MIAMI-DADE COUNTY PUBLIC SCHOOLS

MILLION DOLLAR COMMUNITY LITERACY CHALLENGE

Family Empowerment Project

Request for Proposals No. 023-PP10

MIAMI-DADE COUNTY PUBLIC SCHOOLS

Miami-Dade County Public Schools (M-DCPS) supports and develops the highest quality educational projects, encourages innovation in services, and invests in activities that will create better outcomes for the District's children and their families.

Philosophy of Investment

- **Supporting Proven Success and Sustainability**
  M-DCPS supports endeavors with a proven track record of success and institutes sustainability efforts to ensure viable projects continue to operate and thrive.

- **Encouraging Innovation**
  M-DCPS supports and encourages new projects and organizations that will provide fresh approaches in service delivery and youth development.

- **Investing in Promising Communities**
  M-DCPS recognizes and supports revitalization efforts in various communities to include addressing structure, support and opportunities for young people and their families in these changing environments.

Request for Proposals (RFP)

M-DCPS invites qualified applicants to submit proposals to provide high quality parent support programs in Miami-Dade County that address M-DCPS' goals and objectives. Proposals are requested for projects serving parents, guardians, and caregivers of children and youth who live in the attendance boundary of public schools implementing the Title I School-wide Program (see Appendixes for list of eligible schools).

The focus of the FAMILY EMPOWERMENT PROJECT is to support proven success and sustainability, as stated in our philosophy of investment. M-DCPS will focus on funding non-profit organizations, including faith-based organizations, that provide quality parent engagement services. Proposals will be funded to focus on one (1) or two (2) areas of project design and outcome: **Parenting** and/or **School and Community Engagement**.

Applicants may propose to operate in community-based sites or public sites such as Departments of Parks and Recreation, Housing Authority, or Public Libraries. If the applicant is proposing to operate in a public site, the applicant must get, and include with proposal, approval to operate in the indicated facility from the public site/agency that manages that site.

Applicants are allowed to submit no more than one (1) proposal in response to this RFP. Approximately 8-10 organizations will be contracted as providers for the FAMILY EMPOWERMENT PROJECT. The term of the initial contract shall be for a period of one year beginning from the day of the award, and may, by

mutual agreement between the parties, be extended for three (3) additional one (1) year periods and, if needed, 90 days beyond the expiration date of the current extension period.

INSTRUCTIONS FOR SUBMISSION OF PROPOSALS

One (1) marked, unbound original proposal, including all required attachments and ten (10) complete copies of the proposal must be submitted no later than April 17, 2014, at 2:00 p.m., (Local time) to the following address:

The School Board of Miami-Dade County, Florida
Bid Clerk, Division of Procurement Management Services
1450 N.E. Second Avenue, Room 650
Miami, Florida 33132

The responsibility for submitting this proposal to the District on or before the stated time and date will be solely and strictly the responsibility of the proposer. The District will in no way be responsible for delays caused by the United States mail or any other delivery service or caused by any other occurrence. The proposal package must contain all the items described in this document. Failure to submit these items may render the proposal non-responsive. The proposal must be signed by an officer of the agency authorized to act on behalf of the agency. The proposal shall be submitted in a sealed envelope marked "REQUEST FOR PROPOSALS NO. 023-PP10 - MILLION DOLLAR COMMUNITY LITERACY CHALLENGE – FAMILY EMPOWERMENT PROJECT".

Initiative Goals and Outcomes

M-DCPS recognizes that families are critical partners in supporting the positive development of children and youth. Therefore, family engagement must be an integral and intentional part of the larger strategy for promoting opportunities, services, and supports for children and youth in Miami-Dade County. The District's goal is to support innovative family engagement projects that place an emphasis on increasing parents', guardians' and caregivers' abilities to utilize youth development-based parenting practices to foster a family environment that promotes a positive development among youngsters who live in the attendance boundary of public schools implementing the Title I School-wide Program.

Project Design and Outcomes

This RFP seeks proposals addressing one or both project areas, described in detail later in this document:

- Parenting
- School and Community Engagement

The FAMILY EMPOWERMENT PROJECT will utilize best practices and family engagement strategies that have been proven to be effective in strengthening, empowering and developing families and communities. Projects shall be designed to serve parents of young children and adolescents, and promote the use of a variety of public services (educational, health, mental health, social services, recreational, etc.) that support child and youth development. Where applicable, projects will include

the following components: family literacy building, health and wellness, support for parents, guardians and caregivers of children with special needs, and understanding age-appropriate learning behaviors for children.

