

BIDDER'S COMPANY NAME

REQUEST FOR PROPOSAL #6340

HUMAN SERVICES & CHILDREN'S WELL BEING FUNDING

2008-2009

Prepared By:

Washtenaw County Purchasing
Administration Building
P.O. Box 8645
220 N. Main B-35
Ann Arbor, MI 48107

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WASHTENAW COUNTY

Finance Department - **Purchasing Division**

P.O. Box 8645, 220 N. Main, Ann Arbor, MI 48107-8645

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REQUEST FOR PROPOSAL # 6340

June 21, 2007

Washtenaw County Purchasing Division on behalf of Washtenaw County Children's Services Department is issuing a Sealed Request for Proposal (RFP) for Washtenaw County Human Services & Children's Well-Being Funding for Program Years 2008 and 2009. Children's Well-being and Human Services Funds are open only to non-profit organizations.

Sealed proposals:

Vendor will deliver one (1) original and one (1) copy of the signed proposal cover sheet printed off of the online grant application and one independent audit in a sealed envelope clearly marked RFP #6340 to the following address:

Washtenaw County - Administration Building
Purchasing Division
220 N. Main Street, Rm. B-35 (Basement)
P.O. Box 8645
Ann Arbor, MI 48107

DUE BY 3:00 p.m. on August 24, 2007

Bidder's Conference/Orientation:

There will be an important Bidder's Conference on **July 18, 2007 from 9:00 a.m. to 10:30 a.m.** at the Washtenaw County Library Learning Resource Center, 4135 Washtenaw Ave, Ann Arbor, Michigan, Room A. The Bidder's Conference is the primary means of obtaining information and technical assistance during the RFP process and it is **strongly recommended** that a representative of your organization attend if you are considering applying for these funds. Please read the RFP before attending.

Mandatory Online Application:

This RFP must be completed via the new website at www.communitygrants.org. If not already secured, Bidders must request a password via the site in order to access the online application. More details will be available at the Bidder's Conference but passwords may be obtained prior to the Bidder's Conference as soon as the RFP is released.

General Proposal Information:

- Each submission shall include the one original and one copy of the signed proposal cover sheet along with the independent audit. If you are submitting more than one proposal, you will only need to submit one independent audit. These cover sheets and audit must be submitted in a sealed envelope to Washtenaw County Purchasing by 3:00 p.m. on August 24, 2007. You are encouraged to submit the cover sheet and audit well in advance of the deadline. Please use the attached self-addressed label or clearly mark the envelope with the following: "RFP #6340".

Washtenaw County RFP #6340 Human Services and Children's Wellbeing Funding 2008/09

- The online grant application needs to be filled out and submitted online by the bid due date of August 24, 2007 at 3:00 pm. (Only the proposal cover sheet needs to be printed and submitted to Washtenaw County Purchasing.)
- Applicants may apply for either Children's Well-being funds OR Human Services funds per each proposal submission. **You may not apply for both funds in one application but you may submit more than one proposal for either fund.**
- Available funds will be awarded on the basis of proposals received on time, as there are limited funds available. Agencies that submit late proposals assume the risk that funds will be awarded pursuant to the initial funding round, and therefore, may be excluded from consideration throughout the two-year funding cycle. Proposals received after the above-cited time will be considered a late bid and are not acceptable unless waived by the County Purchasing Manager.
- All agencies awarded contracts will be required to document and comply with performance objectives designed to measure the outcomes of their programs and services. Funded agencies will also receive on-site compliance monitoring.

Technical Assistance:

- Please direct *purchasing and procedural questions* regarding this RFP to Anne Strieter, Senior Buyer, at (734) 222-6760 or strietera@ewashtenaw.org .
- Please direct *programmatic questions* regarding the RFP to Paula Baker at (734) 973-4367 or bakerp@ewashtenaw.org

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I. GENERAL INFORMATION

A. DEFINITION OF PARTIES

Definitions:

“County”	is Washtenaw County in Michigan.
“Bidder”	is an individual or business submitting a bid to Washtenaw County.
“Contractor”	is the party who contracts to perform work or furnish materials in accordance with a contract.

