



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

TO: All Interested Parties
DATE: September 14, 2010
SUBJECT: Partners in Prevention Fund; Request for Proposals

Fairfax County is seeking community partners to implement identified prevention programs to address parenting skills for parents of youth ages 10-14.

Successful awardees will enter into a contract with Fairfax County to operate the selected prevention programs in the community for participants they have identified as being in need of services. Awardees will receive training on the prevention program model at no cost and will be expected to implement the prevention program with fidelity, to include gathering and reporting outcome data using survey instruments created by program developers. A pre-proposal conference will be held Tuesday, September 28 at 10:00 AM in room 904 of the Pennino Building (12011 Government Center Parkway, Fairfax, Virginia 22035).

If you are interested in submitting a proposal to perform these services, please complete the following bid proposal worksheet (Attachment A) in its entirety and submit it no later than **Thursday, October 14, 2010 at 4:00 PM** to:

Fairfax County Department of Administration for Human Services
12011 Government Center Parkway
Contracts Management, Suite 738
Fairfax, Virginia, 22035
Email: rebecca.hoffman@fairfaxcounty.gov
Fax: 703-324-7339

If you have questions or comments, please direct them to Rebecca Hoffman at (703) 324-7809.

Sincerely,

Becky Offutt
Business Manager for Contracts

Enclosures

Department of Administration for Human Services
Contracts Management
12011 Government Center Parkway, Suite 738
Fairfax, VA 22035
Phone: 703-324-5551 Fax: 703-324-7339 TTY: 711
<http://www.fairfaxcounty.gov/admin/cm/>
Promoting Excellence in Human Services

Request for Proposals – Parenting Skills Program

Scope

This Request for Proposals is to solicit applications for the Strengthening Families Program (SFP), an evidence-based program which addresses the countywide prevention system goals. SFP is designed for parents or caregivers and their children ages 10 to 14 to build youth skills and give parents more tools to help their children become responsible adults.

Through a competitive process, awards will be made on a one-time basis to selected community partners for implementation of the Strengthening Families Program. The program will provide the foundation for the selected awardees to develop self-sustaining prevention initiatives and build capacity in the community.

One or more organizations may be selected to implement the Strengthening Families Program. The program is described in the Background Section.

Pre-proposal Conference

A pre-proposal conference will be held Tuesday, September 28 at 10:00 AM in room 904 of the Pennino Building (12011 Government Center Parkway, Fairfax, Virginia 22035). Attendance is strongly encouraged.

Contract period and renewal:

The term of this contract will be from the date of award through June 30, 2011 with the possibility of two 1-year renewals depending upon the appropriation of County funds for this project.

All funding will address the key prevention priorities. This funding can not duplicate or supplant existing county funding. A total of \$50,000 is available in Fiscal Year (FY) 2011 for the Strengthening Families program.

Background

The Strengthening Families Program is funded by the Partners in Prevention Fund (PIPF), a multi-departmental collaborative prevention initiative. The PIPF programs are designed to leverage existing Fairfax County, Fairfax County Public School, and community resources to build resilience in individuals, families, and communities and to support the county's key prevention principles. The prevention goal addressed by the Strengthening Families program is:

- Families have skills and supports needed to raise healthy and thriving children

The **Strengthening Families Program (SFP)** is a family skills training program for children 10-14 years old and their parents. The intermediate objectives are to improve parental nurturing and limit-setting skills, improve communication skills for parents and youth, and encourage

youth pro-social skills development. The long-range goal is to reduce illicit substance use and reduce behavior problems during adolescence.

Session topics (which may vary for parents and children but have parallel content) include:

- love and limits;
- having goals and dreams;
- supporting goals and dreams;
- making house rules;
- communication;
- appreciating parents;
- appreciating family members;
- encouraging positive behavior;
- dealing with stress;
- using family meetings;
- building bridges;
- dealing with peer pressure; and
- protecting against substance abuse.

The Strengthening Families program is conducted in seven 2-hour sessions. Specific activities are included that are designed to:

- help parent/ caregivers learn nurturing skills that support their children;
- teach parents/ caregivers how to effectively discipline and guide their youth;
- give youth a healthy future orientation and an increased appreciation for their parents/ caregivers, and
- teach youth skills for dealing with stress and peer pressure.

Both children and parents participate in classes. Throughout, each group leader works specifically with 3-4 families to provide individualized support.

