

Help Me Grow ITB

Application Deadline: 4/26/2023 5:00 PM

The Board of the Escambia Children's Trust ("ECT" or the "Trust") is pleased to release this Invitation to Bid to support the establishment of the Escambia County Help Me Grow Collaborative in Escambia County, Florida. The Trust seeks responsive bids from qualified vendors to participate in the Collaborative to build efficient and effective early childhood systems that mitigate adversity and support protective factors among families.

Applications

Applicant Member Agency (Client)	<input type="text"/>
Grant	<input type="text"/>
Organization *	<input type="text"/>
Escambia County District # *	Click here to look up your district: Escambia County Commission District Number <input type="text"/>
Contact Person *	<input type="text"/>
Title of Contact Person *	<input type="text"/>
Contact Person e-mail *	<input type="text"/>
Created By	<input type="text"/>
Modified By	<input type="text"/>

1. Introduction

The Board of the Escambia Children's Trust ("ECT" or the "Trust") is pleased to release this Invitation to Bid to support the establishment of the Escambia County Help Me Grow Collaborative in Escambia County, Florida. The Trust seeks responsive bids from qualified vendors to participate in the Collaborative to build efficient and effective early childhood systems that mitigate adversity and support protective factors among families. The Collaborative will be an affiliate of [Help Me Grow Florida](#) and part of the [national center](#). This solicitation includes a two-year contract with an option to renew for one additional year. The award determination will be based on the best interest of ECT. The ECT reserves the right to award a contract to or negotiate a contract with a responsible bidder submitting the most responsive or best alternative bid for a resulting contract that is most advantageous to and in the best interest of the ECT. The ECT shall be the sole judge of the proposal and the resulting contract, and its decision shall be final. The ECT expects to award only one (1) contract to a lead agency, which may in turn subcontract with other providers.

Respondents will be competing against each other for selection to develop a comprehensive approach to early childhood system-building in Escambia County, Florida. Successful implementation of the system model inherent in the Escambia County Help Me Grow Collaborative will leverage existing resources, maximize existing opportunities, and advance a coalition working collaboratively toward a shared agenda. The submissions of all respondent firms shall be compared and evaluated by a Review Committee pursuant to the evaluation criteria set forth in this solicitation.

Respondents Please Note:

- Selection of a Respondent under this solicitation does not commit ECT to procuring any services pursuant to this solicitation.
- The ECT will negotiate contract terms upon selection. All contracts are subject to review by legal counsel and approval by the ECT Board of Directors or designated committee. A firm will be awarded the work upon signing of a contract which outlines terms, scope, budget, and other necessary items. The ECT reserves the right to reject all proposals.

It is the intent and purpose of the ECT that this solicitation promotes competitive selection. It shall be the Respondent's responsibility to advise ECT if any language, requirements, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in this solicitation to a single source.

Overview of the Trust

The Escambia Children's Trust (ECT) is an independent special taxing district in accordance with §125.901, Fla. Stat. and Escambia County Ordinance 2020-22.

The agency was established by referendum in November of 2020 with the first round of funding being received in November of 2021. The purpose of the Escambia Children's Trust is to invest in the well-being of children in Escambia County by maximizing resources and ensuring accountability through investment in and support to community provider programs. The Trust shall serve to collaborate and support necessary educational, preventive, developmental, treatment, intervention, and rehabilitative services for children within the County through funding and/or through cooperative agreements where not otherwise prohibited. The primary source of ECT's revenues are ad valorem taxes which are levied yearly in accordance with § 200, Fla. Stat. Ad valorem taxes will be deposited in the General Fund. The ECT's fiscal year runs from October 1 to September 30.

For more information on the Escambia Children's Trust, visit the agency's website at www.escambiachildrenstrust.org.

I have read the introduction.

Solicitation Timeline *

2. Solicitation Timeline

The following timeline represents the tentative schedule of the entire ITB process, from solicitation to program implementation. The dates listed here are subject to change. Applicants are encouraged to monitor the ECT website for changes before the submittal deadline. Prospective contractors are encouraged to inquire about this ITB via email to ECT at info@escambiachildrenstrust.org.

Wednesday, March 15, 2023: ITB Release

Monday, March 28, 2023 - 11 a.m. CST: Optional Information Session

Attendance is highly recommended

Tryon Branch Library, 1200 Langley Avenue, Pensacola 32504

or via Zoom: <https://zoom.us/j/6147580080>

Meeting ID: 614 758 0080

One tap mobile: +13052241968,,6147580080# US

Wednesday, April 19, 2023: Final day to submit questions

Wednesday, April 26, 2023 - 5 p.m. CST: PROPOSALS DUE

April 27 - May 15, 2023: Responses reviewed by Grants Committee members

Monday, May 15, 2023 - 11 a.m. CST: Grants Committee meeting

Tryon Branch Library, 1200 Langley Avenue, Pensacola 32504

or via Zoom: <https://zoom.us/j/6147580080>

Meeting ID: 614 758 0080

One tap mobile: +13052241968,,6147580080# US

May, 2023: Interviews with applicants (if applicable)

ECT reserves the right to conduct interviews as needed to make award recommendations

Tuesday, June 6, 2023: Funding recommendations posted on ECT website

Tuesday, June 13, 2023 - 9 a.m. CST: 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

I understand the solicitation timeline.

General Terms *

3. General Terms

The Escambia Children’s Trust seeks one qualified entity to implement the Escambia County Help Me Grow Collaborative in Escambia County for early identification of developmental and/or behavioral concerns in children from ages birth through 8 years old, including linking families with community-based services and supports. A critical element of this Collaborative, described in Component #5, is improving high-quality direct services that strengthen the early childhood continuum of care for children ages birth through 3 years old.