B. HUMAN SERVICES & CHILDREN'S WELL-BEING RFP TIME LINE

The first level of review is conducted by Children's Services staff to ensure that proposals submitted are complete and conform to RFP guidelines. Completed proposals will then be submitted to the reviewers for the purpose of making recommendations to the County Administrator. As part of the 2008/2009 Budget process, the County Administrator recommends funding to the Board of Commissioners, which then makes the final funding decisions. All bidders/applicants will be informed in writing of the outcome of their proposal submission. Results are also available at <http://purchasing.ewashtenaw.org>

DRAFT TIME LINE

May 16, 2007	Resolution to Ways and Means Committee
June 20, 2007	Board of Commissioners approves the process, RFP, and tentative funding targets
June 21, 2007	RFPs are distributed
July 18, 2007	Bidder's Conference at the LLRC at 9:00 a.m.
August 24, 2007	RFPs due by 3:00 p.m. at the Purchasing Department
Aug. 27 – Sept. 28, 2007	Proposals are reviewed and recommendations are made to the County Administrator
Oct. 1 – Oct. 15, 2007	County Administrator reviews the recommendations
Oct. 17 - Dec. 31, 2007	Tentative dates for final Board of Commissioner action
Nov. 17 - Dec. 31, 2007	Contracts are developed with funded agencies including milestones and targets for January implementation

**COVER PAGE WITH ORIGINAL SIGNATURE and audit MUST BE RECEIVED BY:
3:00 p.m., August 24, 2007 at
WASHTENAW COUNTY PURCHASING
220 NORTH MAIN, ROOM B-35 (basement level)
ANN ARBOR, MI 48107.**

**Proposals must be submitted via the communitygrants.org
system no later than 3:00 p.m., August 24, 2007.**

C. PURPOSE OF REQUEST FOR PROPOSAL

The Washtenaw County Children's Services Department, on behalf of the Board of Commissioners, is currently making a Request for Proposal (RFP) to consider for 2008 and 2009 funding. These funds are targeted for activities that address the County priorities for human services.

D. REQUEST FOR PROPOSAL TERMS AND CONDITIONS

1. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Vendor's qualifications and capabilities to provide the specified service, and other factors that Washtenaw County may consider. The County does not intend to award a bid fully on the basis of any response made to a proposal.
2. The County reserves the right to reject any and all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interest of the County even though it is not the lowest bid.
3. An official authorized to bind the provider to its provisions for at least a period of 90 days must sign proposals. Failure of the successful bidder to accept the obligation of the bid may result in the cancellation of any award.
4. In the event it becomes necessary for the County to revise any part of the RFP, an addendum will be provided. Deadlines for submission of the RFPs may then be adjusted.
5. Proposals should be prepared simply and economically providing a straightforward, concise description of the vendor's ability to meet the requirements of the RFP.
6. Washtenaw County will not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to this RFP.
7. Washtenaw County reserves the right before making an award to inspect the premises of the bidder or to take any other actions necessary to determine the fitness, reliability and ability to perform.

E. TERM OF BID and FUNDS AVAILABLE

Funding for 2008 and 2009 will be for up to two (2) years. The funding cycle reflects the County's two-year budget cycle. For Children's Well-being, the total amount awarded is projected to be \$700,000 per year, with individual grants between a minimum of \$25,000 and a maximum of \$100,000. For Human Services Funding, the total amount awarded is projected to be \$300,000, with individual grants between a minimum of \$10,000 and a maximum of \$35,000. The actual amount of grant awards and the total amount of funds allocated are subject to action by the Washtenaw County Board of Commissioners.

F. STANDARD PROVISIONS FOR CONTRACTS

If a contract is awarded, the selected vendor will be required to adhere to a set of general provisions, which will become a part of any formal agreement. These provisions are general principles that apply to all contractors of service to Washtenaw County, such as the following:

Washtenaw County RFP #6340 Children's Well-being and Human Services Funding 2008/09

PROFESSIONAL SERVICE CONTRACT

AGREEMENT is made this _____ day of _____, 200x, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan ("County") and (**Name of Consultant**) located at (**Address**) ("Consultant"). In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

The Consultant will (**SPELL OUT SCOPE OF SERVICE**)

ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the County will pay the Consultant an amount not to exceed (**SPELL OUT DOLLAR AMOUNT**).

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to **the Department Head of the Children's Services Department or her designee** and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract begins on **January 1, 2008 and ends on December 31, 2009**.