The SFP is designed for families with pre-and young adolescents, from about age 10 to 14. Parents/ Caregivers and youth meet separately for the first hour, and then spend the second hour together in family activities. Group size can range from about eight to 13 families, for a total of 20 to 30 individuals. SFP is appropriate for single-parent, blended, or first-time nuclear families. It is ideal if each youth can attend with two adults, either two parents/ caregivers or one parent/ caregiver and another adult in the youth's life, a grandparent, aunt or uncle, or close family friend.

Selected awardees will be expected to implement the selected program and work closely with key county staff. Program materials are provided by the County at no cost to the awardees.

Further information can be found at: www.extension.iastate.edu/sfp

Tasks to be Performed

1. Recruit, screen and enroll program participants. Partner with representatives from Fairfax County Government for referrals into the program.
2. In consultation with the county, identify and secure a site for the program delivery that will enable parents and youth to meet both separately and together, and to have a dinner time snack. The site should be able to accommodate 10 families and have a place for child care for younger siblings. During the first hour, parents and youth meet in separate rooms. The second hour family session requires a room that is large enough to hold both groups. Ideally, the family session is held in a room with tables for family activities. The setting should have appropriate equipment (monitors, video players) available to play videotapes.
3. Attend training on the prevention program models implemented.
 - a. The County will provide training and technical assistance. Professional training is required in order to be certified to teach the Strengthening Families Program. Training ensures program fidelity, making it more likely that there will be positive outcomes for youth and parents.
 - b. At least three staff from each selected awardee will be required to participate in the county-sponsored training session before implementing the program. **The County recommends each awardee send 4 staff to the training.** One facilitator is required for the parent sessions and two are required for the youth sessions.
4. Facilitators. Three group leaders are needed: one to lead the parent session and two to lead the youth session. The group leaders' roles change from teacher to facilitator during the family sessions and each group leader takes major responsibility for a subset of three to four families, working with the same group each session. Many of the family activities involve individual families working together. The group leader should take turns sitting with each of his/ her families, offering help when needed.

Group Leaders should have:

- Strong presentation and facilitation skills;
- Experience working with parents/ caregivers and/ or youth
- Ability to be flexible with individual and activities; and
- Enthusiasm for family skill-building program.

Group Leaders are expected to:

- a. Attend a two-day training during which content and methods for the SFP are presented and participants are given the opportunity to practice teaching small segments of the program. A Leader Guide will be provided.

- b. Prepare for each session, reviewing activities, assembling needed materials, and preparing one to three informal poster or overheads. Most individuals will be able to prepare for each session in one to two hours each week.
- c. Copy handouts (written activities and homework) from masters included in the Leader Guide.
- d. Arrange for meals or snacks for each session.
- e. Teach youth or parent session each week for six weeks and help facilitate the family session in weeks one through seven. Each group leader should plan to spend at least two and a half hours at the program site for each of the first six weeks, arriving 15 minutes or more ahead of the program to greet participants and prepare for the session and about 15 minutes after the end of the program to answer questions.

Parent Group Facilitators. The parent group leader leads short discussion and facilitates parent/ caregiver practice activities, using a SFP videotape that contains all of the content and vignettes portraying the ideas. Each one-hour tape presents specific content with timed breaks for discussion and activities.

Youth Group Facilitators. The two youth group leaders present concepts to youth and lead discussions and activities. Each session includes active games and learning activities designed to teach concepts in a game-like format. In sessions five and six, a skill-based peer pressure model is presented to the youth and demonstrated on videotape by role plays. Following each segment of the video, youth practice the skill, with group leaders facilitating.

Family Session Facilitators. All three group leaders sit with families to assist in activities.

- 5. Obtain the necessary program materials from the County. Program materials are provided by the County at no charge to the awardees.
- 6. Implement the program with fidelity to the original design.
 - a. The effectiveness of the selected programs is based on consistent administration, implementation, and evaluation. Therefore, awardees must follow the selected program's protocol and evaluation exactly as described by each program.
 - b. Work closely with the County designee to ensure that the program is implemented with fidelity. Adaptations to the program must be approved in advance by the County.

7. Participate in data collection and program evaluation activities.
 - a. The County will coordinate the evaluation of each program and site. The County will provide awardees technical assistance to identify key outcomes and required evaluation measures.
 - b. Specific program evaluation tools are required for each program and will be provided by the County following award.