The successful bidder will be required to enter a contract with ECT for the services detailed in this ITB within 90 days of funding announcement and establish a collaborative MOU with ECT and Help Me Grow Florida. Organizations submitting a proposal must be prepared to use ECT's standard contract form rather than its own contract form. Organizations must also agree to use Help Me Grow Florida's marketing and outreach materials rather than the responding organization's materials.

Eligible Applicants

Eligible applicants may be governmental entities, for-profit or not-for-profit organizations, or faith-based organizations providing services within Escambia County (*for-profit organizations must not generate a profit from this program*). Applicants should be currently qualified to conduct business in the State of Florida, under the laws of Florida, and must be qualified to conduct business on or before the service and contract start date(s). Eligible applicants must remain qualified to conduct business in the State of Florida for the duration of their service award. All contractors will be required to have current general liability insurance before contracts can be executed.

ECT is prohibited from contracting with programs that are under the exclusive jurisdiction of the public school system. Additionally, Escambia County Public Schools are not eligible for funding. Applicants that operate a charter school are also ineligible for funding. However, collaboration with the public school system and leveraged use of school resources by applicants are encouraged.

Ideal applicants will:

- Reflect the language, culture, and/or ethnicity of the parents, caregivers, and families they serve
- Uphold and center community needs and interests in all decisions and recommendations
- Know the landscape of resources and services available to families with young children in Escambia County and the region, recognizing many direct services families need exist outside the county's borders
- Know the range of barriers families face when seeking resources and services
- Understand the stigma present in many communities regarding developmental differences
- Provide direct service staff equitable compensation. Equitable pay may vary according to an organization's size, so this ITB will not impose a set dollar amount to define equitable pay. Instead, applicants will be asked to cultivate comprehensive plans to facilitate staff retention and demonstrate how they:
 - At minimum, pay the living wage applicable to the geographic area where organization staff work.
 - Offer incentives like bonuses and regularly scheduled performance-based raises.
 - Provide benefits, including health, dental and vision insurance; paid time off (PTO); retirement plans; flexible schedules; and professional development.
 - Maintain justifiable pay gaps between the highest paid and lowest paid employees within the organization or group.

Available Funding

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.

Proposal Preparation *

4. Proposal Preparation

Respondents are cautioned to read carefully and conform to this solicitation's requirements. Failure to comply with the provisions of this solicitation may serve as grounds for rejection of a response.

- **Exceptions:** ECT expects all firms to consent to the scope of work and specifications outlined herein. Exceptions must be clearly noted in the submission.
- **Cost for Proposal Preparation:** Any costs incurred by prospective contractors in preparing or submitting proposals as well as costs associated with any resultant presentations or negotiations are the prospective contractors' sole responsibility; the ECT will not reimburse any prospective contractor for any costs incurred prior to contract award.
- **Fixed Rate:** Prospective contractors should submit a fixed rate price for identified services. The price shall include all labor, material, and equipment necessary for the performance of the agreement.
- **Responsive submissions** shall clearly indicate the legal name, address, telephone number, and email address of the firm and identify one representative with the authority to answer questions or provide clarification about the proposal.
- **Time for Acceptance:** Submissions shall be binding and in effect for ninety (90) days after the proposal opening.
- **Subcontracting:** Prospective contractors may propose to subcontract portions, but not all, of the work performed. However, prospective contractors shall clearly indicate in their proposals all the work they plan to subcontract, to whom it will be subcontracted, and where activities will be located in service to children who domicile in Escambia County. Prospective contractors shall also provide identifying information for each proposed subcontractor including the identifying information provided by the contractor submitting the proposal.
- **Accommodations:** Reasonable accommodations will be provided by ECT for prospective contractor personnel who need assistance due to a physical disability. However, ECT must have reasonable advance written notice prior to the bidders' conference (if any) or any other visit to ECT's facilities. The prospective contractor shall contact the email on the cover page of this ITB to arrange for reasonable accommodations.
- **Chapter 119:** Upon the deadline for submission, proposals become subject to public disclosure in accordance with Chapter 119, Florida Statutes.
- **Correcting Proposals:** Correction of inadvertently erroneous bid submissions shall be permitted up to the time of solicitation deadline. Respondents shall not be allowed to modify their proposals after the submission deadline time and date.
- **Receiving Proposals:** Proposals will be received until the date and time stated in this solicitation and will be publicly opened and read at the place, time and date stated. No responsibility will attach the ECT for the premature opening of a proposal not properly addressed and identified.
- **Rejecting Proposals:** Proposals may be rejected and/or respondents disqualified for the following reasons:
 - Failure to update the information on file including address, product, service or business descriptions.
 - Failure to perform according to contract provisions.
 - Conviction in a court of law of any criminal offense in connection with the conduct of business.
 - Evidence of a violation of any federal or state antitrust law based on the submission of proposals, or the awarding of contracts.

- Evidence that the Respondent has attempted to give an ECT member or employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the ECT purchasing activity.
- Other reasons deemed appropriate by ECT.

I acknowledge the requirements set forth in this solicitation and understand failure to comply may serve as grounds for rejection of my agency's response.

Organizational Capacity

Mission Statement *

Organization's Mission Statement

Organization History *

Describe your agency's history, including past performance and experience providing services similar to those proposed. Specifically address your experience recruiting, enrolling, engaging, and connecting early childhood populations with appropriate services.

Organization Description *

Describe your organization, including leadership and staff.