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

1. The Contractor will maintain at its own expense during the term of this Contract, the following insurance:
 - a. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
 - b. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
 - c. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.
2. Insurance companies, named insureds and policy forms shall be subject to the approval of the Washtenaw County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies

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insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

3. No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XXII - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$9.55 per hour with benefits or \$11.20 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before May 1, 2008 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XIII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XIV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XV - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XVI - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XVII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XVIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XIX- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XX - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXI - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

G. INVOICING

Invoices should be submitted in writing **on letterhead** with supporting documentation along with the organization's Purchase Order Number located on the invoice. **Invoices should be forwarded to the Children's Services Department, Attention Paula Baker, 4125 Washtenaw Ave., Ann Arbor, Michigan 48108-1003.** Invoices must be itemized to include costs for a given time period. Invoices will be paid within 30 days of receipt. A sample invoice is provided in Attachment C. ***Any changes to a funded program budget must be requested in writing and approved in advance by the Children's Services Department Head.***

II. 2008-07 PRIORITY NEEDS & INVESTMENT OUTCOMES

A. BACKGROUND

Human Services Funding History and Focus

Since 1984, the Washtenaw County Board of Commissioners has set aside money for allocation to non-County agencies for the purpose of assisting in the development of innovative and necessary human services. Each cycle, the Board of Commissioners determines criteria and priorities for funding based on current and emerging issues. Collaboration and coordination between organizations is always encouraged. Priority is given to programs that address the Board of Commissioners Communities of Interest priorities for Health and Homelessness & Housing.

Children's Well-Being Funding History and Focus

Since 1998, the Washtenaw County Board of Commissioners has allocated funds to support Children's Well-Being for County and non-County agencies. Criteria changes based upon current and emerging issues. Programs using a research-based/best practices approach to services for children and families are given priority. Programs that leverage or combine these funds with other new or existing funds are given priority. Collaboration and coordination between organizations is strongly encouraged. Programs that address the Board of Commissioners Children's Well-being Community of Interest are given priority.

B. 2008/09 PRIORITIES FOR FUNDING

The Washtenaw County Children's Services Department, on behalf of the Board of Commissioners, is currently making a Request for Proposal (RFP) to consider for 2008/2009 funding. Agencies may submit proposals in two categories: 1) Human Services (focusing on Health and Homelessness & Housing); and 2) Children's Well Being. Agencies may submit multiple proposals in one or both categories, but not both categories in the same proposal.

1) For Human Services Funding:

Health Community of Interest: Washtenaw County will promote a physically, mentally and socially healthy population by assisting health services and the engagement of the local infrastructure. The County will place emphasis on providing access to quality physical, mental and community health services for the poor (including the working poor), the uninsured or underinsured, and those with special needs. Gaps and duplication of effort may be addressed through nontraditional sites and methods for health promotion, healthcare delivery and healthcare coverage.

Homelessness and Housing Community of Interest: Washtenaw County will promote a wide range of affordable housing opportunities to meet the housing needs of all residents of the County, with emphasis on people with mental illness and others who have few options for shelter. The County will assist with the services necessary to help the homeless make the transition to permanent affordable housing.

2) For Children's Well-being Funding:

Children's Well-Being Community of Interest: Washtenaw County will provide leadership in promoting and coordinating services for children's well-being, and greater and easier access to physical and mental health services. Special emphasis will be placed on poor, disabled, pre-school age and other at risk youth and their families. The County will support and help implement community-wide plans to provide for the well-being of children, including a safe and secure family environment and alternative programming for youth at risk and youthful offenders.

Finding Copies of Community Plans

Strategic Plans – All of the following are found on the internet.

- ***Health Improvement Plan (HIP)***
www.ewashtenaw.org/government/departments/public_health/hip/index_html
- ***Human Services Community Council Plan for Well Being***
www.ewashtenaw.org/government/departments/hsccl/hscclplan.pdf
- ***Building Restorative Communities Strategic Plan***
www.ewashtenaw.org/government/departments/hsccl/workandprojects/BRC.html
- ***Ten Year Plan to End Homelessness***
www.whalliance.org/blueprint
- ***Blueprint for Aging***
www.blueprintforaging.org
- ***Community Needs Assessment***
www.ewashtenaw.org/government/departments/community_collaborative/needs_assessment_full_report/index_html

Community plans identify needs and set goals & objectives that support the Community of Interest priorities. We encourage proposals that are consistent with the objectives of these various community plans and initiatives and that help further their respective goals.

