

Making Hope Happen Foundation

REQUEST FOR PROPOSAL (RFP)

Two Nurturing Parenting Courses To Be Held Between February 15, 2023 and June 30, 2023 As Part Of The Making Hope Happen Foundation's Karnig Infant-Toddler Success (KITS) Program. The KITS Program Serves Families With Children Ages 0-5 in The San Bernardino City Unified School District.



KITS - KARNIG INFANT-TODDLER SUCCESS

Making Hope Happen Foundation
341 W 2nd St Ste 7
San Bernardino, California 92401
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RFP ID: 2023 - 01

Prepared By: Erin Brinker

Date: December 21, 2023

REQUEST FOR PROPOSAL
KITS - KARNIG INFANT-TODDLER SUCCESS
San Bernardino - California

RFP ID: 2023 - 01

RFP OPEN DATE: January 5, 2024

PROPOSAL SUBMISSION DEADLINE: January 19, 2024, 5:00 PM

QUESTION SUBMISSION DEADLINE: January 15, 2024

Questions shall be submitted in written form to:

Contact Name: Erin Brinker
Contact Address: 341 W. 2nd Street, Suite 7
San Bernardino, California 92401
Telephone Number: 909-245-1454, ext 101
Email Address: erin.brinker@makinghope.org

INTRODUCTION

Making Hope Happen Foundation invites and welcomes proposals for their KITS - Karnig Infant-Toddler Success project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the "PROPOSAL SUBMISSION DEADLINE."

BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.

PROJECT AND LOCATION

The project associated with this RFP is or shall be located at 341 W 2nd St Ste 7, San Bernardino, California 92401. The location of the classes is to be determined.

PROJECT MANAGER CONTACT INFORMATION

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Daily operations, contact:

Name: Maria Vaca

Title: Program Coordinator - KITS

Phone: 909-245-1454, ext 101

Email: maria.vaca@makinghope.org

PROJECT OBJECTIVE

The objective and ultimate goal for this project is deliver Nurturing Parenting classes to families with children ages 0-5 in the San Bernardino City Unified School District.

PROJECT SCOPE AND SPECIFICATIONS

Project Scope and Specifications are detailed on an attached document.

SCHEDULED TIMELINE

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by the Foundation.

PROGRAM COMPLETION

DATE

Delivery of all sessions and documentation:

June 30, 2024

PROPOSAL BIDDING REQUIREMENTS

PROJECT PROPOSAL EXPECTATIONS

Making Hope Happen Foundation shall award the contract to the proposal that best accommodates the various project requirements. Making Hope Happen Foundation reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

DEADLINE TO SUBMIT PROPOSAL

All proposals must be received by Making Hope Happen Foundation via email at erin.brinker@makinghope.org no later than 5:00 PM on January 19, 2024 for consideration in the project proposal selection process.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder's alleged performance effectiveness of their proposal's solution.
3. Bidder's performance history and alleged ability to timely deliver proposed services.
4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

Making Hope Happen Foundation reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

PLEASE SEE ADDENDUM A FOR PROGRAM DETAILS AND REQUIREMENTS

PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Bidder should include in their proposal submission:

Summary of Bidder Background

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in California (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.
11. Organization chart showing key personnel that would provide services to Making Hope Happen Foundation

Financial Information

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

Proposed Outcome

- Summary of timeline and work to be completed.

Equipment or Service

- List any accommodation, services, or space required from Making Hope Happen Foundation, along with a brief explanation.

Cost Proposal Summary and Breakdown

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Brief summary of the total cost of the proposal.

Licensing and Bonding

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

Insurance

- Details of any liability or other insurance provided with regard to the staff or project. The Professional Service Provider, at their own cost and expense, shall insure, keep in force and maintain insurance in connection with this agreement in the following limits:
 1. General Liability in the amount of at least \$1,000,000 per occurrence.
 2. Automobile Liability \$1,000,000 per occurrence for bodily and property damage.
 3. Professional Liability \$1,000,000 Errors & Omissions Insurance or Professional Liability.
 4. Sexual Abuse or Molestation, \$1,000,000 per occurrence and \$3,000,000 per aggregate.
 5. Workers' Compensation – Certificate of Insurance indicating “statutory” limits.
 6. Certificate of Insurance – Insurance is to be placed with a California admitted surety with a current A. M. Best's rating of no less than A-VII unless otherwise acceptable to the Foundation. Provide shall furnish the Foundation with certificate of
- insurance prior to commencing services. Policy must include Making Hope Happen Foundation, its trustees, officers, employees and agents named as “Additional Insured” in Certificates of Insurance.