Cultural Competency

Culturally Rooted *

Describe how your organization, leadership, and staff are culturally rooted in the communities you serve and your approach to relationship-building. How do you cultivate relationships with the parents, caregivers, and families you serve? How will you engage and build relationships with the pediatrics and provider community, to obtain their buy-in and support?

Organizational Capacity

Effective Marketing *

Describe the most effective marketing strategies you have used in the past, including strategies that have successfully served participants using flexible hours and locations; and strategies that have been rooted in the cultures of populations in Escambia County.

Prior ECT Contracts

Contracted with ECT past 24 months *

Has your agency and/or any prospective subcontractor contracted with Escambia Children's Trust during the past twenty-four (24) months?

Yes
No

Organizational Capacity

ECT Combined Contract Details *

If yes, provide prior ECT contract details.

Affiliated with ECT

Affiliated with ECT *

Does your agency and/or prospective subcontractor have a staff or board member who was an employee or served on the Board of Directors of the ECT during the past twenty four (24) months, or is currently an ETC employee or board member?

Yes
No

Organizational Capacity

ECT Combined Affiliation Details *

If yes, provide affiliation information details

Agency had a Contract Terminated

Contract Termination * Has your agency had a contract terminated for default in the past five (5) years?

Yes
No

Organizational Capacity

Contract Termination a *

Describe each incident.

Termination for default is defined as a notice to stop performance due to nonperformance or poor performance. Indicate whether each incident and the issue of performance was litigated and whether litigation determined that the prospective contractor was in default. Submit full details of the terms for default including the other party's name, address, and telephone number. ECT will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of your agency's past experience.

References

Contact Person *

Reference Organization *

Reference Email *

Reference Organization Mailing Address *

Reference Organization Phone Number *

1. Scope of Services

The purpose of this ITB is to obtain the services of a children- and family-serving agency, hereinafter referred to as the "Respondent," to participate in the development and implementation of an early childhood system model called the Escambia County Help Me Grow Collaborative, which will support healthy child development and school readiness, two major results identified in the Escambia Children's Trust needs assessment published in fall 2022. Under the first overarching result, "Theme 1: Children Are Healthy," the Trust is committed to investing in strategies that ensure babies are born healthy and given a foundation for a happy, healthy life. Under the second result, "Theme 2: Children Are Ready to Learn and Succeed in School and Life," the Trust is committed to investing in high-quality early childhood experiences and ensuring equity in access to quality care for children from all backgrounds.

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 centers equity and community-based solutions, promoting cross-sector collaboration to build an efficient and effective early childhood continuum of care. A successful application needs to demonstrate a clear understanding of the early childhood development landscape in Escambia County so that effective strategies to address social determinants of health in early childhood can be incorporated into the Collaborative. It is also important to acknowledge that differences of thought, background, and experience can present challenges in developing and implementing early childhood assessments and interventions that are culturally responsive, competent, and well-received by the intended community. Efforts to promote the health and well-being of children in Escambia and their families should embed inclusive and equitable principles and strategies that maximize participant engagement and retention, especially for people of color.

Background: Help Me Grow Florida (HMGF)

HMGF is not a stand-alone program, but rather an embedded, community-based system that utilizes and complements other existing early childhood supports. Successful implementation of HMGF leverages existing resources, maximizes opportunities, and advances stakeholder collaborations toward achieving a mutual agenda.

HMGF is based upon an evidence-based system with a national network of more than 28 state affiliates that receive ongoing technical assistance from the national center to support implementation. HMGF is an affiliate of the HMG National network. Florida joined in 2012 and established the HMGF State Coordinating Office (SCO) in 2014, based in Tallahassee, Florida at the Children's Forum, Inc.

Please allocate \$5,000 in your proposed budget to join the Help Me Grow Florida network. As part of the \$5,000 affiliation fee, the state office will provide the selected Respondent with the following services:

1. Technical assistance and training to maintain fidelity of the system model

2. HMGF branding, marketing, and statewide public awareness training and materials
3. A centralized HMGF website, which includes an affiliate login housing resources for affiliate sites
4. Activities that promote HMGF affiliate information-sharing, collaboration, and expansion
5. HMGF common indicator data compilation, analysis, and reports
6. An annual in-person meeting to provide professional development and networking

ITB Focus Populations

This ITB focuses on the following 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)

Community Early Childhood Systems Development

To build coordinated access in Escambia County, the contractor selected to implement the Collaborative will also be required to establish a **Help Me Grow Leadership Team**. The Leadership Team will convene partners to discuss challenges, gaps, successes, and opportunities they experience when connecting families to services. They will also build relationships with other partner organizations to establish practices/strategies to build interorganizational connections through a data-centered approach.

This systems-related work will build, enhance, and expand an early childhood continuum of care focused on equitable access for children ages birth through 8. The Collaborative will be required to facilitate at least four (4) HMG Leadership Team meetings per year, which will focus on the following:

- A. Develop a system of early childhood community-based programs, services and supports, incorporating culturally diverse ideas and perspectives, for the health and development of children ages birth through 8.
- B. Review monthly data reports, summary reports, and reports provided by SCO (monthly data snapshot, quarterly data evaluation, and annual affiliate summary) to identify barriers and gaps in services and to develop processes to improve the system.
- C. Create and review a continuous quality improvement plan and recommend changes necessary for program success. The HMG Leadership Team should include representatives from leading early childhood and community stakeholder organizations, **including but not limited to the following:**
 1. 211 Information and Referral Services
 2. Child Care Resource and Referral
 3. Early Learning Coalition
 4. Early Steps
 5. Escambia Children's Trust
 6. Florida Diagnostic and Learning Resources System (FDLRS)
 7. Healthy Start
 8. United Way agencies and programs
 9. Head Start or Early Head Start
 10. Healthcare Provider or Physician Champion
 11. Help Me Grow Florida state leadership
 12. Parent or Family Advocate

Yes I acknowledge the scope of services.