C. RFP RATING CRITERIA

The proposals will be reviewed and evaluated on the following criteria:

1	Investment Target/Funder Priority: Must be applicable for proposal to be reviewed.	N/A
2	Program Outcome Statement: Is the outcome statement consistent with the investment outcomes? Supportive of which particular priority or particular community plan.	5 points
3	Customers/Target Population: Is there a clear description? Are the applicable risk factors described? Are applicable protective factors described? Is this a high priority group of a particular community plan?	5 points
4	Program Components and Activities: Uses a research based program and/or a model program. Describes why this approach is applicable to the target population. Clear description of the important core features and the fidelity to the research-based or model program being proposed. Activities clearly support the proposed performance targets.	25 points
5	Performance Targets and Verification (Goals and Evaluation): Basic components of a performance target, expected changes in knowledge and behavior, and how measured and/or verified.	5 points
6	Results and Milestones: Begins with initial action, shows incremental changes toward completion of performance target, ultimately leading to attainment of the performance target.	5 points
7	Key People: List of all key people provided with roles clearly delineated and with relevant education, certification, and experience described. Or if not yet hired, description of the desirable characteristics of person(s) to be hired. Describes how the project will be supervised and supported by the parent organization.	12 points
8	Collaborators and Partners: Listed, with the extent of collaboration and/or partnership described via letters of commitment, interagency agreements, clear description of roles and/or resources shared.	10 points
9	Community Impact – What is the larger community impact of this proposed project? How will you collect the evidence of change?	2 points
10	Sustainability (Performance Targets and Funding): Describes how changes in the customer will be sustained. How will the program be sustained after the funding ends?	5 points
11	Bidder’s History: Description of previous experience in the same or similar service. Description of previous successes and factors leading to success. Description of lessons learned. How does this funding preserve a vital, unique service that is in jeopardy due to funding cuts from other funders?	14 points
12	Budget and Narrative: Realistic, detailed description of income and expense. Does the project leverage County funds with other fund sources? Does it supplement other fund sources so that there is a greater likelihood of success?	15 Points

Following is a copy of the Scoring Sheet to be used by the reviewers:

**Children's Well-being/Human Services Funding
RFP Scoring Guidelines 2008-09**

RFP Section		Possible Points	
		Subtotal	TOTAL
1	Investment Target/Funder Priority:		
	Must be applicable for proposal to be reviewed.	0	
			0
2	Program Outcome Statement:		
	a. Is the outcome statement consistent with the investment outcomes/funder priorities?	2	
	b. Does the outcome statement clearly address an achievable end result?	3	
			5
3	Customers/Target Population:		
	a. Is there a clear description? Is this a high priority group of a particular community plan?	1	
	b. Are the applicable risk factors described?	2	
	c. Are the applicable protective factors described?	2	
			5
4	Program Components and Activities:		
	a. Uses a research based program and/or a model program.	5	
	b. Describes why this approach is applicable to the target population.	7	
	c. Clear description of the important core features and the fidelity to the research-based or model program being proposed.	6	
	d. Activities clearly support the proposed performance targets.	7	
			25
5	Performance Targets and Verification (Goals and Evaluation):		
	a. The basic components of a performance target are present (number achieving target and time frame).	1	
	b. Expected changes in knowledge and behavior described.	2	
	c. How the program will measure change is clearly explained.	2	
			5
6	Results and Milestones:		
	a. Begins with initial action.	1	
	b. Shows incremental changes toward completion of performance target.	2	
	c. Ultimately leads to attainment of the performance target	2	
			5
7	Key People:		
	a. List of all key people provided with roles clearly delineated and with relevant education, certification, and experience described. Or if not yet hired, descriptions are provided of the desirable characteristics of person(s) to be hired.	6	
	b. Describes how the project will be supervised and supported by the parent organization.	6	
			12
8	Collaborators and Partners:		

	a. Collaborators and partners are listed.	2	
	b. Letters of commitment are interagency agreements are provided or referenced.	2	
	c. Roles and shared resources of collaborators and partners are clearly described.	3	
			7
9	Community Impact:		
	a. What is the larger community impact of this proposed project?	1	
	b. How will you collect the evidence of change?	1	
			2
10	Sustainability (Performance Targets and Funding):		
	a. How are performance targets sustained after the project ends?	3	
	b. What are the long term strategies for funding after the grant ends?	2	
			5
11	Bidder's History: Emphasis is on how the bidder's previous history supports future success with this project.		
	a. Description of previous experience in the same or similar service.	4	
	b. Description of previous successes and factors leading to success.	3	
	c. Description of lessons learned.	3	
	d. This funding preserves a vital, unique service that is in jeopardy due to funding cuts from other funders.	4	
			14
12	Budget and Narrative:		
	a. Realistic description of income and expense.	6	
	b. Detailed description of income and expense.	3	
	c. Does the project leverage County funds with other fund sources? (e.g., used as match for other grants)	3	
	d. Is this project supplemented with other funding or resources so that there is a greater likelihood of success?	3	
			15
TOTAL			100

III. PROPOSAL INSTRUCTIONS

Please review all instructions before proceeding. As some of the language used in this application may be unfamiliar, a Glossary of Terms is included at the end of this section.

