Family and Community Support and Partnership (FCSP)
For Family Support Services (FSS)
RFP 14-02-FCSP-FSS

Addendum No. 1 to RFP 14-02

General Questions		
#	Question	Answer
1.	Do we need resumes, letters of support?	Resumes are not required to be included in your proposal package however; you may include resumes as supporting documentation for experience of staff members. Letters of support are not necessary to include in your proposal package.
2.	We're having trouble adding rows to the contract table attachment. If we are adding the info for our school district, we have a number of contracts for the past 5 years. Or is this related only to first 5 contracts? Do we need to add our own table?	A contract history template has been provided as an attachment (attachment E). The contract history is for the district, since this is the "agency" that will submit the proposal. If your "department" is submitting on behalf of the district, there may be some consideration to scaling down the contracts to those handled within the department. It is not necessary to include contracts that deal with maintenance, etc. however, include contracts for the "agency" or "department" for similar work that can demonstrate capacity and program success which ultimately is the purpose for requiring such information.
3.	In using the proposal narrative application template, I'm unable to add any type of chart or different formatting. Are we to include the organizational chart separate from the template? Where in the table of contents should additional charts (logic model, board of director's roster, things we can't cut and paste in the narrative be located? After the narrative? Thank you.	The proposal narrative template (attachment C) is for the narrative information only. You can attach org charts, logic model, etc. to your proposal narrative. You can include them within the proposal (sequential order) or at the end as attachments; it is your preference, either format is acceptable (both formats will be accepted).
4.	RFP "Page 14, Item V., A., #1 references an Attachment A- Program Work Plan…but Attachment A to the RFP is actually the Proposal Submission Checklist, is this an error?	Attachment A to the RFP is in fact the Proposal Submission Checklist. The Attachment A referred to on page 14 is standard contract language within the Contract Requirements which discloses contractual obligations should a proposer accept a contract award. Therefore, Attachment A- Program Work Plan as referenced on page 14 of the RFP refers to Attachment A to the draft Contract, not the RFP.
5.	Does the requirement for double-spacing apply to formatting within the attachments such as proposal narrative, etc.?	Double-spacing is **not** a requirement for completing the attachments.

6.	Do we do 2 RFP's as we have in the past, 1 for Parenting Education and 1 for Resource Center?	No. One proposal should be submitted in response to this RFP.
7.	For Attachment C (proposal narrative template) are Attachment D (workflow graph), Logic Model and Org Chart included in the 6,000 character limitation?	The character limitations within Attachment C-proposal narrative template are for the narrative provided in response to each question within the template only. Attachment D (workflow graph), Logic Model and Org Chart should be submitted as a separate document, attached to your proposal. Bullet statements should be used as this document is character limited to the space provided.
8.	Can we add attachments, is there a maximum?	You may add attachments or documents as needed to complete your proposal package. Please refrain from including excessive amounts of documentation beyond what is required. Proposals must be submitted in a format as described in the RFP and should be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFP.
9.	Exhibit B does not contain any program objectives are you referring to the objectives listed in Exhibit A?	Exhibit B is the instruction (sample) provided to complete Attachment D- workflow graph template. The objectives within the Attachment D- workflow graph document should be reflected as bullet points from the narrative answers within Attachment C.
10.	Are for profit agencies eligible to submit proposals? If so, do Sections C. 3. a. 2) and 3) still apply? (Program Restrictions Board of Directors: 2) No board member may be an employee of the organization, and 3) No paid staff member may serve as a voting member of the governing board.) Our organization is an Employee Stock Ownership Program (ESOP) in which the company is 100% owned by its employees. The CEO, COO, and CFO also comprise the board of directors.	The RFP does not limit applicants to non-profit agencies. Therefore, for profit agencies are eligible to submit proposals. The RFP provides: Program Restrictions a. Board of Directors: 1) Organization's governing board must meet not less than four times per year, and 2) No board member may be an employee of the organization, and 3) No paid staff member may serve as a voting member of the governing board. Agencies operating as an ESOP, would not qualify based on the restrictions set by First 5.
11.	The RFP states that no staff member that is part of the Board can be paid, is a consultant considered staff?	The restriction applies to paid consultants.