Project Areas and Corresponding Outcomes and Indicators

Applicants are asked to outline in their work plan how their proposed project will address the outcomes listed below for each area. For each project outcome, the proposal must provide two (2) indicators

Parenting:

These are projects providing services, opportunities, and support to increase parents', guardians' and caregivers' knowledge and skills of youth development-based parenting practices. Developing this knowledge will help to strengthen family relationships by fostering effective and positive discipline practices, maintaining appropriate parental expectations, increasing parent-child communication and positive interactions, and building stronger family connections. Such projects will also strengthen parents', guardians', and caregivers' ability to address issues of family functioning, health and environment, such as managing stress, attending to physical and emotional health problems, combating isolation, and building family cohesion.

Where applicable, projects should address the specific needs of caregivers, including grandparents, older siblings, and other extended family members, in the development of children and youth.

General Parenting Project Outcomes:

- Parents, guardians and caregivers will increase their knowledge of child and adolescent development and their use of youth development-based parenting practices;
- Parents, guardians and caregivers will increase positive communication and interaction with their children;
- Parents, guardians and caregivers will develop the knowledge and skills needed to cope with and address issues affecting their ability to nurture and contribute to their family, family environment, and their children's sense of safety and structure;
- Parents, guardians and caregivers will report improvement in their family environment (e.g. decreased violence in the home, decreased contention, improved communication).

Examples of Specific Indicators that Show Progress towards Parenting Project Outcomes:

- Parents, guardians and caregivers communicate positive educational expectations to their children;
- Parents, guardians and caregivers talk with their children about risky behavior;
- Parents, guardians and caregivers have increased positive interactions with their children at home;
- Parents, guardians and caregivers communicate their positive expectations with their children;
- Parents, guardians and caregivers attend child/youth development workshops and seminars;
- Parents, guardians and caregivers use practices that are appropriate for their children's developmental stage;
- Parents, guardians and caregivers develop a list of age-appropriate disciplinary procedures for their children;
- Parents, guardians and caregivers develop age-appropriate procedures for monitoring their children;

- Parents, guardians and caregivers have increased awareness of their children's behavior based on their established monitoring procedures.

School and Community Engagement:
These are projects providing services, opportunities, and support to increase parents', guardians' and caregivers' abilities to enhance their children's learning and development. Such projects will do so by creating opportunities for parents, guardians and caregivers to act as leaders and community organizers, and develop the skills and self-confidence to navigate the public school system and advocate for their children within it. They can also teach participants how to effectively assist their children with homework, and connect their children with experiences that broaden their horizons.

General School and Community Engagement Project Outcomes:

- Parents, guardians and caregivers will increase their ability to support their children's learning and development at home and in the community;
- Parents, guardians and caregivers will increase their knowledge of and involvement with school and community organizations;
- Parents, guardians and caregivers will increase their ability to navigate systems that impact their children's development;
- Parents, guardians and caregivers will increase their knowledge and use of community resources and services that will support their development and the development of their children and family.

Examples of Specific Indicators That Show Progress towards School and Community Engagement Project Outcomes:

- Parents, guardians and caregivers participate in school-related activities;
- Parents, guardians and caregivers are able to advocate for their children within the school system;
- Parents, guardians and caregivers observe that students do homework outside of school, set aside a place in the home for students to do homework, and check that homework is done;
- Parents, guardians and caregivers participate in more literacy activities with their children
- Parents, guardians and caregivers communicate with their children's schools;
- Parents, guardians and caregivers understand report cards;
- Parents, guardians and caregivers have increased attendance at parent-teacher conferences;
- Parents , guardians and caregivers increase the use of the M-DCPS's Parent Portal;
- Parents, guardians and caregivers take lead roles in strengthening existing parent-teacher organizations;
- Parents, guardians and caregivers increased their understanding and ability to navigate available community resources related to economic independence, health promotion, family stability and entitlements;
- Parents, guardians and caregivers use referred services as necessary;
- Parents, guardians and caregivers report feeling better able to share their concerns and find solutions to challenges.

Funding Overview

Payments for services under the FAMILY ENPOWERMENT PROJECT will be on a cost-reimbursement basis. Payments will be dispersed in incremental amounts throughout the contract period and are based on participants' attendance, as well as project and expenditure report completion.