A. Proposal Availability

Copies of this complete Request for Proposal #6340 are available online in Adobe format at the Washtenaw County website www.ewashtenaw.org under Government – Departments – Purchasing – Online Bids or by following this link: <http://purchasing.ewashtenaw.org>. Then click "online bids," then click on "open bids", and then click on "Bid # 6340." This site will also announce the final awards and grant application scoring results.

All Bidders must respond to the RFP by completing the grant application via the www.communitygrants.org website. Passwords to use the system must be requested via the website, which will be functional as soon as the Board of Commissioner's approves the issuance of this RFP. More details will be provided at the training and at Bidder's Conference on July 18, 2007.

B. Proposal Submission Requirements

After the online grant application is completed on the website, you will need to print off only the proposal cover sheet and then you will click submit (once you click submit, you will not be able to edit/change and information). The online grant application submission must be done prior to the bid due date and time. Each submission must include **one (1) signed original and one (1) copy of the proposal cover sheet and one independent audit** in a sealed envelope. Faxed or e-mail versions will not be accepted. Include your submissions in a SEALED enveloped marked RFP #6340. The full proposal response is due by 3:00pm, August 24, 2007 to Purchasing Division, Washtenaw County - Administration Building, 220 N. Main St. Room B-35 (basement level), P.O. Box 8645, Ann Arbor, MI. 48107.

1) **Cover Page** - The online application system will generate a cover page to include address, telephone, fax, tax ID, the Funder's Investment Outcome you selected, the funding organization for your proposal (Washtenaw County Children's Services Department), amount of request, e-mail contact address of Bidding Organization; Executive Director; and the project name. Be sure to include the signature and title of the authorized organization representative. This Proposal Cover Page needs to be signed, printed and submitted to Washtenaw County Purchasing by the due date and time.

2) **Proposal Questions** – the online system will generate a copy of the answers to each of the proposal questions. See below. Sample answers are provided for some of the questions.

3) **Program Budget and Budget Narrative** – the online system provides an Excel spreadsheet format for the budget that includes space for the budget narrative. Complete the Excel spreadsheet format and attach it to the grant application, as described on the website. An example of that format is provided in Attachment A.

4) **Current Board-Approved Organization Operating Budget** – the online system includes appropriate columns for this information. Submit the current operating budget for the bidding organization as approved by the Board of Directors.

5) **Board of Directors Roster** – please complete the online board information form. An example of that format is provided in Attachment B.

6) **Additional Documents to be Submitted** - Submit **one (1) hard copy** of the most recent financial audit or A-133 Audit if applicable. If your organization is too small or not required to do an annual audit, please submit information (by laws, resolutions, etc.) about how your Board of Director's monitors the agency's financial operations.

7) **RFP Submission Requirements Checklist** – Attachment D. This form helps you ensure that you have submitted a complete proposal. Incomplete proposal responses will not be reviewed.

C. Step-by-Step Instructions for Completing the Proposal Questions

Washtenaw County participates in a common grant application system located at the website www.communitygrants.org. Please be sure to answer all of the following questions on the online system:

1) INVESTMENT TARGET/ FUNDER PRIORITY

❖  Online Question: **Which ONE of investment targets identified by the Washtenaw County Children's Well-being or Human Services Funds does this project/program BEST address?**

o Choose ONE from the drop down menu for:

Children's Well-being Funding

- > Caring Adults
- > Safe Places
- > Healthy Start
- > Marketable Skills
- > Youth As Resources/Advocacy

OR

Human Services Funding

- > Health
- > Homelessness and Housing

2) PROGRAM OUTCOME STATEMENT (5 points)

Establishing a compelling outcome statement, mission or vision, sets a vital tone for effective outcome thinking. It becomes the core of organizational leadership and a prelude to high performance

❖  Online Question: **Begin with a single statement describing the end result you are working toward.**

- **Example of a Program Outcome Statement:**

All children and youth placed in out-of-home care are successfully reunited with their families and communities no more than two years following removal.

OR

Youth enrolled in our six week "know-yourself" program will show growth in self esteem and problem solving skills.

OR

The community as a whole and workplaces in particular will be better informed regarding the consequences of ATOD use/abuse following our community organizational campaign.

3) CUSTOMERS/TARGET POPULATION (5 points)

Customers are the target population, groups or clients who will directly interact with your program and its implementers. This interaction is intended to result in a change in behavior or condition in line with your organizational outcomes. The outcome framework prefers the term customer rather than client because customers have a choice about participation. Implementers need to think about how to appeal to the group they are working with as if that group consists of customers.



