not limited to, faith based, health care providers, informal peer support groups, and preschool and childcare providers.
- 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.
Support selected community-based providers by developing guidelines for screening tools adherence and providing training and technical assistance to the selected organizations.

Up to $400,000 over a three-year period.
Training and Technical Assistance Provider Role

Strengthen 6 selected CBO’s to:

- Conduct developmental screenings effectively;
- Score questionnaires, interpret results, and identify developmental risk factors;
- Understand the referral process for diagnosing screened children;
- Work with families from culturally and linguistically diverse low-income backgrounds;
Training and Technical Assistance Provider Role (con’t)

- Understand parents’ role in the screening process;
- Identify existing resources to support implementation of a developmental screenings program;
- Assist selected CBO’s in identifying and overcoming systemic challenges for families to receive early intervention services;
- Assist selected CBO’s in identifying and following through with leveraging opportunities beyond First 5 LA funding; and
- Work with the Los Angeles County 211 telephone system to form a Developmental Screening Task Force.
Training and Technical Assistance Provider Tasks

• Review background data on the availability of early identification of and referrals to early intervention services for autism and other developmental delays in six pilot communities.
• Develop a Technical Assistance Plan and Curriculum for the six CBO’s.
• Execute Technical Assistance Plan.
• Provide quarterly implementation reports.
• Prepare an evaluation report annually
Desired Qualifications

Training and Technical Assistance

• Best practices in the development and implementation of an effective developmental screening program, referral procedures for CBO’s serving families;
• Assessment of a developmental screening process
• Strategies to provide staff training for all aspects of an effective developmental screening program
• Cultural competency in the development of community-based developmental screening programs and working with families from diverse cultural backgrounds
Training and Technical Assistance (con’t)

• Determination of steps involved in the documentation of the screening results (whether that involves putting results in children’s files or entering them into a registry, for example)
• Selecting evidence-based screening tool(s)
• Provision of information regarding scoring questionnaires, interpreting results, and identifying developmental risk factors
Desired Qualifications (con’t)

Training and Technical Assistance (con’t)

• Provision of information regarding common terminology
• Training for staff
• Identification of community resources before screening
• Group facilitation or training as required
• Involving & educating parents about their roles in screening process
• Determination of a strategy to develop a network of the selected CBO’s to ensure the necessary sharing of screening results and learning
Desired Qualifications (con’t)

Project Administration and Management Experience

• Provision of fiscal and programmatic oversight to public funds
• Development of guidelines for screening tools adherence
• Development of materials in multiple languages
• Staff resources, expertise and ability to provide training and technical assistance
Eligibility Requirements
Level 1 Review

• 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 11-12)
- 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
RFQ Application Content

• Online Application

• Application Checklist

• Cover Letter

• Qualifications Narrative = 20 pages maximum
RFQ Proposal Narrative (RFQ, page 14)

Applicant Background, Expertise and Experience

- Number of years serving in a similar role.
- Prior experience working on strategies for children 0-5.
- Qualifications, competency, experience, business integrity.
- Types of contracts applicant has previously entered into.
- Estimated % of the overall agency’s work for contract.
- Cost-effectiveness of the training and technical assistance approach
- Culturally and linguistically appropriateness to the training and technical assistance approach.
# Scope of Work, Appendix A

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Include who, what, when, where, how and how much for each objective.</th>
<th>Activities and Subtasks</th>
<th>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.</th>
<th>Staff Assignment</th>
<th>Indicate staff, consultants or subcontractors responsible for the respective activity or subtask.</th>
<th>Timeline</th>
<th>Indicate start and end period.</th>
<th>Deliverables</th>
<th>Indicate Date Due.</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
Objectives

- Indicate a clear and measurable objective that states the anticipated result. 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 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 timeline needed to complete respective activity and subtask. Indicate start and end period. 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

**Agency:**

**Project Name:**

**Agreement Period:**

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>First 5 LA Funds</th>
<th>Matching Funds</th>
<th>Total Costs</th>
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<tbody>
<tr>
<td>Personnel</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Contracted Svcs (Excluding Evaluation)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Equipment</td>
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<tr>
<td>Employee Mileage and Travel</td>
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<td>Training Expenses</td>
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<td>Evaluation</td>
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<tr>
<td>Other Expenses (Excluding Evaluation)</td>
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<tr>
<td>*Indirect Costs</td>
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<td>0</td>
<td>0</td>
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**TOTAL:** $0 $0 $0

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**Fiscal Contact Person**

**Date**

**Agency Authorized Signature**

**Date**

**Phone #**

*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/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)
Application Submission Process

• Applications, along with all documents listed on the Application Checklist (Appendix E), must be submitted online at www.first5la.org/FundingCenter, by the deadline of September 16, 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 16, 2013 by 5:00 pm
Notification of Acceptance or Declination
   October 14, 2013
Contract Negotiations
   October 14 – 31, 2013
Board of Commissioners Approval
   November 14, 2013
Contract Start Date
   December 1, 2013
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QUESTIONS?

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