Evaluation Process and Criteria *

2. Evaluation Process and Criteria

A designated committee whose members are appointed by the Escambia Children's Trust Board for this ITB shall evaluate each properly submitted response. However, the Trust reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Respondent can propose. The written submissions will be evaluated and ranked based on the criteria enumerated below.

The Escambia Children's Trust seeks one qualified entity to implement the Escambia County Help Me Grow Collaborative. Selection will be awarded based solely on a ranking of written proposals deemed to be fully qualified and best suited. However, at the discretion of the ECT or designated committee, two or more respondents may be asked to provide oral presentations to the ECT or designated committee. Notice of the assigned times will be communicated in advance to the Respondent. These exchanges are not in any way construed as a "negotiation" of terms by either party.

Evaluation criteria

[Proposals will be reviewed against the scoring criteria linked here.](#)

While the order of these factors does not denote relative importance, the ECT acknowledges that selecting best-value providers primarily requires a balanced combination of (1) reasonable rates and the availability of flat fees, blended rates, and caps on fees; (2) strong experience and demonstrated expertise in providing services to similar entities; (3) a demonstrated commitment to equity, diversity, and inclusion; and (4) capacity to work with and alongside a dynamic range of service providers and culturally and socioeconomically diverse families across a large county.

The ECT reserves the right to consider other relevant factors, as it deems appropriate, in order to hire the best value provider of the Escambia County Help Me Grow Collaborative. The ECT may or may not seek additional information from respondents prior to making a selection. This solicitation does not commit ECT to select any firm, award any work order, pay any costs incurred in preparing a response, or procure or contract for any services or supplies. The ECT reserves the right to accept or reject any or all submittals received, cancel or modify the solicitation in part or in its entirety, or change the solicitation guidelines, when it is in the best interests of the ECT to do so.

Review and Selection Process

The following is a general description of the process by which a contractor will be selected for award of a contract to perform the services described in this ITB:

- ITB is released to prospective contractors.
- To ensure that all prospective contractors are treated consistently during the selection process, all questions about this ITB and ECT's responses will be posted on ECT's website. A deadline for the receipt of questions has been established. Persons or entities who intend to respond to this ITB by submission of a competitive proposal may wish to pose questions, objections, or requests for information, request clarification or for an interpretation regarding terms, provisions, or requirements of the bid. In this event, prospective contractors shall not attempt to communicate in writing, electronically or orally with any ECT official or employee other than the ECT employee designated as the Project Manager. Prospective contractors shall not contact any other officials to gather information about this ITB

or to influence the ECT's consideration of its proposal. All inappropriate communications with ECT officials or employees will be forwarded to the ECT Project Manager and the proposal evaluation team. Inappropriate communications by a prospective contractor may, at the discretion of the Project Manager, constitute grounds for disqualification of that prospective contractor's proposal. Alternatively, the evaluation team may, at its discretion, consider such inappropriate communications when evaluating and scoring proposals.

- All proposals must be received by ETC no later than the date and time specified herein. Late proposals will not be accepted and will not be reviewed.
- The ECT's proposal evaluation team expects to take the following actions to determine the merits of the proposals that are submitted:
 - a. Review the proposals to determine whether they are responsive to the ITB and that they were submitted by responsible companies. Definitions for the terms "responsible" and "responsive" are provided below:
 - i. Responsible contractors are those contractors that meet ECT standards with respect to a reasonable expectation that the contractor has the management, technical expertise, financial capacity, equipment, and human resources available to ensure adequate performance of the work described in the solicitation. To be considered responsible, contractors shall also be free of past instances of the material breach of ECT contract, free of a conviction (or convictions) for bribery, fraud, conflict of interest, violation of environmental laws, or for convictions for other crimes reflecting poorly on the contractor's integrity, for the last five (5) years. Contractors that fail to meet the minimum qualifications stated in the solicitation or that have, in the past three (3) years, been debarred or suspended or had a contract terminated for default by any government agency are also determined to be not responsible.
 - ii. Responsive proposals are those proposals that satisfactorily address all requirements specified in the ITB without omissions or variances.
- **Review.** Proposals are independently reviewed and scored by a team of reviewers that may include ECT staff, experts in the field, and trained volunteers. Using the evaluation criteria contained herein, reviewers will assess the soundness and completeness of each proposal and the vendor's capacity to effectively deliver what is proposed. Proposals will be scored on a scale of 0-100 according to the scoring scheme below:

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

- **Discussion.** Following each reviewer's individual rating, the review team meets in a publicly noticed debriefing meeting to discuss each proposal and assign a consensus team score, including explanatory comments. Applicants may attend the debriefing meeting as observers. The highest-ranking proposal score does not assure a funding recommendation.
- **Interview/site visit.** At ECT's discretion, publicly noticed interviews and/or site visits may be conducted at either the vendor's site or ECT offices. ECT may limit the number of interviews based on the scoring of the written responses as described above in #6. Members of the public may attend interviews and/or site visits as

observers. The interview/site visit review team may include Trust staff, experts in the field and trained volunteers. Reviewers will come to consensus on interview/site visit observations and provide input to Board recommendations.

- **Staff recommendations.** Considering the above review process results, the Executive Director of ECT makes a recommendation. When considering direct community services, consideration is also given to factors such as alignment with ECT's priority investment areas, effective and economical distribution of funding across Escambia County and/or in underserved geographic areas/populations in Escambia County (if applicable), minimizing duplication of efforts, and reasonable program costs for the services and outcomes proposed. Based on consideration of the above factors, a recommendation will be made to the ECT Board.
- **Board review and award.** Executive Director recommendations are reviewed and considered by the ECT Board at a publicly noticed meeting. Applicants are encouraged to attend these meetings. ECT Board approval of the recommendations will allow the contract process to begin, in an amount not to exceed the ECT Board's approved award.