	Program Questions	
12.	Based on the program model from Exhibit C, are proposers to include Case Management or family strengthening efforts for all participants enrolled in Nurturing Parenting or just for those who score below stable based on the FDM assessment?	The intensity of the case management will depend on the status levels indicated on the Family Development Matrix for the participant. If participants are stable or above on all indicators, case management is not required but still may be appropriate as determined by Contractor, utilizing all available resources.
13.	The Nurturing Parenting Programs seem to be comprised of teaching modules that build upon each other. As I recall, grantees have previously shared the challenges of having parents participate in an educational or support series - there are parents who may attend a time or two then "disappear". If parents do not complete all the modules this will appear as if there is no or little progress made with that particular family. What is the expectation for implementation of the Nurturing Parenting Program? Clearly we want parents to complete entire series but based on experience by some grantees, this is not realistic.	The expectation is that families will continue with the Nurturing Parenting program until they have decreased at least one level of risk as assessed on the Adult-Adolescent Parenting Index (AAPI). It is understood that some parents will not complete the sessions or demonstrate progress. Proposed outcomes should be reflective of your experience serving this population and demonstrate ability to improve completion rates.
14.	There are new assessment tools that appear to be required including the AAPI for adolescent parents, FDM and evaluation tools. Will there be a period of time as start up to ensure project staff is fully trained on new tools? It would be difficult to "get out of the gate" right away without ensuring staff competency in use of tools.	Training on the AAPI is provided with certification on the Nurturing Parenting program which contractors are expected to complete prior to contract award. Training on the FDM will be provided to awarded contractors post award.
15.	If parents attend NPP and need more follow up and guidance beyond the 3-month window after attending class; is that allowed?	Yes. The expectation is that NPP sessions will be offered to clients until they have decreased one level of risk on the AAPI.
16.	Is Persimmony still the database we will use?	Yes. Persimmony will be used for tracking performance measures and reimbursement. Other web-based databases will be used for the FDM and the AAPI.
17.	Based on the data you received is there a geographic region that is in greater need of these services than others?	Data shows that needs are throughout the county and proposals should demonstrate ability to identify and serve specific populations.

18.	Is it up to the agency to determine anything beyond the 16 week minimum based on what is showing on the AAPI (based on the data)?	Yes. The goal is not to check off a number of sessions and call it done; the goal is to get the participant to the lower-level of risk understanding that movement may take a while (beyond the 16 week), sometimes it happens immediately it just depends on the client. These decisions are to be made by the program. Of course, First 5 will be looking at the data and may ask questions regarding clients and that's when dialogue about these clients can occur.
19.	Based on the program model from Exhibit C, are proposers able to enroll participants shown to be at medium or high risk from the AAPI, yet stable based on scores from the FDM?	Yes, the Nurturing Parenting Program is the primary service and participants shown to be at medium or high risk by the AAPI assessment should be enrolled in the program. The Matrix Outcomes Model utilizing the FDM is a secondary service which is provided as a complimentary service to ensure the family ends the program at optimal functioning (i.e. low-risk, stable or self-sufficient). If someone is assessed and does not want to participate in the NPP but wants case management then they would need to be case managed by another provider and referred out.
20.	The different curriculum shown in your presentation (during the mandatory proposal conference) does not have the nurturing scales on there. Is this one not acceptable?	These were just examples provided of the ones that fit the 0-5 population. There are many others that were not included in the example. It is appropriate to select one not shown in the slide if it makes sense for the population you intend to serve.
21.	In my research of the FDM I read that you can have a customized model. Is this something that we should be doing or is this something First 5 will do?	First 5 will put together the matrix based on the objectives of the program. Agencies will have the ability to add indicators specific to any specialized populations worked with. Agencies can set up their own indicators in addition to ones set by First 5.
22.	It seems that First 5 combined the two programs from the last cycle of funding (parent education and case management) into 1 program for this RFP. Are you looking for 2 different staff or is the NPP facilitator supposed to do the FDM too?	It is up to the agency to design the program and utilize staff in a manner to successfully meet program objectives.
23.	In terms of the higher risk family needs, the component of doing in-home coaching is this expected or optional?	That's a decision left up to the proposer based on their target population. The completion date and the intensity will be determined by the participant and the program in order to get the participant to the appropriate level and in consideration of whether or not the participant needs to be referred out to another agency for more intensive services.

