

**I N F O R M A T I O N
S E S S I O N**

**Escambia County
Help Me
Grow Collaborative
ITB# 2023-02**

March 28, 2023



"I felt lost before Help Me Grow. I wasn't sure what was the right way to go for my son. I feel so much better and I appreciated the encouraging words from the HMG care coordinator."

--A Help Me Grow Family served by United Way of Lee, Hendry, and Glades



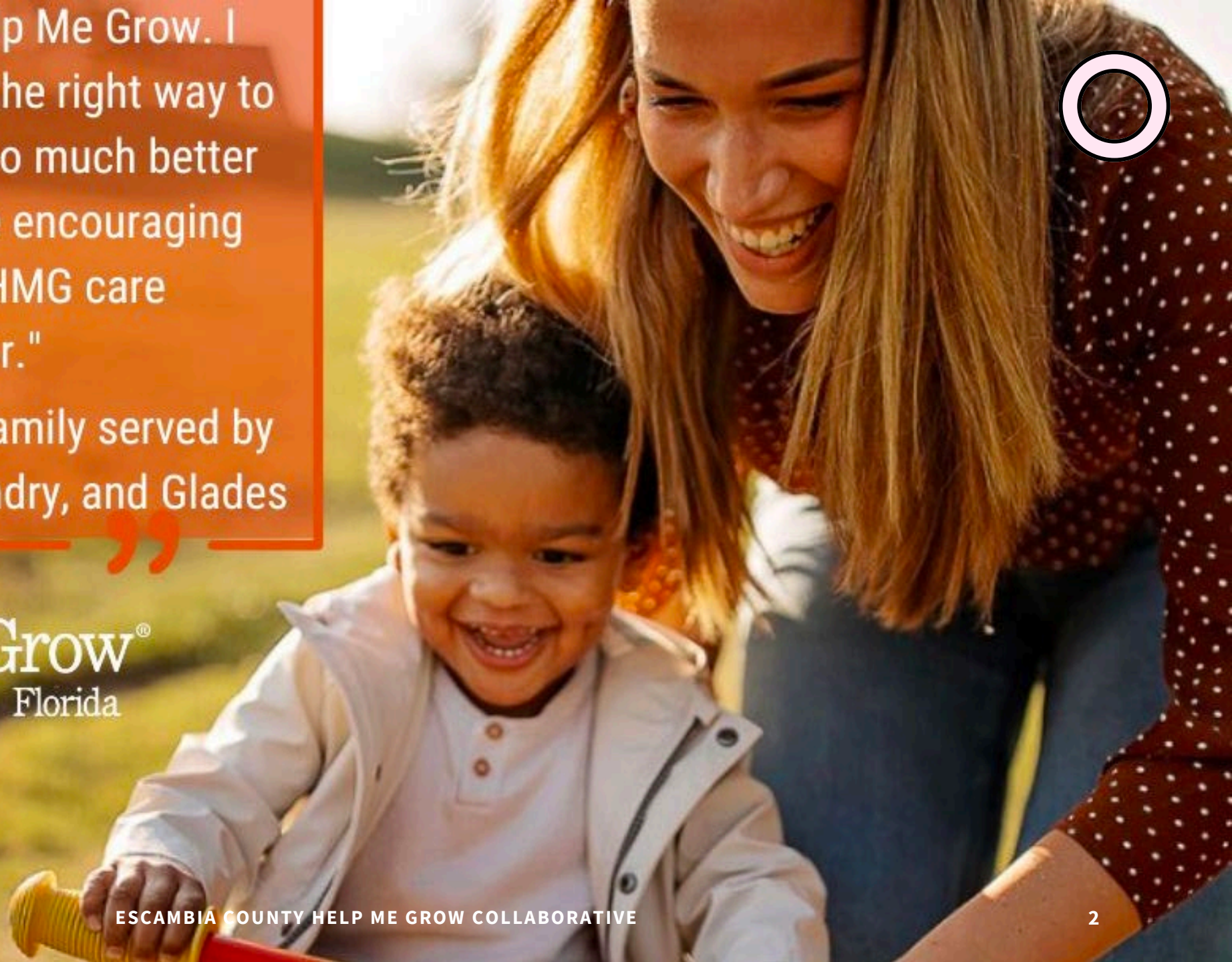
Help Me Grow[®]
Florida

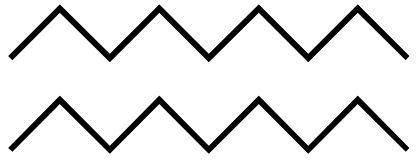


09/21/2022