Yes I acknowledge the evaluation process and scoring criteria.

Section 1: Centralized Access Point, Core Component #1

Centralized Access Point *

Core Component #1 aims to easily connect children and their families to services, support, and care coordination, based on their needs.

This central access serves as the hub for linking children ages birth through 8 and their families to community-based services and supports through seamless care coordination. Warm, human-to-human connections to services are essential to the Help Me Grow model. Related activities in this first Core Component include but are not limited to:

o Provide a centralized telephone line available 24 hours/day, 7 days/week, to answer initial calls and refer callers to local HMG staff. This requires a formal memorandum of understanding or subcontract partnership with the local 211 agency to ensure telephone access, screening of eligible 211 callers with children under age 8 about the need for HMG services, and transferring calls to HMG.

- Provide translation services for non-English speaking callers.
- Answer early childhood questions with cultural competence and humility; conduct child developmental screenings; and provide care coordination, referral, and follow-up assistance.
- Receive high-quality ratings (target is 60%) from “secret shopping” calls as part of the 211 quality reviews.
- Conduct screenings using all the following approved screening tools: Ages and Stages Questionnaire3 (ASQ-3), ASQ: Social Emotional 2 (ASQ:SE-2), Pediatric Symptom Checklist (PSC), the Modified Checklist for Autism in Toddlers (M-CHAT-R/F), and an approved literacy screening.
- Provide follow-up to all community-based ASQ screenings submitted. HMG staff will contact all families that complete an online screening tool and continue to provide ongoing screenings, care coordination, and follow-up.
- Develop and maintain a local HMG website and social media presence with an online ASQ portal link and additional web content provided by HMGF.
- Maintain, update, and add culturally relevant resources related to early child developmental screening, assessment and early intervention within the 211 Helpline community resource directory and other relevant referral databases. Provide referrals and referral follow-up to early childhood community programs for families.

Partners and Service Linkage

A partnership with our local 211 agency is required and supporting documentation of the partnership should be included. The 211 partnership ensures 24-hour telephone access and must include an agreement to ask eligible 211 callers with children **birth to age 8** about the need for HMG services; include HMG services in their referral database; and provide monthly call data. **For the application, at a minimum, a letter of support to indicate a partnership is possible is strongly encouraged.**

Prior to the contract start date, the funded entity is required to enter into a formal MOU with the State Coordinating Office of HMGF based at the Children’s Forum, Inc., and the Escambia Children’s Trust, to be executed prior to the contract start date. The MOU will outline a partnership agreement that includes but is not limited to the following:

- a. Start-up and annual fee to System for Tracking Access to Referrals (STAR), the Help Me Grow database
- b. Subscription purchase and/or usage of Brooke’s screening account
- c. Letter of support from 211
- d. Letter of acknowledgement from Physician Champion(s)
- e. Data-sharing and reporting requirements
- f. Marketing and outreach requirements including the Media and Press Release form

Partnerships should provide opportunities for linking services and sharing data, with appropriate parental consent, that add value and efficiency for children and families in the referral and follow-up process. This program cannot be delivered in isolation; but rather must link children and their families to additional services and support within Escambia County.

Yes I acknowledge the deliverables required in this section.

Project Plan

Letter of Support 211

Upload a letter of support from the local 211 agency to indicate a partnership is possible (strongly encouraged).

Subcontract Access Point *

Will you subcontract the centralized access point or will you deliver this core component within your agency? *(Please note: Details about subcontractors will be asked in the "Subcontractor Information" section)*

Section 2: Provider and Physician Outreach, Core Component #2

Provider/Physician Outreach *

Core Component #2 aims to support early detection and intervention for children ages birth to 8 years old and integrate medical care into the system.

Health care outreach activities educate and motivate physicians and other child health care providers to conduct routine child development screenings and utilize the HMG phone line for referrals, care coordination and support. These activities should also train and empower health care professionals to engage with the cultural diversity of Escambia and adequately address any caregiver reservations or concerns about developmental screenings with cultural humility and understanding. Related activities include the following:

- Establish a system to provide referring health care providers with feedback, including screening results, referrals made, outcomes and thanking them for referrals.
- Utilize a "Physician Champion" or a group of champions to engage health care professionals. The Respondent will provide a letter of acknowledgement, updated semiannually from the designated physician(s) of his or her role as an Escambia County Help Me Grow Physician Champion.
- Conduct a minimum of two (2) child health care provider outreach activities each month to physicians and other healthcare providers (these activities include educational sessions, trainings, presentations, and the distribution of materials).
- Market the Escambia County Help Me Grow Collaborative to physicians and other child health-care providers through direct mailings and follow-up with office staff about how HMG can assist with screenings, referrals, and follow-up.
- Create and distribute HMG referral forms at physicians' offices.

Yes I acknowledge the deliverables required in this section.

Project Plan

Letter of Support Provider

Upload any letters of support from child health care providers that support your application.

Subcontract Provider Outreach *

Will you subcontract outreach to providers and physicians or will you deliver this core component within your agency? *(Please note: Details about subcontractors will be asked in the "Subcontractor Information" section)*

Provider Outreach Strategy: Part A *

Describe the proposed detailed marketing plan for provider and physician outreach. What approaches or strategies will you use to build relationships and collaborations with child health care providers and early childhood system partners?

