



EARLY MILESTONES
COLORADO

ADVANCING OPPORTUNITIES FOR CHILDREN'S SUCCESS

REQUEST FOR PROPOSALS

Project: Phase II LAUNCH Together Implementation – Technical Assistance Providers
RFP Release: June 30, 2016
LOI Due: July 15, 2016 (optional)
Proposals Due: August 15, 2016 at 5pm MDT
Submit To: Molly Yost, Technical Assistance & Policy Manager, LAUNCH Together
Early Milestones Colorado, myost@earlymilestones.org

I. BACKGROUND, PROJECT OVERVIEW AND PURPOSE

Early Milestones Colorado (Milestones) is a nonprofit intermediary established in 2015 that advances success for young children across the state by accelerating innovation, use of best practices and systemic change. Milestones' three major goals are 1) accelerate what works—speed the implementation of innovative, promising and evidence-based practices; 2) strengthen systems for greater impact—align and strengthen the early childhood system by aggregating knowledge and resources; and 3) communicate knowledge—communicate about successful approaches, lessons learned and systems improvements.

LAUNCH Together Overview

The early years of a child's life lay the foundation for school readiness and future success. Early emotional experiences impact children's ability to learn and thrive at home and in school. Yet approximately 30% of children by the age of 8 are not on track with their social and emotional development and less than half of the social-emotional, developmental or mental health problems experienced by children are detected prior to entering school. Without early identification and intervention, children will continue to struggle from the start.

LAUNCH Together is a first in the nation initiative designed to improve social, emotional, behavioral, physical and cognitive outcomes for young children (prenatal through age eight) and their families in Colorado. The \$11.2M, five-year, multi-phase LAUNCH Together effort is possible through a unique and innovative collaboration between eight Colorado-based foundations: The Ben and Lucy Ana Walton Fund of the Walton Family Foundation, Buell Foundation, Caring for Colorado Foundation, the Colorado Health Foundation, Community First Foundation, Kaiser Permanente Colorado, The Piton Foundation at Gary Community Investments and Rose Community Foundation. Inspired by the experiences and outcomes of Project LAUNCH, a national effort funded by the Substance Abuse and Mental Health Services Administration (SAMHSA), LAUNCH Together supports communities across the state in enhancing existing evidence-based prevention and health promotion practices *and* building more coordinated community systems.

LAUNCH Together aims to 1) invest in communities to create a vision to support early childhood mental health and build capacity across child-serving settings; 2) bring together public and private partners to raise awareness and support policy changes to sustain effective family-centered practices; and 3) evaluate efforts to inform decision-making and spread innovative approaches across LAUNCH communities and the state of Colorado. LAUNCH Together is guided by a framework of five health promotion and prevention strategies:

1. Integration of behavioral health into primary care
2. Mental health consultation in early care and education settings
3. Enhanced home visitation
4. Family strengthening
5. Screening and assessment

Please see Appendix A for additional information on LAUNCH Together.

Purpose

The purpose of this RFP is to solicit proposals from a variety of individuals and/or organizations to provide high quality support and coaching to assist communities in building strong and effective local systems, developing a local workforce able to support the social-emotional health of young children and their families; and implementing the five health promotion and prevention strategies. **Multiple TA providers will be selected through a proposal review process based on the criteria listed within.**

LAUNCH Together Learning Community Approach

The facilitation of a bi-directional Learning Community is a central component of Milestones' role as a champion, connector, information hub and broker in ensuring communities are successful in achieving their LAUNCH Together goals. Milestones' philosophy and goal is to impact change through the provision of a multi-pronged approach to meet and address specific community needs throughout the LAUNCH Together initiative. The TA & Policy Manager will be the primary contact for the facilitation of the Learning Community and each of its components. The Learning Community components and attributes are outlined in more detail in Appendix B.

II. PROJECT SCOPE, DELIVERABLES AND TIMELINES

Milestones is seeking individuals with expertise in building strong and effective local systems, developing a local workforce able to support the social-emotional health of young children and their families; and implementing the five LAUNCH promotion and prevention strategies. TA providers are not expected to be experts in all of these topics. **Milestones anticipates awarding multiple contracts to meet community needs.**

Project Scope and Deliverables

The scope of work for this contract will be agreed upon and finalized with the selected TA providers – once determined and prior to contracting. In general, it is expected that TA providers will:

- Possess implementation experience and content knowledge in a specific LAUNCH strategy(ies) or area of expertise and deep competence in facilitating community change;

- Build relationships and create supportive environments for LAUNCH Together communities receiving TA;
- Facilitate the identification of assets and challenges;
- Utilize assets and other strategies to identify the most appropriate way to address them;
- Work closely with Milestones to organize and analyze information and provide it to the TA recipients/communities;
- Be proactive and highly responsive;
- Have organizational/individual time and capacity to devote to the work;
- Be willing to travel; and
- Be willing to collaborate and coordinate with other entities that may be working with communities.