Online Question: **Describe the people you will serve, by age, geographic area, socio-economics, organization, and gender (if applicable).**

If your project is particularly aimed at persons considered to be low income, please estimate the number of households that are Low Income, Very Low Income or Extremely Low Income using the HUD Area Median Income Categories. However, this is not a specific requirement for Children's Well-being or Human Services funding and you will neither gain nor lose by submitting this information.

4) PROGRAM COMPONENTS & ACTIVITIES (25 points)

In the Outcome Funding Model, your program activities are collectively referred to as a product to emphasize the benefit or value to customers. It is defined by its core features, such as the duration and intensity of your services, and the unique ways that your organization intends to address any barriers and challenges to promote successful achievement of the performance targets and milestones.



Online Question: **Describe what services you will provide, how often you will provide them and when/where you will provide the services.**

- **Example of Components & Activities (Homelessness Prevention)**

- Our Town Human Services Organization will conduct homelessness prevention outreach activities in five large lower-income apartment complexes over the next program year.

These outreach activities will involve contact and coordination of meeting space with local landlords; availability on site for publicized regular hours to meet with residents that need referrals and/or eviction prevention counseling; planned recreational activities to introduce the service to residents of the apartment complexes; distribution of information and referral materials to all residents re: eviction prevention, financial management resources, employment/training opportunities; and coordination/referral of residents to mainstream resources for income support, health, housing, mental health, and other supportive services in the community.

5) PERFORMANCE TARGETS & VERIFICATION (GOALS AND EVALUATION) (5 points)

Performance targets are the specific results that an implementer commits to achieve. They almost always represent a change in behavior or condition for the customers of a program. They are tangible in the sense that they can be evaluated, measured or verified. And they are narrow enough in scope to be directly achieved by the implementer. A target includes these elements:

- The area of change or condition
- Degree of change...how much, how long, etc.?
- Baseline...what happens if there is no intervention?
- A number that can be measured...how many will change?



Online Question: **Add the performance targets in the space provided.**

◦ **Example of Performance Targets and Verification:**

In 2007, 70 youth will complete an after-school smoking program and 50% of them will know 11 smoking health risks as verified on pre and post tests.

OR

30 children will demonstrate an increase of .1 grade level and make progress toward managing primary behavior problem at 9-week marking period.

6) RESULTS and MILESTONES (5 points)

In Outcome Funding, milestones are stated in terms of what the customer does. Begin from the initial action through the point where the customer has accomplished the performance targets.



Online Question: **Add the milestones in the space provided.**


◦ **Example of Results and Milestones:**

For program years 2008-09,

- 75 parents will receive information about the program (by 6/1/05)
- 60 parents will call to express interest
- 60 children will attend the first day of the program (on 8/1/05)
- 50 children will meet with individual tutors to establish a plan, emphasizing the improvement of .3 grade levels by semester end and identify one behavior that requires attention (by 9/15/05)
- 50 children will attend twice weekly sessions and work toward established plan goals (from 10/1/05 through 12/1/05)
- 30 children will demonstrate an increase of .1 grade level and make progress toward managing primary behavior problem at 9-week marking period (*performance target*).

7) KEY PEOPLE (12 points)

Experience in result attainment offers one powerful lesson: the right people are just as important as the right program! A large part of the probability that an investment will lead to its intended return, lies in the energy and capability of the people who do the work.


- ❖  Online Question: **Describe who is primarily responsible for delivering the product and reaching the performance targets. Describe them by name (list desired traits if not yet hired) and function, and list relevant experience and certifications.**

- **Example of Key People:**


- **(After School Enrichment Program)**

- Two half-time staff members will be responsible for running the after school enrichment program and interacting with the children and parents. Ms. Alfreda Smith has a teaching certificate from an accredited university and has 4 years experience working with children that need to improve their academic performance. The second staff member, Ms. Joy Green, is trained as a certified school social worker, with a specialization in behavioral modification techniques for children. In addition, this program has created a job-sharing arrangement that is agreeable/beneficial to the staff members and will encourage longevity of employment.