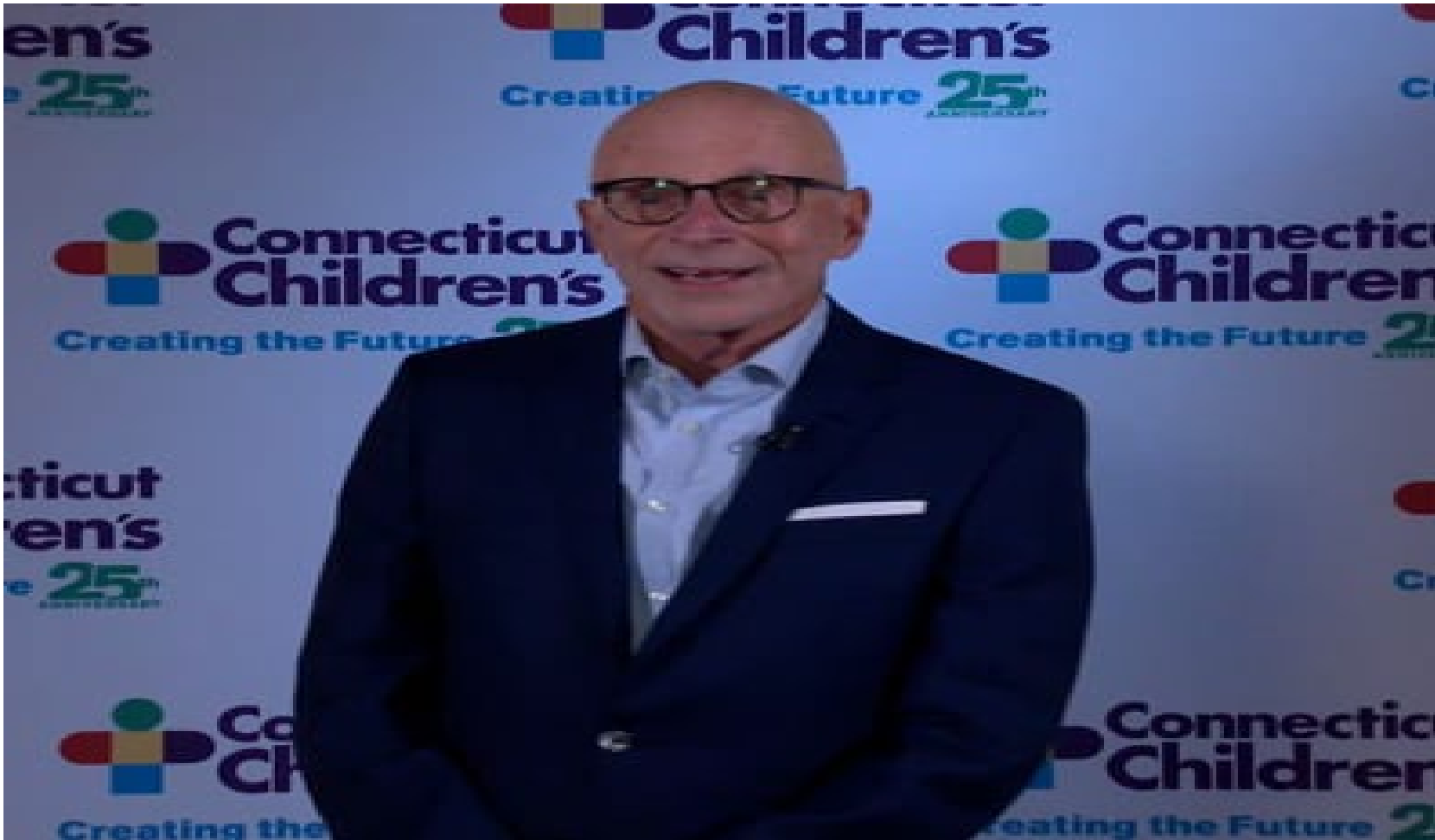
ESCAMBIA COUNTY HELP ME GROW COLLABORATIVE

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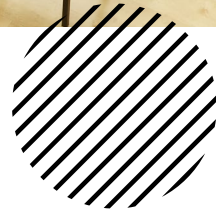




Watch the new "101" video from the Help Me Grow National Center, featuring Help Me Grow founder, Dr. Paul H. Dworkin



The talk helps to explain what the Help Me Grow Model is, how it came to be, the problems it aims to solve, and how the Help Me Grow National Affiliate Network is working on behalf of young children and families across the country.