Awarded contractors will be required to submit to M-DCPS, information about participating parents, guardians or caregivers in order to track participation and measure project dosage. For each monthly expenditure report, M-DCPS will require 100% source documentation for all line item expenses reported. At the end of each contract period, attendance, project dosage, project compliance, and project outcome(s) attainment will determine contract renewals. Additionally, the availability of Title I funding will determine the feasibility of contract renewals.

The total contract amount shall not exceed $50,000 for the initial one year contract period and $50,000 annually for contract renewals. M-DCPS will not fund projects with per participant rates above $1,000 per contract period. A minimum of 50 participants shall be served by each proposed project during the initial contract term, and a minimum of 50 participants shall be served each contract renewal year.

The initial contract period shall be for one year from the date of contract award. Funded organizations must begin to provide services no later than two weeks after the full execution of the contract. At minimum, projects must provide two (2) activities per month. These activities may include support groups, workshops, classes, community events, and/or meetings.

Funding Requirements

M-DCPS will support projects that are new, growing, or have a proven track record of success. The District will complete an independent external evaluation during the period of this contract that demonstrates the effectiveness of the project and which will be used in further development of the projects. In addition, each contractor will be required to participate in specific workshops offered by M-DCPS. Each year's contract renewal will be dependent on funding availability as well as the project's compliance and performance in the previous year.

- **Initial Contract:**
    - Project staff, including front-line staff and executive staff, will be required to attend sessions offered by M-DCPS to assist with organizational, project, and staff development.
    - Project will provide services to participants based on the participant attendance requirements.
    - Participant attendance and contact will be captured and used to determine payments.
    - Matching funds from other sources will be required.

- **Renewal Contract (s):**
    - Project staff, including front-line staff and executive staff, will be required to attend sessions offered by M-DCPS to assist with organizational, project, and staff development.
    - Project will review the findings of the external evaluation and identify steps needed to continue to grow programmatically. Some of those steps must address input and feedback from project participants.
    - Participant attendance and contact will be captured and used to determine payments.
    - Matching funds from other sources will be required.

Contracting Policies

Eligibility Criteria

- Must be a Florida Not-for-Profit Corporation and have an active registration with the Florida Department of State, Division of Corporations.
- Must supply evidence of 501(c)(3) tax-exempt status.
- Must be a community-based organization, including faith-based organization.
- Organization's primary vision and project focus must be serving children, youth and/or families within Miami-Dade County.
- Must supply a Certificate of Status (Good Standing) from the Florida Department of State.
- Must follow all annual financial reporting standards for tax-exempt charitable organizations from the Internal Revenue Service.
- Must supply organization's DUNS number with proposal.

Budget

The total budget for the proposed FAMILY EMPOWERMENT PROJECT must not exceed a cost of $1,000 per participant. Only costs incurred after the first day of the initial contract period will be eligible for reimbursement.

Matching Funds

As part of the proposal, applicants must provide proof of the availability of matching funds from other sources to be used to support the project and to cover project expenditures that are not allowable under Title I regulations. The amount of required matching funds will be determined by the organization's overall budget. Organizations will be required to have matching funds in place for each year of the contract. The amount of the required matching funds will be determined by each applicant's overall organizational budget for that year. The scale is as follows:

- Organizational budget less than or equal to $200K: matching funds required equals 5% of project budget.
- Organizational budget between $200K and up to $500K: matching funds required equals 10% of project budget.
- Organizational budget between $500K and up $1 million: matching funds required equals 20% of project budget.
- Organizational budget equal or above $1 million: matching funds required equals 30% of project budget.

Matching Funds *may* include:

- Federal grant funds not passed through M-DCPS.
- Support from foundations, corporations, or individuals.
- Funds from an organization's general support funds or fiscal reserve.
- Funds raised through events, sales, corporate partnerships, or other enterprise activities.
- In-kind donations and services (see below).

***Acceptable* In-kind donations and services:**

- Project space at no cost or reduced price.
- Pro-bono professional service (i.e. legal, graphic design, HR, content expert, etc.).
- Free tickets to an event for participants.
- Food donation.

***Unacceptable* In-kind donations and services:**

- Volunteer time (i.e. mentors, tutors, etc.).

These matching funds must be in place. Contractors must provide proof of matching funds as part of this proposal.

Research and Evaluation

Contractors will be required to take part in research and/or evaluation projects commissioned by M-DCPS, and to complete the following steps:

1. Keep a paper roster of participants for each activity. Each paper roster will contain the title of the activity, the date and time in which the activity was held, participants' names, addresses, and signatures.

2. Scan or take a digital photograph of each page of the roster at the end of the activity, on the date of the activity, so that all text is legible. Accountability requires that the date of the scan or photograph match the date of the activity.