24.	Can we include child care for children that are over the age of 5 (example: Parents have a 4 y/o, 8 y/o and 9 y/o) are we able to care for these kids?	The child component is NOT a "day care" or "child care" but rather, follows the same philosophy and principles of the NPP. Older children part of the 0-5 family should be included in the child component. One of the considerations of the child component is to remove the barrier of child care and provide a learning-rich experience for the children while the parent participates in the program/attends the classes.
25.	Are there restrictions for how child care should be coordinated; as in the past?	When parents are on-site, there is not a need/requirement to maintain licensure. License exempt facilities are acceptable, but not necessary. It is recommended to be set-up where parents are always on site with the children.
26.	I saw that there is a mandatory minimum of 16 week sessions for 2 ½ hours per week. Is the requirement that there be 16 group sessions or is it a combination of in-home visits as well as group sessions?	The fidelity of the NPP is 16 week group sessions. In addition to NPP, you are working with participants on the individual work through the FDM. It just depends on the level of need of the family. The goal is to meet the expected outcome, not to give them the dosage and record how it all turned out.
27.	Are we still allowed to "sign-off" on court-mandated parents that participate in the program? On exhibit A it states that this program is not intended for court-mandated parents.	In clarification to the answer to this question posed at the mandatory proposal conference, this program is not designed to fulfill court-mandated parent education requirements. First 5 is the payor of last resort; agencies should appropriately refer out to providers serving that population.
28.	Since there are going to be instances where participants would need more time to advance through the FDM beyond the 16 sessions of the NPP, would there be opportunities for carry over?	Carry over clients are allowed but we encourage proposers to cycle their classes within the fiscal year. Instances of carry over clients are anticipated although, should be a small percentage of clients.
29.	Can you please clarify if First 5 is seeking group (center-based) or home-based programs based on the description provided as part of exhibit A?	The description included as part of Exhibit A is the description of the Nurturing Parenting Program from the NPP website. Center-based and home-based are both appropriate interventions however, keep in mind the costs associated with each approach (home-based is typically higher in cost compared to center-based).
30.	Are there outcomes requirements for children participating in the children's classes as part of the NPP?	No. The outcomes for NPP are for the parents. It is inherent that the children will benefit from the gains earned by their parent's participation in NPP.

31.	On the AAPI, if a client scores high-risk in one area and medium in the other 4 is there a standard for how they would be categorized?	It is the skill-level of the facilitator to determine the appropriate intervention.
32.	If the staff who are caring for the children and are cleared by our standards (fingerprinting, etc.) do they have to have attended the NPP to provide the care for the children?	Staff who are working with the children's group should also complete at minimum the 3-day NPP facilitator training. The child component is NOT a "day care" or "child care" but rather, follows the same philosophy and principles of the NPP. Keep in mind that both parents and children are learning/covering similar topics. It is important that the staff working with the children's groups have the same training as staff who are working with the parent's group to ensure program fidelity.
33.	Can participants from the previous funding cycle participate in the new program if they are still showing up as "high risk"?	The program is to move participants from high-risk to low-risk. If the fidelity of the NPP is administered appropriately, only a small percentage of participants should return.
34.	Can the FCSP assessment tool be done in a group setting?	The FCSP assessment tools are, 1) AAPI, 2) NSCS, 3) FDM and 4) ASQ. 1) The AAPI is a written self-assessment by participants and it is used as a triage tool to determine services prior to beginning a class. This assessment can be administered in a group setting; however, the results should be analyzed and discussed individually with the participant. 2) The NSCS is a comprehensive criterion referenced measure designed to gather demographic data of the family, as well as knowledge and utilization of Nurturing Parenting practices and should also be analyzed and discussed individually with the participant. 3) The FDM is an assessment based on a dialogue between provider and client of a personal nature. It is not appropriate to conduct an FDM assessment in a group setting. 4) The ASQ is a developmental screening administered to every child and is not appropriate for a group setting.
35.	Our Executive Director is part of the Board of Directors. Our Director is paid staff but won't be part of the F5 funding. Do we qualify to apply?	The RFP provides: Program Restrictions a. Board of Directors: 1) Organization's governing board must meet not less than four times per year, and 2) No board member may be an