Other required activities include:

- Participation in the LAUNCH Together Partner Retreat (December 1-2, 2016, location TBD);
- Participation in a pre-retreat meeting and training;
- Monthly TA calls with Milestones and the LAUNCH Together Evaluation Team;
- Willingness to work collaboratively, flexibly and inform quality improvement; and
- Completion of a monthly progress report and evaluation surveys.

TA may be provided through in-person, phone or email consultation; presentations at conferences or trainings; webinars; meeting facilitation; attendance at regional conferences; and the development of products or materials such as issue briefs on a particular topic in partnership with Milestones.

TA providers selected through this RFP process are intended to support up to four communities selected for the first year of Phase II Implementation (September 2016 – August 2017), with the opportunity to continue providing TA in Years 2 – 4 of the initiative.

Request for Proposal Timeline

Date	Activity
July 15, 2016	Letters of Interest (LOI) due
August 15, 2016	Proposal due
September 16, 2016	Notification of awards

Project Timeline

Date	Activity
July 1, 2016	Phase I Planning Communities submit final plans
July 18, 2016	Communities submit proposals for Phase II Implementation
August 29, 2016	Communities notified of Phase II awards
September 1, 2016 – August 31, 2020	Phase II Community Implementation

III. PROPOSAL INSTRUCTIONS AND PROCESSES

Optional Letter of Interest

Interested applicants are encouraged to submit a one-page Letter of Interest (LOI) by 5pm MDT on Friday, July 15, 2016. To be included in the LOI:

- Name of consultant (individual or organization) and all contact information; and
- Brief summary of qualifications to serve as a TA provider including area of focus (may be one or more of the LAUNCH strategies listed on page 2, systems integration, workforce development across sectors or other applicable area of expertise).

Submission Requirements

Proposals are due Monday, August 15, 2016 by 5pm MDT. **Proposals should be emailed to the LAUNCH Together TA & Policy Manager: Molly Yost, myost@earlymilestones.org. All proposals must be submitted in Microsoft Word or PDF format and should not exceed 5 pages. Proposals should include the following information:**

a) Applicant Information, Background, Expertise with Like Projects, and Personnel

- Name, address, year established, contact for RFP-related communications (including name, title, phone and email address)
- Brief overview of history, mission, values and how they align with those of LAUNCH Together
- Qualifications/Expertise – Describe relevant expertise and experience with like projects. Provide background of key personnel, their roles specific to this project and the number of years they have been performing work similar to that which is described. Applicants may propose to take on a subset of the scope of work, as fits their capacity and expertise. Milestones anticipates awarding multiple contracts to meet community needs.

b) Work Plan

- Outline a detailed plan/process for managing the scope of work. Since TA will be provided through multiple through channels and organizations depending on community need, be specific about the type of support you are able to provide. For example, outline an approach for supporting communities in implementing one of the five LAUNCH strategies by providing information sessions via webinar for all grantees, on-site technical support for grantees on specific topics and just-in-time phone consultation for grantees with immediate needs for assistance.

c) Budget and Budget Narrative

- The budget should not exceed \$25,000 and should be based on the scope of work
- Submit an itemized budget with narrative describing costs related to each item and its relation to project deliverables

d) References

- Provide three references (including contact person, organization and contact information) from past clients who have contracted for project of similar scope and budget

If the individual/organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the individual or organization being contracted.

Contract terms and conditions will be negotiated with successful applicants upon selection by Milestones including scope, budget, timeline and other necessary terms pertaining to the project. Additional information may be requested by Milestones prior to awarding and finalizing any contracts.

Questions may be address to: Molly Yost, TA & Policy Manager at myost@earlymilestones.org

Proposal Evaluation Criteria

Proposals will be reviewed based on the following criteria. To ensure consideration for this RFP, applicants should submit complete proposals that address the following criteria:

- Overall proposal suitability – Proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner;
- Organizational experience – Applicants will be evaluated on their experience as it pertains to the scope of this project, with particular interest in applicants with experience working with diverse populations and a wide range of urban, suburban, rural and frontier communities in Colorado;
- Previous work – Applicants will be evaluated on their examples of their work pertaining to technical assistance provision in the identified area of focus, as well as client references;
- Value and cost – Applicants will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope and timeline of this project; and
- Technical expertise and experience – Applicants must provide descriptions and documentation of staff technical expertise and experience.

Selection Process

A review committee comprised of representatives from Early Milestones Colorado, the LAUNCH Together Funding Partners or other designee will review proposals. Milestones may conduct in-person interviews or phone calls to ask clarifying questions regarding proposals. Successful applicants will be notified by September 16, 2016. Contract negotiations with those selected will commence immediately upon final selection.