Agenda

TIMELINE

SELECTION PROCESS

ITB RESPONSE SECTIONS

SCORING CRITERIA

HOW TO APPLY

QUESTIONS & ANSWERS

Timeline

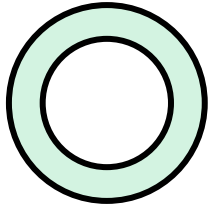
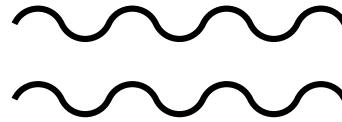


IMPORTANT DEADLINES

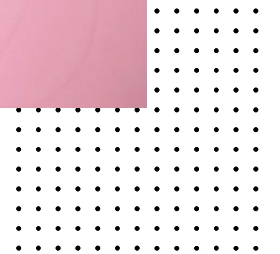
- Wednesday, March 15, 2023: ITB Release
- Tuesday, March 28, 2023 – 11 a.m. *Optional Information Session*; attendance is highly recommended. Please check the ECT meeting calendar for details.
- Wednesday, April 19, 2023: Final day to submit questions
- Wednesday, April 26, 2023 at 5 p.m. **DEADLINE – ALL PROPOSALS DUE**
- April 27 – May 15, 2023: Responses reviewed by Review Committee members
- Monday, May 15, 2023 – 11 a.m. *Review Committee Meeting*. Please check the ECT meeting calendar for details.
- May 2023: Interviews with applicants (if applicable)
- Tuesday, June 6, 2023: Funding recommendations posted on ECT website
- Tuesday, June 13, 2023 – 9 a.m. Escambia Children’s Trust Board Meeting – Review of Award Recommendations
- June 15, 2023: Notification of selected and non-selected applicants
- July 1, 2023: Anticipated contract start date



Cone of Silence

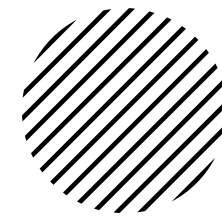


- Direct any questions regarding this ITB via email to info@escambiachildrenstrust.org. All questions and answers will be publicly posted. Staff can be contacted for technical assistance, but please direct specific ITB questions through this channel.
- Proposers are prohibited from contacting ECT Board members and Review Committee members.
- **Any occurrence of a violation may result in the disqualification of the Proposer.**
- Proposer(s) must not submit to Board members or Review Committee members any forms of marketing or promotional materials that may raise the Proposer's profile or give the Proposer an advantage or benefit.





Selection Process



ECT staff review applications for completeness and compliance only

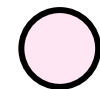
Review Committee meets in public to discuss and agree on scores.

Contract is issued for proposal that is approved by the Board for funding.



Grants Committee members independently review and rate proposals

Bid recommended by the Review Committee is presented to the Board for consideration for approval.





ITB SECTIONS



General Terms

Approximately \$1.6 million is available through this ITB to support the work described.

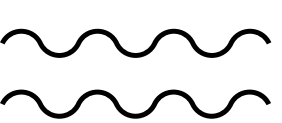
Of that amount, approximately \$1.3-1.4 million is for direct services (**Core Component #5**).

Administering Help Me Grow should cost between \$250,000-\$300,000.

Contracts are expected to begin July 1, 2023 and run through June 30, 2025, with an option for a one-year renewal. Funds requested should be aligned with proposed strategies outlined in the application.

Applicants are expected to estimate and develop a **two-year budget** substantiating proposed goals, activities, and outcomes.