3. Enter the roster information on an electronic spreadsheet such as Excel. A template will be provided to contractors, as appropriate.

4. At the time of quarterly request for payment, contractors will submit an electronic folder with a copy of the electronic spreadsheet and copies of the scanned or photographed originals of the paper roster.

5. Create a "Contractor Event Album." This mandatory album will provide contractors with the opportunity to showcase their work. Each should have **one page and only one** page with information about each event and evidence that the event was held and attended. It should contain the date, title, and one-to two-sentence objective for the event. Evidence that the event was held and attended can be in the form of photographs, sign-in rosters, or other evidence of choice by the contractor.

6. Contractors will create their album as events are held so that the albums will be available for review by M-DCPS at any time during the funding period.

7. The album will be reviewed by M-DCPS staff to assess the extent to which the activities conducted by the contractors were consistent with those proposed in their application.

Participant Attendance

Projects funded will receive funding based upon the indicated "per participant rate," and contracts will reflect the proposed number to be served. FAMILY EMPOWERMENT PROJECTS are required to provide activities for participating parents at least two (2) times per month. These activities may include support groups, workshops, classes, community events, and/or meetings.

Training and Project Development

M-DCPS's Title I Administration staff will offer a variety of workshops and technical assistance sessions during each contract year. Participation in these trainings is required for all funded projects.

Meetings and Networks

All contractors are required to attend meetings coordinated by M-DCPS. These meetings will provide important information about compliance and accountability. They will also provide technical assistance, dialogue with agencies and offices, interaction with the funding community and the opportunity to learn from peers and colleagues. Generally, these meetings will occur quarterly and last approximately 2 hours.

Fees for Project Participation

It is allowable to propose a project that serves both M-DCPS-funded (families who reside within the attendance boundary of a public school implementing the Title I School-wide Program) and non-M-DCPS-funded participants (families who reside outside the attendance boundary of a public school implementing the Title I School-wide Program). Non-M-DCPS-funded participants may be charged a fee for project participation. M-DCPS-funded participants **may not** be charged a fee for project activities.

Contract Payments

Quarterly payments will be based on participant attendance and project dosage, approved progress toward work plan goals, and completed project and expenditure reports with corresponding source documentation. Contracted projects will be required to submit participant attendance records, monthly expenditure reports, with corresponding source documentation, and a final report. For contract renewals, on-time completion of the previous year's project and financial reports with corresponding source documentation will be required. Each contract year will be determined by funding availability, project compliance and performance in the previous year, as evidenced by the contractors' "Contractor Event Album".

Project Safety Standards

Projects must offer a safe and nurturing environment for participants. Organizations with staff that will have direct contact with children and youth under the age of 18 will be required to provide evidence of compliance with Jessica Lunsford Act requirements for staff and volunteers. First-Aid/CPR-certification is required for at least one staff member at each site. Projects will be required to provide an "Emergency Preparedness Plan" that includes provisions for communications during and after a crisis.

Notification on incidents that include, but are not limited to safety hazards, emergencies, and/or conflicts that affect the parents, guardians and care givers (or their children while on site) participating in the project must be received within 24 hours. Written incident reports are also required within five days of any unusual incident that involves staff and/or participants.

Proposal Process

EVALUATION OF PROPOSALS

The following specific criteria will be used in the evaluation process:

1. Demonstrates that the organization has specific experience (within the past three years) in providing services for parents, caregivers, guardians, etc. in the community in which services will be provided. (Minimum of two (2) years' experience required).

2. Clearly explains the specific characteristics of the organization that makes it an innovative and successful parent outreach organization.

3. Demonstrates organization's ability to address the unmet needs of the target population including accessibility to services, uniqueness of services and impact on the broader community.

4. Clearly defined the Program Area, Corresponding Outcomes and Indicators the program will address, and describes how the program will meet the chosen outcome(s).

5. Clearly explains the objectives for parents and youth in SMART Terms (Specific, Measureable, Appropriate, Realistic, Time Bound) and describes how they are linked to M-DCPS goal of empowering and strengthening families.

6. Providers strategies (minimum of two) for incorporating evidence-based practices in the program components.

7. Provides specific strategies to recruit and retain parents, caregivers and/or guardians to the program.

8. Provides a detailed description of how family engagement will be incorporated into the program.

9. Demonstrate appropriate use of data to monitor, evaluate, and improve programs.

10. Includes specific goals of the program as it relates to assessing implementation including target population reach, fidelity of key program inputs and activities, compliance with funding guidelines, and if applicable, participant and/or staff satisfaction.