Provider Outreach Strategy: Part B *

How will you ensure families are provided with warm human-to-human connections to child health care providers?

Provider Outreach Activities *

How will proposed outreach activities meet the requirements and deliverables of this ITB, with a clear emphasis on family-centered, community-based, collaborative, comprehensive, and culturally appropriate services rooted in achieving diversity, equity and inclusion?

Section 3: Family and Community Outreach, Core Component #3

Family and Community Outreach *

Core Component #3 aims to provide engaging child development education and raise awareness of the Help Me Grow Collaborative system and services.

Family outreach activities promote HMGF, develop allies in local communities, and inform families about the importance of child development screening. These activities should be delivered with cultural humility, socioeconomic humility, and understanding to adequately address potential caregiver reservations or concerns about developmental screenings and interventions. Related activities include but are not limited to the following:

- Conduct a minimum of two (2) “Books, Balls & Blocks” community screening events each contract year, which are free, fun, inclusive community screening activities for families and children ages birth-5 years from diverse cultural and ethnic backgrounds.
- Conduct family and community outreach activities, with a minimum of two (2) activities per month, understanding that many months will have greater outreach opportunities.
- Post content, a minimum of two (2) post per month, to the funded local Escambia County Help Me Grow organization’s social media accounts (e.g., Facebook, Instagram, Twitter), including tagging ECT.
- Distribute marketing materials that promote culturally and socioeconomically responsive family and community knowledge of child development issues and resources, and that explain how HMGF can assist families.
- Market Escambia County HMG to families via community presentations, local newspapers, radio, relevant websites, and the like, with acknowledgement of ECT as the funder. Develop marketing and outreach materials, including social media, in accordance with *Help Me Grow Florida Public Awareness Guidelines*.

Yes I acknowledge the deliverables required in this section.

Project Plan

Letter of Support Partners

Upload any letters of support from family and community partners that support your application.

Subcontract Family Outreach *

Will you subcontract family and community outreach or will you deliver this core component within your agency? *(Please note: Details about subcontractors will be asked in the "Subcontractor Information" section)*

Family Outreach Strategy: Part A *

What approaches or strategies will you use to reach families, with the goal of recruiting, enrolling, engaging, and retaining (if needed) children in the program?

Family Outreach Strategy: Part B *

How will you help families address the obstacles and challenges they experience getting connected to services?

Family Outreach Strategy: Part C *

Understanding the cultural perspectives of families can positively impact relationship-building and family engagement efforts. How will your child, family, and community outreach strategy engage, support, and partner with parents/caregivers in order to achieve the best outcomes for children?

Family Outreach Activities *

How will your proposed outreach activities meet the family and community engagement requirements in this ITB? Include specific outreach details in your response.

Section 4: Data Collection and Analysis, Core Component #4

Data and Analysis *

Core Component #4 aims to evaluate services and outcomes, identify systemic barriers and gaps, bolster advocacy efforts, and guide continuous quality improvement.

Data collection and evaluation are core components of the national and local HMG model. All organizations partnering in the Collaborative will have a large role to play in collecting and using data to inform their work. 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. The monthly HMGF data report shall include but not be limited to:

- Total number of new children served during the month
- Total number of new families served during the month
- Times that HMG calls were received through 211 during the day
- Day of the week calls through 211 were received
- Total number of HMG calls received through 211 during the month
- Total number and type of screenings conducted during the month
- Number of referrals to agencies made each month, including agency type or classification
- Number of outreach activities conducted during the month with families, caregivers, community, health providers, and service/agency providers.
- Satisfaction surveys (providers, partners, parents, and children)
- The Contractor is required to complete a semi-annual fidelity assessment administered by HMG National

Yes I acknowledge the deliverables required in this section.

Project Plan

Data Management Practices *

Describe your agency's - and your subcontractor's - data management practices and include agency methods/protocols for ensuring data integrity, accuracy, and timely reporting. Please include data management practices for each subcontractor.

Data for Improvement *

Describe how your agency uses data to individualize services, improve program quality, and ensure model fidelity, including those services delivered by subcontractors.

Section 5: Improving High Quality Direct Services, Core Component #5

Improving High-Quality Direct Services *

Core Component #5 aims to improve the availability of high-quality direct services for infants and toddlers ages birth to 3. The “direct services” component of the Escambia County Help Me Grow Collaborative is 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 coordination among organizations and groups that serve families and efficient access to supports wherever families are. Examples of activities that can increase access include, but are not limited to:

- Activities and services to promote **awareness** of the importance of child development and early intervention
- Activities and services to promote **outcomes for children at risk** of poor developmental outcomes
- Activities and services to improve **outcomes for children who do not qualify** for Part C (early intervention for children less than 3 years old) services

Yes I acknowledge the deliverables required in this section.

Project Plan

Subcontract Direct Services *

Will you subcontract direct access to services or will you deliver this core component entirely within your agency? *(Please note: Details about subcontractors will be asked in the "Subcontractor Information" section)*

Agency will subcontract

Agency will not subcontract

Describe Direct Access *

Describe how your plan to improve high quality direct services will be designed efficiently and effectively to serve the most children and families in the birth to 3 targeted age group.

Describe both your strategy and project plan to implement this core component of the Collaborative.

Meet Access to Services *

Describe how specific activities within your project plan will meet the "improving high quality direct services" requirements in this ITB. Specifically:

- How will you use data from STAR to shape your activity plan?
- How will you root your strategic plan in data, evidence, and the greatest needs of Escambia County children ages birth to 3?

Staffing

Staffing Deliverables *

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.

Experience: Highly qualified staff members capable of developing strong, positive relationships with infants, toddlers, young children, caregivers, and physicians are a key component of the success of the Help Me Grow Collaborative.