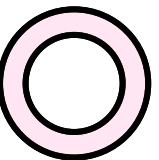
Organizational Capacity

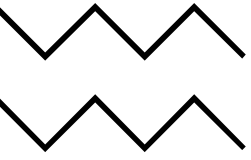


5 OPEN-ENDED
QUESTIONS



3 REFERENCES





Scope of Services



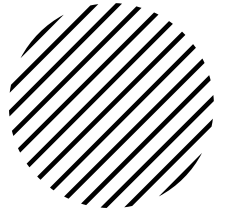
Longest section – please read in depth. Here are the main points:

- **Investment Area:** Children are Healthy and Ready to Succeed in School and Life
- **The Help Me Grow model** is designed to support families and their children by connecting them to what they need, when and how they need it. Help Me Grow is rooted in the values of self-determination, strength, resilience, and collaboration.
- The **Escambia County Help Me Grow Collaborative** tailors the national model to reflect the diverse people, families, cultures, needs, languages, services, and strengths of Escambia County. Through the implementation of the five Core Components explained in this ITB, the ECT seeks to:
 - (1) **leverage** existing resources to ensure vulnerable children are identified;
 - (2) **link** families to high quality, community-based services; and
 - (3) **empower** families to support their children’s healthy development.
- **Help Me Grow Florida partnership:** Please allocate \$5,000 in your proposed budget to join the Help Me Grow Florida network.



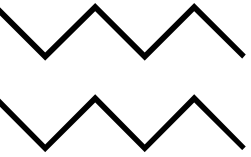


Scope of Services

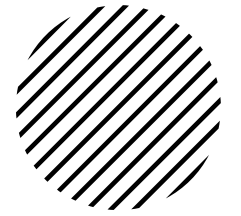


- **ITB Focus Populations:**
 1. Expectant parents, existing parents, and caregivers – and their children – from prenatal to age 8, living in Escambia County, Florida (Help Me Grow Collaborative at-large). Within this broader population, this ITB will target the provision of high-quality direct services to infants and toddlers ages birth to 3 (Component #5)
 2. Child health-care providers (Component #2)
 3. Early childhood system partners (Components #2 and #3)
- **Leadership Team: At least 4 meetings per year**
 - Composition is flexible but must include agencies listed in the ITB list at a minimum
 - Help Me Grow has a technical assistance manual specific to building Help Me Grow infrastructure and establishing the Leadership Team through implementation and improvement





5 Core Components

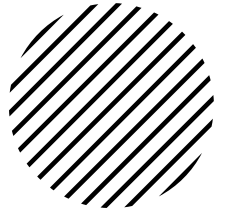


- **#1: Centralized Access Point, birth to age 8:** For the application, at a minimum, a letter of support to indicate a partnership with 211 is possible is strongly encouraged.
- **#2: Provider & Physician Outreach: Establish a referral and linkage system with a feedback loop.**
 - Conduct a minimum of two (2) child health care provider outreach activities each month
 - Letters of support encouraged
 - Three-part outreach strategy response required
 - Explain clearly how subcontracted services will work and be held accountable
- **#3: Family & Community Outreach: Target families and reach them where they are**
 - Conduct a minimum of two (2) Books, Balls and Blocks community screening events annually
 - Conduct at least two (2) family/community outreach events per month
 - Marketing minimums
 - Letters of support encouraged
 - Four-part family strategy response required
 - Explain clearly how subcontracted services will work and be held accountable



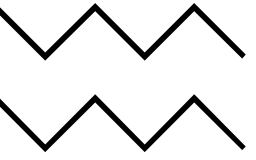


5 Core Components



- **#4: Data Collection and Analysis:** Applicants are encouraged to identify their capacity to collect and evaluate program data as well as the supports they may need to build capacity to collect and evaluate program data.
 - The selected Contractor shall coordinate Data Collection and Analysis (DCAP) activities, which will involve collecting and tracking all HMGF Common Indicators using the System for Tracking Access to Referrals (STAR) and reporting the data **monthly**
 - Two questions center on your organization's **and subcontractors'** data management practices and how you use (and will use) data to drive programmatic improvement.
 - **Cannot subcontract this component**





5 Core Components



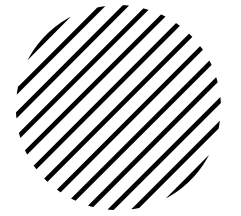
#5: Improving High-Quality Direct Services: Infants and toddlers, ages birth to 3

- Geared toward ensuring families have access to high quality and responsive early intervention services that strengthen the early childhood continuum of care for very young children.
- This component of the Collaborative will enable the contracted lead agency, using evidence generated from the **STAR** centralized data system, to move quickly to **mitigate gaps; address increasing needs; and build relationships** with other organizations to fill those needs.
- This requires strong and convincing **coordination!**
- Responses will be evaluated carefully to ensure lead agency has a **strong strategy and implementation plan** as well as a track record of working with partners to align and improve services
- Respondents also must explain how they will use the STAR system and other evidence to serve the target population. Please include your strategy to deliver services to infants and toddlers in **marginalized** communities and the **rural** reaches of the county.