		employee of the organization, and 3) No paid staff member may serve as a voting member of the governing board. Agencies operating with paid staff serving on their Board would not qualify based on the restrictions set by First 5.
36.	If awarded, would there be a period of time allotted to start up the programs or to make new accommodations for an existing program?	This competitive procurement includes as part of the evaluation process outlined in the RFP, review of the proposer's readiness to provide services (pg. 36, Section XIII, paragraph B, bullet 3, Item d). Any accommodations would be discussed at the contract negotiations phase of the RFP process.
37.	Do we need to offer child enrichment?	Yes. The child component follows the same philosophy and principles of the NPP. The various curriculums in the NPP are designed so that children attend separate group sessions that meet concurrently with the parents. Both parents and children are learning/covering similar topics in their respective groups.
38.	Licensed child care providers will no longer be required?	When parents are on-site, there is not a need/requirement to maintain licensure. License exempt facilities are acceptable, but not necessary. It is recommended to be set-up where parents are always on site with the children.
39.	Are you requesting a work plan/outcomes for overall program or per "region" if you plan to serve multiple regions in the county?	We are requesting outcomes for the overall program and would expect if services are proposed in multiple regions, it would be illustrated in your proposal.
40.	Please clarify what is meant by "secured site" in the RFP.	"Secured Site" refers to a pre-arranged space where services will be provided.
Fiscal Questions		
41.	Training of the facilitators of the NPP is the grantee? Then the grantee is reimbursed?	The Nurturing Parenting Program requires that facilitators be certified. Selected Contractors must be certified in the Nurturing Parenting Program prior to contract award. Any costs incurred prior to contract start date will not be reimbursed (see incurred cost on pg. 7 RFP14-02).
42.	Is there a cost for the FCSP tools and is this purchased by the provider or First 5?	First 5 will incur the cost of the evaluation tools.
43.	Is the expectation that all staff be certified in Nurturing Parenting by July 1 or start of the contract?	All staff directly involved in delivering the NPP are required to be certified.

44.	We are a current contractor and have access to your budget template- may we use this template for the budgets submitted with our proposal?	We ask that you do not use the First 5 budget template.
45.	Do you need a separate audit if the City already has an audit report done each year?	We do not need a separate audit.
46.	Are agencies able to budget for incentives? Can we incentivize along the way?	Some incentives can be an allowable expense at the completion of the program. The incentive must directly relate to the service delivery approach. Gift cards are not an allowable incentive.
47.	Attachment A "Proposal Submission Checklist"- Item 16 references a "program budget and budget narrative," is there a specific budget template that you want us to use? I was unable to locate one as part of the RFP or anywhere on the website.	There is no template provided for the Budget and Budget Narrative. Proposers will need to submit a budget for each year of the contract term (3 years) and can submit the budget and budget narratives in a format of their choosing. We ask that you do not use the First 5 budget template.
48.	Is it still valid to presume that for any Case Manager salaries there will be a cost-share split? Where 25% of the salaries must be funded/matched for First 5 funding?	There are no matching funds requirements for this RFP. Any paid employee associated with the program and accounted for in the budget should be calculated at the appropriate Full-Time Employee (FTE) percentage. First 5 San Bernardino defines an FTE position as 2080 hours annually. Any staff working less than 2080 hours annually should be pro-rated at the appropriate percentage of the FTE.
49.	Will proposers have the ability to utilize bus passes as participant supports to families with significant transportation barriers? These would be utilized for parents prior to completion of program to ensure they have access to classes.	Supports to remove transportation barriers are an allowable expense. Gas cards used as incentives to participate is prohibited.
50.	Would proposers be able to utilize gas cards in order to create an incentive for carpools on behalf of participants who provide transportation to other participants with transportation barriers in order to ensure participants have access to classes? These would be utilized for participants prior to completion to ensure all participants have access to classes.	Supports to remove transportation barriers are an allowable expense. Gas cards used as incentives to participate is prohibited.
51.	One of the challenges we encounter is recruitment of qualified bilingual staff - we have found that engaging a recruitment agency is helpful in identifying viable	This is an expense that can be included in your proposed budget for consideration.

	candidates particularly with advanced degrees. Is this something we can include in our budget?	
52.	Capital improvements on private property are not allowed under this RFP, however, if we are considering helping to install play equipment at a local park to create opportunities for parents and children to interact together, would this be an allowed expense?	Capital improvements are prohibited.
53.	For any indirect Cost rates included in our proposed budget, do you need the cost allocation plan attached?	Yes. Please include your board approved cost allocation plan in your proposal submission.
54.	Would the cost associated with scoring assessments (AAPI, NSCS and FDM) need to be included in the proposers budget, or will these be costs covered as a group by First 5 on behalf of all awarded contracts?	Costs associated with the assigned evaluation tools will be covered by First 5 San Bernardino for awarded Contractors. There should be no costs associated with these tools included in your proposal budgets.
55.	If you are requesting to serve more than one region, are you looking for more than one budget?	Submit one budget for the entire program, for each year of the funding period, regardless of region. For services provided in different regions, an explanation in the budget narrative is the appropriate place to include this information.
56.	In your example of explaining cost per client (during the mandatory proposal conference), the numbers used in the sample were quite low, based on the intensity of this program is there some general guidance that can be given on the cost per client may be?	We cannot. The range can be so great depending on the NPP curriculum chosen, the level of need and service provided. The example was just that, an example and it was easy math to get the audience to understand our approach to cost per outcome.