Competitive applicants must have professional staff with at least five years of experience in early childhood development screening and early intervention **and** conducting tasks such as those described in the solicitation.

Staff must have strong knowledge and skills, through training, experience, and education, to competently perform the required activities, including early child development, culturally and linguistically competent care coordination, developmental screening and community outreach, and systems-building.

Required Positions

The minimum staffing requirements are one (1) HMG Program Coordinator, one (1) HMG Care Coordinator, and one (1) HMG Outreach Coordinator. The funded agency must allow all HMG employees adequate time to execute their HMG-related job responsibilities.

Yes I acknowledge the deliverables required in this section.

Organizational Chart *

Upload your agency's organizational chart showing the placement of proposed Help Me Grow project staff.

Professional Development

Ongoing Professional Development *

Describe how you will engage key staff in ongoing professional development and stay abreast of the latest in evidence-based development screening techniques and community resources for early intervention and support.

Staffing

Typical Supervision/Training *

Describe typical staff training and supervision practices that support program quality and continuous learning at your agency.

Individual Staffing Information

Position Type * Select the type of position to be staffed.

Select One
HMG Program Coordinator
HMG Care Coordinator
HMG Outreach Coordinator
Other

Other Staff * Other position title.

Existing/Non-existing * Select if the staff is existing or needs to be hired.

Select One
Existing
To Be Hired

FTE * Provide the full-time equivalent. (expressed as a decimal)

Salary and Benefits * Provide the full salary dollar amount including benefits.

Individual Resume * Attach the existing staff member's resume.

Job Description * Upload a job description for the position using your agency's standard template.

Sustainability Plan

Deliverables Required *

The purpose of sustainability activities is to pursue external revenue sources to support the HMG initiative. Related activities include but are not limited to the following:

- a. Developing a sustainability plan that includes current and future efforts to apply for grants, pursue private donations or in-kind donations aiming for a more equitable countywide Help Me Grow system of supports for children and families in Escambia County.
- b. Documenting sustainability efforts including meetings held, applications submitted, and awards received. The HMG Leadership Team will engage in the development of the sustainability plan.

Yes I acknowledge the deliverables required in this section.

Sustainability Plan *

Describe your sustainability plan for the Escambia County Help Me Grow Collaborative.

General Information

ANY PROPOSAL DETERMINED TO BE NONRESPONSIVE TO THIS SOLICITATION, INCLUDING INSTRUCTIONS GOVERNING THE SUBMISSION OF PROPOSALS, WILL BE DISQUALIFIED WITHOUT EVALUATION UNLESS THE ECT OR DESIGNATED COMMITTEE DETERMINES THAT THE NONCOMPLIANCE IS INSUBSTANTIAL.

The ECT makes no guarantee that any services will be purchased pursuant to any Contract entered into with Respondent as a result of this solicitation.

Unless otherwise specified in this solicitation, all communications, responses, and documentation must be in English, and all cost proposals or figures in U.S. currency. All responses must be submitted in accordance with the specific terms of this solicitation.

The goal of this solicitation is to select and enter into a Contract with the Respondent that will provide the best value of services to achieve the procurement goals of the ECT.

Costs that are not specifically identified in the Respondent's response and/or not specifically accepted by the ECT as part of the Contract will not be compensated under any contract awarded pursuant to this solicitation.

Respondent's submitted bid shall be treated by the ECT as an accurate statement of Respondent's capabilities and experience. Should any statement asserted by Respondent prove to be inaccurate or inconsistent with the foregoing, such inaccuracy or inconsistency shall constitute sufficient cause for rejection of the Response and/or of any resulting contract.

The ECT or designated committee will rule on any such matters and will determine appropriate action.

If the ECT determines that it is necessary to revise any part of this solicitation, or if additional data is necessary to clarify any of its provisions, a supplement will be issued in the same manner as originally distributed.

The ECT's solicitation evaluation personnel reserve the right to amend the solicitation at any time prior to the deadline for submission of responses.

The Contract and work orders entered into as a result of this solicitation shall be on a fee for service basis.

It is anticipated that the ECT shall select one Respondent to this solicitation and intends to enter into a Contract with one Respondent. It is anticipated that the term of the Contract entered into pursuant to this solicitation will be for a term of one year, with an option for the ECT to renew it in its discretion for an additional one-year term.

Waiver Authority

The ECT reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the response, to accept or reject any or all responses received, and/or to cancel all or part of this solicitation at any time prior to awards.

Disclaimer

This solicitation does not commit the ECT to award any funds, pay any costs incurred in preparing a response, or procure or contract for services or supplies. The ECT reserves the right to accept or reject any or all responses received, negotiate with all qualified Respondents, cancel or modify the solicitation in part or in its entirety, or change the response guidelines, when it is in its best interests.

Contract Ethics

The following contract ethics will also apply.

- No elected official or employee of the Trust who exercises any responsibilities in the review, approval, or implementation of the proposal or agreement shall participate in any decisions, which affects his or her direct or indirect personal or financial interest.
- The firm shall not assign any interest in this agreement and shall not transfer any interest in the same without the prior written consent of the Trust.
- The firm shall not accept any client or project that places it in a conflict of interest with its representation of the Trust. If such conflict of interest is subsequently discovered, the Trust shall be promptly notified.

Indemnification and Hold Harmless

Respondent covenants and agrees that it will indemnify and hold harmless the ECT and all of the ECT's officers, agents, and employees from any claim, loss, damage, costs, charge or expense arising out of any act, action, neglect or omission by Respondent during the performance of the contract, whether direct, or indirect, and whether to any person or property to which the ECT of said parties may be subject, except that neither the Respondent nor any of its sub-contractors will be liable under this section for damages arising out of injury or damage to persons or property directly caused or resulting from the sole negligence of ECT or any of its officers, agents, or employees.