8) COLLABORATORS/PARTNERS (7 points)

- ❖  On line Question: **List any collaborative partners, joint programming ventures, or other working agreements with other agencies, and describe how they will contribute to the success of your program.**


9) COMMUNITY IMPACT (2 points)

- ❖  On line Question: **How will your project impact our community or create social change in one or more of the following ways, and how will you measure this change? (Research indicates that these factors best measure social change. We understand that not every project will achieve social change as defined here.)**
 - Define or reframe your project's main issue (such as hunger, housing, etc.)
 - Change community behavior
 - Develop or engage a critical mass to affect your project's main issue
 - Create or change an institution or policy
 - Maintain a current position or hold the line on previous progress


10) SUSTAINABILITY (5 points)

- ❖  On Line Questions: **How will you sustain the performance targets that are achieved in your program? What are your long-term strategies for funding this program at the end of the grant period? (Please outline other funding sources for your program.)**

11) BIDDER'S HISTORY (14 points)

- ❖  On Line Questions: **Describe previous experience in the same or similar service. Describe previous successes and factors leading to success. Description of lessons learned from positive or negative experiences. Description of how this funding preserves a vital, unique service that is in jeopardy due to funding cuts from other funders.**

12) Budget and Narrative (15 points)

- ❖  On Line Questions: **Please complete the Excel spreadsheet detailing your program budget and electronically attach it to the application. (See the online instructions)**

D. Step-by-Step Instructions for Completing the Program Budget & Budget Narrative Questions

Bidders must detail how the requested funds will be spent by submitting both a Program Budget and a Budget Narrative on the online application. The questions are listed below.

Please round all line item expenditure figures to the nearest dollar. The Program Budget should reflect projected program expenditures for one year (twelve months). If awarded, grantees will be eligible for a second year of funding at the same amount as the first year. Descriptions of each line item are listed below:

REVENUES:

1. **Grant Amounts** – List amount of this proposal request in the first column. Complete the Revenue section to indicate how requested funds will be allocated. Other grants (if any) that will support this program should be listed in the other columns.

2. **Other Support (In-Kind)** – includes donations, fundraisers, volunteer time, etc.

A) NARRATIVE: Describe source and how in-kind donations will be estimated and recorded

3. **Status of Funds** – lists the availability of other funding sources used to support the program

B) NARRATIVE – State whether the funds are Secured or Pending including anticipated award date (mm/yy).

EXPENSES:

4. **Personnel, Taxes & Fringe Benefits** – costs may include salaries, taxes and fringe benefit costs. Employers share of payroll taxes are also included. All positions supported by this request must comply with respective Washtenaw County Living Wage Ordinances.

C) NARRATIVE: State percentage of time per staff position allocated to this program, annual salary including employer share of taxes & fringes, amount charged to this grant request, and amount charged to other fund sources.

5. **Consultant & Contractual Fees** - includes funds passed through to other organizations and/or contractual employees.

D) NARRATIVE: List name of firm and scope of services.

6. **Space & Related Costs** - includes rent, telecommunications, property insurance, mortgage payments and utilities.

7. **Printing/Supplies** - includes office supplies, program materials, postage

8. **Specific Assistance** - includes direct subsidies to customers for costs of services or emergency assistance

E) NARRATIVE: Describe how funds will be used.

9. **Audit** - A portion of the annual audit may be charged to this grant based on percentage of total organization revenue.

10. **Program Evaluation** – includes costs allocated to determining program effectiveness or customer satisfaction. If funded, copies of the final report will be required.

F) NARRATIVE: Briefly describe type of evaluation, who will complete it and estimated completion date.

11. **Marketing** – includes specific costs allocated to THIS program for the purpose of public education regarding availability of program and services.

12. **Other** - includes any other unidentified costs to be allocated to the program or grant.

G) NARRATIVE – List type of expense(s) and identify costs for each.

E. GLOSSARY OF TERMS

Washtenaw County Resident

Individuals currently residing within the official limits of Washtenaw County.

Customers

Defined here as “the people who directly interact with an organization’s services and its implementers”. This interaction is intended to result in a change in customer behavior or condition in line with organizational outcomes and mission. The outcome framework prefers the term customer rather than client because customers have a choice about participation whereas clients do not. Even those people who are required to participate in a program can choose not to, or can participate marginally so that no gain is made. Implementers need to appeal to the group they are working with, as if that group is made up of customers.

Evaluation

Defined here as “a formal examination of whether the program/project services and special features effectively lead to the achievement of the performance target and community outcome.” Often the outcome evaluation can provide information about where the program is successful and where it is failing, which can provide valuable insight about how to improve the program to assist customers better.

Evidence-based Practices

Defined here as “a program model that has been shown through research to be effective at promoting the milestones and performance targets outcomes that your customers are trying to reach, with the ultimate effect of promoting the achievement of the outcomes defined by the funding organization”.