Staffing



This section includes the respondent's proposed staffing plan, opportunities to upload resumes for key staff members, and organizational personnel to be assigned to the project



Three (3) Required Positions: The minimum staffing requirements are

One (1) HMG Program Coordinator

One (1) HMG Care Coordinator

One (1) HMG Outreach Coordinator



Questions center on how your agency supports staff professional development



Uploads include your organizational chart including HMG, resumes for existing staff who will be hired into one of the three positions, job descriptions for each position using your organization's template

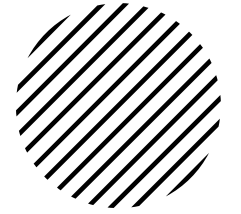


Please include specifics about your organization's benefits package in your response





Special Note on Subcontractors



Check the box next to the core component(s) this subcontractor proposes to address.

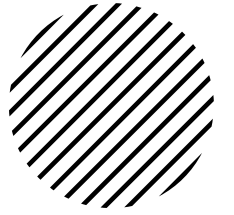
<input type="checkbox"/> Section 1: Centralized Access Point
<input type="checkbox"/> Section 2: Provider and Physician Outreach
<input type="checkbox"/> Section 3: Family and Community Outreach
<input type="checkbox"/> Section 5: Improving High Quality Direct Services

- Be as specific as possible in detailing the **who-what-when-where-why-how** of services subcontractors will deliver
- MOU uploads required for each subcontractor





Budget



SAMIS requires respondents to enter line-item budget details along with a budget explanation

Please ensure the staffing and subcontractor budget details explained in your project plan narrative **match** the amounts listed in the budget section

The financial component of your response will be evaluated closely by the review committee. **This section is worth 30 points in the scoring criteria.**

Ensure proposed budget costs are **reasonable and justified in the budget narrative.**

Ensure budget **aligns** with proposed activities including core expenses needed to implement the program (staffing, supplies, subcontracts).





Scoring Criteria

Organization Capacity (worth up to 35 points)

Program Goals, Community Outreach

Activities & Access to Services (worth up to 35 points)

Financials (worth up to 30 points)



Preference will be given to applicants that demonstrate a history of serving young children and collaborating to change outcomes for those most in need or at-risk and require access to high-quality interventions and opportunities



Scoring Criteria

Scoring Range	Scoring Description
90-100	Meets or significantly exceeds ALL ECT requirements
80-89	Meets ALL and exceeds SEVERAL ECT requirements
70-79	Meets minimum ECT requirements
0-69	Does not meet ECT requirements





How to Apply

- Detailed application instructions:
<https://escambiachildrenstrust.org/wp-content/uploads/2023/03/SAMIS-Application-Instructions.pdf>
- SAMIS application landing page:
<https://escambia.samis.io/go/rfp/>
- ECT - ITB landing page:
<https://escambiachildrenstrust.org/itb-2023-02-help-me-grow/>

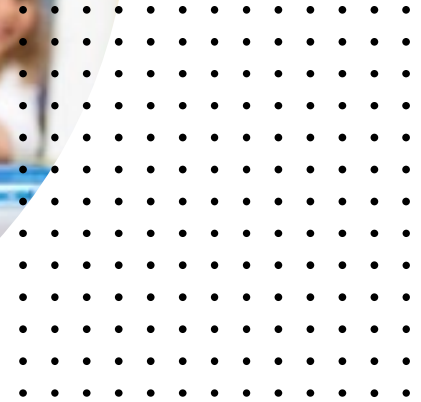
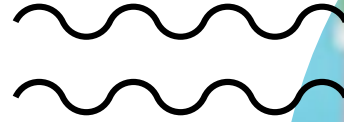
Proposals must be submitted electronically **via SAMIS** no later than **5:00 PM CST on April 26, 2023**.

Any proposal documents not submitted by the deadline will be considered ineligible.

Acknowledgement of receipt will be automatically emailed.



QUESTIONS?



INFO@ESCAMBIACHILDRENSTRUST.ORG