11. Provides a detailed description of the professional qualifications of key staff that are intended to work in the program and the roles they will play, including if they are trained or orientated to the youth development goals of the organization.

12. Provides a detailed description of the strategies, resources, trainings, or other supports in place to support and retain staff.

13. Demonstrates organization's ability to have in place the resources (financial, personnel, partnerships, etc.) needed to sustain the program over time.

14. Clearly documents the amount and sources for the local match.

EVALUATION PROCEDURE TO PROVIDE PREFERENCE TO LOCAL BUSINESS

Local business means the vendor has a valid business license, issued by a jurisdiction located in Miami-Dade County, with its headquarters, manufacturing facility, or locally-owned franchise located within the legal boundaries of Miami-Dade County, for at least twelve (12) months (or having a street address for at least twenty-four (24) months), prior to the bid or proposal opening date. Post office boxes are not verifiable and shall not be used for the purpose of establishing said physical address. In order to be considered for local preference, vendors must provide a copy of their business license and the local business affidavit of eligibility with their bid or proposal. A vendor who misrepresents the local preference status of its firm in a proposal or bid submitted to the School Board will lose the privilege to claim local preference status, and shall lose eligibility to claim local preference status for a period of one (1) year. The Superintendent may also recommend that the firm be referred for debarment in accordance with Policy **6320.04**.

If following the completion of initial evaluations, a local firm has submitted a proposal and is competing with a non-local Proposer(s) then the local vendor(s) shall have the opportunity to proceed to be considered for further evaluation provided the price is within five percent (5%) of the cost proposed by the non-local vendor, all other technical requirements being equal. In the case of a tie in the best and final proposal between a local business, the tie shall be broken as delineated in Policy **6320**.

The selection committee will consist of the following:

- Representative, Office of Academics and Transformation;
- Representative, Office of School Operations;
- Representative, Office of Management and Compliance Audits (Non-voting)
- Representative, Educational Transformation Office;
- Representative, Grants/Community Services;
- Representative, Office of Economic Opportunity/M/WBE; and
- Representative, Procurement Management (Non-voting).

EQUAL EMPLOYMENT OPPORTUNITY AND M/WBE PARTICIPATION

Equal Employment Opportunity

1. It is the policy of the School Board that no person will be denied access, employment, training, or promotion on the basis of gender, race, color, religion, ethnic or national origin, political beliefs, marital status, age, sexual orientation, social and family background, linguistic preference or disability, and that merit principles will be followed. Each firm is requested to indicate its equal employment policy and provide a detailed breakdown by ethnicity, gender and occupational categories of its work force. (**ATTACHMENT B)**

2. Small Business Enterprise and Minority/Women Business Enterprise (M/WBE) Participation

   From its initiation, the School Board has a strong commitment to SBE and M/WBE participation as part of all related processes and continues to reflect such commitment. The School Board has an active Small Business Enterprise (SBE) Program and Minority/Women Business Enterprise (M/WBE) Certification Program, to increase contracting opportunities for SBE's and M/WBE's. Pursuant to Board Policy 6320.02, the Board may apply scoring incentives and/or other incentives for SBE/MBE firms responding to this RFP. The Office of Economic Opportunity must certify all SBE's and M/WBEs, prior to contract award. The application may be accessed through the following link:

   http://forms.dadeschools.net/webpdf/3920.pdf

INSURANCE REQUIREMENTS

Prior to commencement of work under the agreement, the Proposer shall obtain and maintain without interruption the insurance as outlined below. The Proposer agrees to furnish a fully completed certificate of insurance naming the School Board of Miami-Dade County, Florida as additional insured, signed by an authorized representative of the insurer providing such insurance coverages. The insurance coverages and limits shall meet, at a minimum, the following requirements:

A. Workers' Compensation/Employer's Liability Insurance.

Such insurance shall be no more restrictive than that provided by the Standard Workers' Compensation Policy, as filed for use in Florida by the National Board on Compensation Insurance, without restrictive endorsements. The minimum amount of coverage (inclusive of any amount provided by an umbrella or excess policy) shall be:

Part One:	"Statutory"	
Part Two:	$ 1,000,000	Each Accident
	$ 1,000,000	Disease - Policy Limit
	$ 1,000,000	Disease - Each Employee

B. General Liability Insurance

Such insurance shall be no more restrictive than that provided by the most recent version of standard Commercial General Liability Form (ISO Form CG 00 01) without any restrictive endorsements other than those required by ISO or the State of Florida those described below.