Payments

1. The County will pay the awardees based upon completion, acceptance, and approval by the County of each program milestone: one half of the program funds will be distributed upon the receipt of pre-tests; one quarter of program funds will be distributed upon the completion of a mid-program session with a county staff member in attendance; and one quarter of program funds will be distributed upon the receipt of post tests.
2. Pricing for each program is noted below. Pricing includes child care, staff hours, and food allowances for the program. A minimum of three staff must be trained and serve part-time as group leaders. It is recommended a fourth person be trained to serve part-time as program coordinator and/or as a substitute teacher. To assure full reimbursement, programs should plan to over-enroll and actively support participant attendance so that a minimum of 10 families are enrolled.

Pricing Schedule

One 7 session program	\$7,000	
Two 7 session programs	\$8,000 each	(\$ 16,000 total)
Three or more 7 session programs	\$9,000 each	(\$ 27,000 total)

3. Fairfax County may provide a 10% bonus (up to \$2,000) to partner organizations that meet high-performing criteria as measured by the Implementation Support Team staff. Criteria includes: incorporating families into programming; attendance and sustained participation of participants; marketing of the program; serving healthy snacks; leveraging other resources; publicizing the Partners in Prevention Fund efforts; and providing exceptional facilitation and management of the programs.

Conditions of Award

1. The County of Fairfax reserves the right to award a contract in the aggregate, by individual service, or any combination, whichever is in the best interest of the County.
2. A Selection Advisory Committee has been established to review and evaluate all proposals submitted in response to this Request for Proposal. The committee shall conduct an

evaluation of all proposals on the basis of the information provided with the proposal, and the evaluation criteria listed below.

3. Proposal Evaluation Criteria:
 - a. Offeror's experience and qualifications
 - b. Offeror's depth of response to the Proposal Summary Sheet. (Attachment A)
 - c. Offeror's proposed services address a demonstrated area of need, geographic or otherwise.
 - d. Offeror's proposal demonstrates service integration and linkages with appropriate County and community based service networks
 - e. Offeror's proposal demonstrates relationships with FCPS or other relevant County agencies.
 - f. Offeror's organization demonstrates cultural competence
 - g. Reasonableness of the offeror's plan to sustain the program after the award is spent
 - h. Offeror's plan to recruit and retain participants.
4. Offerors not selected for contract award will be notified in writing.
5. Should the offeror be selected, a contract will be executed to include the General Conditions & Instructions to Bidder located at the DPSM website at <http://www.fairfaxcounty.gov/dpsm/solic.htm>

Proposal Instructions

1. The offeror must submit Attachment A completed in its entirety and include any additional documents requested. If there is not enough room in the boxes on the form, please add pages as needed and be sure to properly identify the question that you are answering.
2. The proposal is due to the receptionist at the following address:
Fairfax County Department of Administration for Human Services
12011 Government Center Parkway
Contracts Management, Suite 738
Fairfax, Virginia, 22035
Attention: Rebecca Hoffman, Contracts Analyst
3. It may also be emailed to: rebecca.hoffman@fairfaxcounty.gov
4. If you have questions pertaining to this RFP, please submit your questions via email to Rebecca Hoffman at rebecca.hoffman@fairfaxcounty.gov by noon **October 7, 2010**. Questions and answers regarding this solicitation will be posted on the DAHS website at <http://www.fairfaxcounty.gov/admin/cm/Solicitations.htm>.

Proposals must be received at the above address by **Thursday, October 14 at 4:00 PM**. Proposals received after the due date and time shall not be considered for contract award and may be returned to the offeror.

Proposal Summary Sheet

Qualifications of the Applicant:

1. What experience, talents, qualifications and support does your organization have that will make this project successful?

2. What types of staffing or support (if any) will you need to add to your organization to carry out this project?

3. What is your organizational structure? Please include an organizational chart.

4. Include a position description of all key personnel related to this project (please provide applicable credentials and resumes).

Project Description:

1. Timeline – direct services are to begin within the timeline of:
2. Detail how you will ensure full program involvement by all participants.
3. How will you recruit participants?
4. What steps will you take to retain participants?
5. Identify community partners/supportive organizations that will be involved in project planning and implementation.
6. Who will your program serve and in which communities (for example: ages, location, disabilities, etc.)

7. What commitments have you received – formal and informal – to support the activities for which you are requesting funding?

8. What actions will you take to ensure that your program will be self-sustaining after the award is spent?

9. Describe how your program will be integrated within existing county and/or community services.

10. Are you able to offer the program in any languages in addition to English?