IV. ASSUMPTIONS

- TA providers will be selected largely based on the strengths and weaknesses of the four communities selected to move forward;

- The community grantees will represent geographically diverse locations and therefore may impact the travel budget associated with each community;
- Each community grantee may utilize varying types and amounts of technical assistance;
- Performance and utilization of each technical assistance provider will be reviewed on an annual basis; and
- Contracts will be awarded for one year; additional contracts may not be guaranteed as LAUNCH Together communities' needs may change over the course of the Implementation Phase.

Proposals must be emailed to Molly Yost, LAUNCH Together TA & Policy Manager at myost@earlymilestones.org by Monday, August 15, 2016, at 5pm MDT.

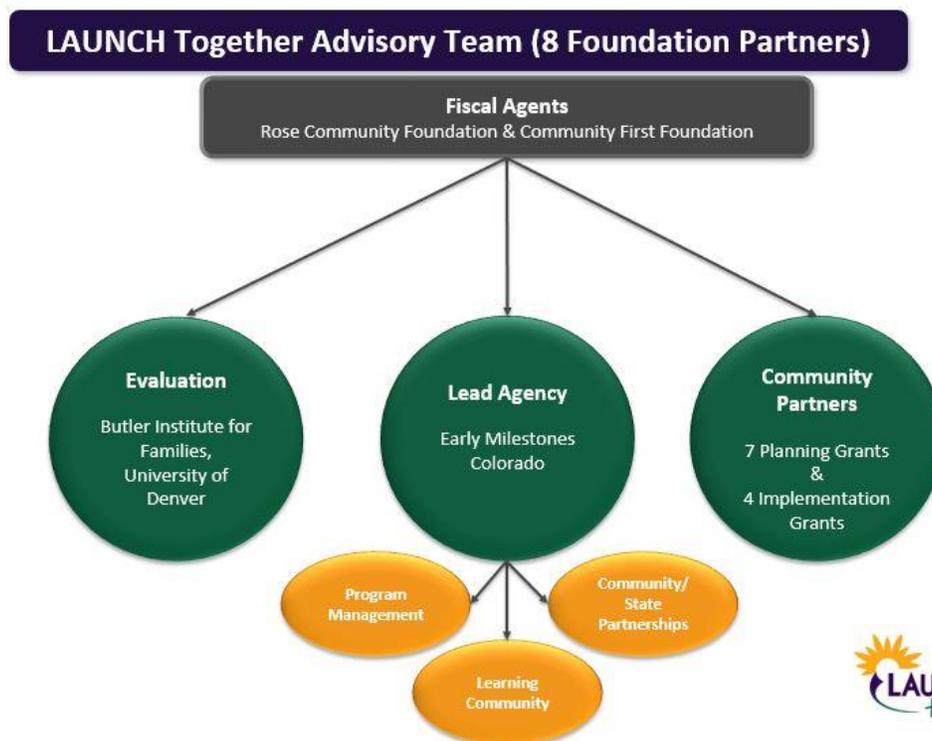
APPENDIX A

LAUNCH Together is a multi-phase initiative. In December 2015, the eight LAUNCH Together Funding Partners awarded Phase I planning grants to seven communities. From December 1, 2015 to June 30, 2016, grantees led a community-driven process to complete a Community Readiness Assessment, Environmental Scan and Strategic Plan. Community planning grants were awarded to:

- City of Aurora and the towns of Byers, Bennet and Strasburg with Tri-County Health Department serving as the lead agency
- Chaffee and Fremont Counties with ECHO & Family Center Early Childhood Council serving as the lead agency
- Jefferson County with Jefferson Center for Mental Health serving as the lead agency
- Mesa County with Mesa County Health Department serving as the lead agency
- Northeast Colorado covering a six county region with Baby Bear Hugs serving as the lead agency
- Pueblo County with Catholic Charities of the Diocese of Pueblo serving as the lead agency
- Southwest Denver with Denver’s Early Childhood Council serving as the lead agency

A RFP was released in May 2016 to select up to four of the seven planning communities to be awarded Phase II implementation grants to put their strategic plans into action over a four-year period. Phase II implementation grants will be awarded by the LAUNCH Together Funding Partners in August 2016 with grantees beginning their work in September 2016 and continuing through August 2020.

The figure below represents the structure of the LAUNCH Together Initiative. Milestones serves as the lead agency and oversees all Learning Community components, including technical assistance (TA).



APPENDIX B

The Learning Community possesses the following attributes:

- Clearly targeted – Clarifying the needs of communities and matching resources to needs;
- Responsive – Tailoring TA to meet the unique needs of communities;
- Timely – Meeting community needs when they arise;
- Objective – Offering a broad “outside” perspective;
- Holistic – Facilitating connections between and within systems;
- Non-prescriptive – Sharing best practices without imposing particular mechanisms for accomplishing goals;
- Non-partisan – Offering assistance without regard to political or other affiliations;
- Highly-qualified – Enlisting individuals with recognized subject expertise who also have well-developed diagnostic, facilitation and problem-solving skills;
- Dynamic – Adapting to changes and developments within communities; and
- Enriching – Offering TA recipients and providers opportunities to enhance their learning and development.