Insurance

If required upon execution of a contract, the Respondent shall maintain insurance during the life of this agreement, and the ECT shall be listed as additional insured on that insurance document. A waiver of subrogation must be added in all areas and shall suffice in lieu of additional insured on workers' compensation, in an amount and a form set forth herein, to insure against risks, which are identified herein. Insurance providers must be rated "A" or better accordingly to the A.M. Best Company.

Independent Contractor

It is expressly understood and agreed by both parties hereto that the ECT is contracting with the successful Respondent as an independent contractor. The parties hereto understand and agree that the ECT shall not be liable for any claims which may be asserted by any third party occurring in connection with the services to be performed by the successful Respondent under this contract and that the successful Respondent has no authority to bind the ECT. The Respondent represents itself to be an independent contractor offering such services to the public and shall not represent himself or his employees to be an employee of the ECT. Therefore, the Respondent shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, worker's compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the ECT, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney's fees); and damage of any kind related to such matters. The Respondent shall further understand that the ECT cannot save and hold harmless and or indemnify the Respondent and/or the Respondent's employees against any liability incurred or arising as a result of any activity of the Respondent or any activity of the Respondent's employees performed in connection with the Contract.

Yes I understand the regulations ECT must abide by.

Exhibit One *

For the full text of the applicable laws and regulations governing ECT, please use the following web links:

- Ordinance 2020-22 of Escambia County, Florida:

<https://acrobat.adobe.com/link/track?uri=urn%3Aaaid%3Ascds%3AUS%3Afd0b41f0-1908-369b-be10-92884e957d10&viewer%21megaVerb=group-discover>

- Chapter 189, Florida Statutes (2021)

http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=0100-0199/0189/0189ContentsIndex.html&StatuteYear=2021&Title=%2D%3E2021%2D%3EChapter%20189

- Chapter 218, Florida Statutes (2021)

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0200-0299/0218/0218.html

Yes I understand the regulations ECT must abide by.

Background Screening *

All staff working in ETC-funded programs must comply with Level 2 background screening and fingerprinting requirements in accordance with § 943.0542, Fla. Stat., § 984.01, Fla. Stat., § 435, Fla. Stat., §402, Fla. Stat., § 39.001, Fla. Stat., and § 1012.465, Fla. Stat. as applicable. The funded agency must maintain staff personnel files which reflect that a screening result was received and reviewed to determine employment eligibility prior to employment. An Affidavit of Good Moral Character must be completed prior to hire for each employee, volunteer, and subcontracted personnel who works in direct contact with children. Program providers will be required to re-screen each employee, volunteer and/or subcontractor every five (5) years.

Yes I understand the regulations ECT must abide by.

Drug-Free Workplace ***Drug-Free Workplace Form**

The undersigned vendor, in accordance with Florida Statute 287.087 hereby certifies that it will:

- Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
- Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in Paragraph 1.
- In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will adhere to the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 thru 5.

As the person authorized to e-sign this statement, I certify that this firm complies fully with above requirements.

E-Verification System ***Certification Regarding E-Verify System**

Pursuant to §448.095, Florida Statutes, the Contractor hereby certifies the following:

Contractor shall register with and utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of all new employees hired by Contractor during the term of this Agreement and shall expressly require any subcontractors performing work or providing services pursuant to this Agreement to likewise utilize the E-Verify System to verify the employment eligibility of all new employees hired by the subcontractor during the term of this Agreement. If Contractor enters into a contract with a subcontractor performing work or providing services on its behalf, Contractor shall also require the subcontractor to provide an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien.

Failure to comply with these requirements shall be cause for immediate termination of the Agreement.

EEO Statement * **Equal Employment Opportunity Statement**

The undersigned Respondent, by the e-signature below, represents that the foregoing information is true and correct. The undersigned Respondent, by the signature below, provides assurances to the Escambia Children's Trust of its compliance with Federal, State and local affirmative action and equal employment opportunity requirements. The undersigned Respondent further assures that it and its sub-contractors/sub-recipients' facilities are accessible to the handicapped (if applicable).

IN WITNESS WHEREOF, this Equal Employment Opportunity Statement is hereby e-signed as of the date indicated.

Public Entity Crimes * **Statement on Public Entity Crimes**

In accordance with Florida Statute 287.133, the following information is provided:

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute 287.017 for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

Subcontractor Information

Subcontracted Component(s) *

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

Section 1: Centralized Access Point

Section 2: Provider and Physician Outreach

Section 3: Family and Community Outreach

Section 5: Improving High Quality Direct Services

Partner Name *

Name of Subcontracted Partner Agency

Population Served *

Population Subcontractor Proposes to Serve

Services Offered *

Services Subcontractor Proposes to Deliver

Location & Hours *

Subcontractor's Proposed Site Location(s) and Hours of Operation

#Children Served *

Number of Children Subcontractor Proposes to Serve

Subcontract Amount *

Subcontract Amount (Total Partner Budget)

Scope of Work *

Describe the scope of work to be preformed by this subcontracted partner, including the resources or expertise that the partner will bring to the Collaborative.

MOU Submission Upload

Upload a draft MOU that describes the scope of work to be performed by each subcontracted partner, including the resources or expertise that the partner will bring to the Collaborative.

Application Budget

Line Item *

Line Item

Total Cost *

Total Proposed Program Cost

Amount Requested *

Amount Requested from ECT

Justification *

Justification