Funder

Washtenaw County Board of Commissioners

Investment Outcomes

An **investment outcome** is defined here as "the end state that everyone is working toward". The establishment of compelling outcome statements sets a vital tone for effective outcome thinking. It becomes the core of organizational leadership and a prelude to high performance. Outcomes for these funding applications have been set by the funding organizations involved in the establishment of the online application.

Key People

Defined as "the people that actually meet and work with customers". Experience in result attainment offers one powerful lesson: the right people are just as important as the right program! A large part of the probability that an investment will lead to its intended return lies in the energy and capability of the people who do the work.

Measure

A **measure** is defined here as "the use of a concrete indicator to verify the accomplishment of milestones and performance targets by customers". To measure a program's success, your organization might use participant surveys, pre- and post-tests, attendance records, behavioral checklists, eviction rates, literacy rate, grade levels, educational attainment, etc.

Milestones

Defined here as "the major steps that need to occur as the customer progresses through the program/ project". State milestones in terms of what the customer does. Begin from the action needed on the part of the customer through the point where the customer has accomplished the performance target.

Need

Need is defined here as "an established demand for a type of program/project from the perspective of the customer and/or the community".

Performance Target

Performance Targets are defined here as "specific measurable changes in customer behavior, condition, or satisfaction that define program achievement and contribute to the identified funder's outcome". Your organization is committing to actual gains that your customers will make as a result of the project.

**Attachment A:
Example of Online FY 2008- 2009 Program Budget Form**

Revenue Source(s):	Amount of this Request	Other Fund Source	Other Fund Source	Total
1. Grant Amounts				\$0
2. Other Support (In-Kind) - a				\$0
3. Status of Funds - b				
Total Revenues				\$0

Program Expenses				Total
4. Personnel, Taxes & Fringe Benefits - c				\$0
5. Consultant & Contractual Fees - d				\$0
6. Space & Related Costs				\$0
7. Printing / Supplies				\$0
8. Specific Assistance - e				\$0
9. Audit				\$0
10. Program Evaluation - f				\$0
11. Marketing				\$0
12. Other - g				\$0
Total Expenditures				\$0

Personnel, Taxes & Fringe Benefits Detail

Position Title	Percentage of Time allocated to this Program	Annual Salary including employer share of taxes & fringes	Amount charged to this grant request	Amount charged to other fund sources
Total Personnel Taxes & Fringes:				

Budget Narrative Questions

- (a) Describe how in-kind donations are estimated and recorded.
- (b) State whether the funds are secured or pending including anticipated award date (mm/yy).
- (c) State percentage of time per staff position allocated to this program, annual salary including employer share of taxes & fringes, amount charged to this grant request, and amount charged to other fund sources.
- (d) List name of firm and scope of services.
- (e) Describe eligible uses of funds. Estimate amount per customer and attach/include the method for determining the amount of subsidy per customer if applicable.
- (f) Briefly describe type of evaluation, who will complete and estimated completion date.
- (g) List type of expense(s) and identify costs for each.

Attachment C: Sample Invoice

MUST Be On Agency Letterhead

Date of Request: _____ Period Covered: _____

Line Item	Budgeted Amount	Current Expenses	Remaining Balance
Salaries			
Fringe Benefits			
Consultant & Contracts			
Occupancy & Related Costs			
Printing/Supplies			
Specific Assistance To Individuals			
Audit Fees			
Program Evaluation			
Marketing Costs			
Other expenses			
		Total Expenditures	

Authorized Signature

Date

Title

Please send invoice to the attention of:
 Paula Baker
 Washtenaw County Children's Services Department
 4125 Washtenaw Avenue
 Ann Arbor, MI. 48108-1003

Attachment D : RFP Submission Requirements Checklist

Submit the following items via the online grant application before 3:00 p.m., August 24, 2007 by clicking "submit". (After clicking "submit" no editing/changes can be made.)

- Proposal Cover Page (online)
(This document also needs to be printed off community grants.org and submitted to Washtenaw County Purchasing, see below.)
- Proposal Questions (online)
- Proposed Program Budget with Narrative (online)
- Organization's Current Board-Approved Annual Operating Budget (online)
- Board Roster (online)

Submit the following documents to Washtenaw County Purchasing before 3:00 p.m., August 10, 2007 in a sealed envelope marked RFP#6340. These documents can be submitted to Purchasing well in advance of the online grant application deadline.

- Proposal Cover Page (One original signed by an authorized representative and one copy)
- Most recent Independent Audit (and A-133 Audit if applicable) or description of how the Board of Directors oversees the agency budget if not required to do an audit.