Exhibit A

SERVICES

A. DESCRIPTION OF SERVICES.

In support of the Making Hope Happen Foundation (MHHF) Dr. Albert Karnig Infant Toddler Success Program (KITS), CONTRACTOR will provide a Parent Education Service model with Trauma Informed (TI) implementation of the Nurturing Parenting Program Secondary Prevention with Intervention dosage (12-20 sessions) levels within fidelity and protocols of Nurturing Parenting/Families Programs.

Contractor shall designate a Single Point of Contact who will act as a liaison with the MHHF in regard to this agreement.

1. NPP service delivery must include:

Parent Education Services; activities related to recruitment & retention of class participants; coordination, set up, and cleanup of each class session; qualified staffing and supervision of all classes and related services; reporting, and evaluations and assessments

a. Parent Education Services

i. Group Based Model Nurturing Skills for Families:

1. A NPP certified Parent Educator in a ratio of one instructor to 10 parents to lead each class session. Educators shall meet minimum education requirements as outlined by Nurturing Parenting Program Initiative, have been trained to deliver the NPP curriculum, have completed an acceptable Live Scan Background Check and TB test as required by MHHF funding partners, and be able to present the NPP curriculum in the language promised by the MHHF to participants, which includes one course in English and another in Spanish.
2. Delivery of curriculum lessons either online (Zoom or Google Meet) or at one or more sites agreed upon by CONTRACTOR and MHHF. Our strong preference is for in-person classes.
3. Assessments for parent: Lesson Competencies Evaluations, Pre & Post AAPI & NSCS, Family Nurturing Plan (FNP), and a weekly Family Nurturing Journal
4. No less than 24 hours of intervention dosage of Nurturing Parenting Programs Secondary Prevention Nurturing Skills for Families curriculum presented online and/or in-person classes of sequentially presented 60 – 90-minute time blocks based on the schedule agreed upon by CONTRACTOR and MHHF.

ii. TI Family Coaching and Resource Brokering:

1. An NPP certified Parent Educator in a ratio of one instructor to 10 parents to lead each class session. Educators shall meet minimum education requirements required for NPP/Nurturing Families instructor certification, have been trained to deliver the NPP curriculum, have completed an acceptable Live Scan Background Check as required by MHHF funding partners and be able to present the NPP curriculum in the language promised by the MHHF to participants (Spanish and English)
2. Assessments for Parents: FSE phase 1 & 2, ACE, FNP
3. Family Coaching Sessions: Nurturing Skills Lessons, (ACE, FNP)
4. Resource Brokering Sessions: Based on FSE Phase 1 & 2 baseline assessment, 3-6

sessions (30 – 90 minutes each).

- b. **Outreach, Recruitment, Retention and Incentives** Outreach and recruitment will be conducted by MHHF and include social media, flyers, advertisements, announcements to current KITS parents and families, and outreach in the SBCUSD Family Engagement Centers. Effective participant engagement to lead to program retention is the responsibility of CONTRACTOR. CONTRACTOR will communicate about retention in each of their classes and make suggestions about ways to better reach and connect with families, if necessary. MHHF may provide incentives to help secure family retention.
- c. **Coordination, Setup and Cleanup** CONTRACTOR will ensure that instructors are present at every session of NPP classes. It is CONTRACTOR's responsibility to communicate in a timely manner about scheduling challenges so families can be notified, and adjustments can be accommodated. Online classes do not include food, childcare and the supplies required for both. In-person classes do require set-up. CONTRACTOR and MHHF Childcare staff will arrive no later than 30 minutes before the start of an in-person class to set-up food, registration, childcare, multimedia, signage and whatever else is required for the class to be delivered. MHHF is responsible for providing for food, supplies and multimedia (projectors, speakers, screen, etc.) and ensuring that they are present at every session as required. CONTRACTOR is responsible for communicating with MHHF about what is required for each class at least one week in advance to allow for acquisition.

At each session, upon arrival, pictures must be taken of the room from all angles to allow for the room to be reassembled correctly after the session. This is required for both the parent and childcare rooms. Once pictures have been taken, desks and tables can be moved to accommodate the class. CONTRACTOR is responsible for this set-up and clean up after the class.

- d. **Reporting, Evaluations and Assessments** includes collecting and submitting participant sign in sheets, participant contact information and satisfaction surveys, obtaining parent consent for collecting participant-specific evaluative and research data for the purpose of conducting pre vs. post assessments (AAPI, PSOC, SPP and others as chosen by CONTRACTOR) for each course. Sign in sheets, participant contact information, group-level parent satisfaction data, and pre vs post assessment data must be submitted to the MHHF within 15 days of the completion of each course to comply with MHHF funder requirements.