- Mold, fungus, or bacteria
- Silica, asbestos or lead
- Terrorism
- Sexual Molestation

The minimum limits (inclusive of amounts provided by an umbrella or excess policy) shall be:

1,000,000	General Aggregate
$ 1,000,000	Products/Completed Operations Aggregate
$ 1,000,000	Personal and Advertising Injury
$ 1,000,000	Each Occurrence

Proposer shall name the Board, its members, officers, employees, and agent as an additional insured on a form no more restrictive than the CG 20 10 (Additional Insured – Owners, Lessees, or Contractors).

C. Automobile Liability Insurance

Such insurance shall be no more restrictive than that provided by Section II (Liability Coverage) of the most recent version of standard Business Auto Policy (ISO Form CA 00 01) without any restrictive endorsements, including coverage for liability contractually assumed, and shall cover all owned, non-owned, and hired autos used in connection with the performance of the Contract. The minimum limits (inclusive of any amounts provided by an umbrella or excess policy) shall be:

$ 1,000,000	Each Occurrence - Bodily Injury and Property Damage Combined

D. Professional Liability Insurance

Such insurance shall be on a form acceptable to the Board and shall cover Company for those sources of liability arising out of the rendering or failure to render professional services in the performance of the services required in the Agreement including any hold harmless and/or indemnification agreement. Coverage must either be on an occurrence basis; or, if on a claims-made basis, the coverage must respond to all claims reported within three years following the period for which coverage is required and which would have been covered had the coverage

been on an occurrence basis. Coverage must be included for all nurses. The minimum limits (inclusive of any amounts provided by an umbrella or excess policy) shall be:

$ 1,000,000 Each Claim/Annual Aggregate

The insurance provided by the Proposer shall apply on a primary basis. Any insurance, or self-insurance, maintained by the Board shall be excess of, and shall not contribute with, the insurance provided by the Proposer. Compliance with these insurance requirements shall not limit the liability of the Proposer. Any remedy provided to the Board by the insurance provided by the Board shall be in addition to and not in lieu of any other remedy (including, but not limited to, as an indemnitee of the Proposer) available to the Board under this Contract or otherwise. Neither approval nor failure to disapprove insurance furnished by the Proposer shall relieve the Proposer from responsibility to provide insurance as required by this Contract.

INDEMNIFICATION

To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless the Board, and its employees ("Indemnitees") from and against all claims, liabilities, damages, losses, and costs including, but not limited to, reasonable costs and attorneys' fees at the pre-trial, trial and appellate levels, arising out of, resulting from or incidental to Vendor's performance under this Agreement or to the extent caused by negligence, recklessness, or intentional wrongful conduct of the Vendor or other persons employed or utilized by the Vendor in the performance of this Agreement. The remedy provided to the Indemnitees by this indemnification shall be in addition to and not in lieu of any other remedy available under the AGREEMENT or otherwise. This indemnification obligation shall not be diminished or limited in any way to any insurance maintained pursuant to the AGREEMENT otherwise available to the Vendor. The remedy provided to the Indemnitees by this indemnification shall survive this AGREEMENT. The provisions of this Section shall specifically survive the termination of this Agreement. The provisions of this Section are intended to require the Vendor to furnish the greatest amount of indemnification allowed under Florida law. To the extent any indemnification requirement contained in this Agreement is deemed to be in violation of any law, that provision shall be deemed modified so that the Vendor shall be required to furnish the greatest level of indemnification to the Indemnitees as was intended by the parties hereto.

DUTY TO DEFEND: The Vendor agrees, at its own expense, and upon written request by the Board, to defend any suit, action or demand brought against the Board on any claim or demand arising out of, resulting from or incidental to Vendor's performance under this Agreement.

OCCUPATIONAL LICENSE:

Any person, firm, corporation or joint venture, with a business location in Miami-Dade County, Florida, which is submitting a bid, shall meet the County's Occupational License Tax requirements in accordance with Chapter 8A, Article IX of the Code of Miami-Dade County, Florida. Bidders with a location outside Miami-Dade County shall meet their local Occupational Tax requirements. A copy of the license is requested to be submitted with the Bid Proposal. If the Bidder has already complied with this requirement, a new copy is not required while the license is valid and in effect. It is the Bidder's responsibility to resubmit a copy of a new license after expiration or termination of the current license. Non-compliance with this condition may cause the bid not to be considered for award.

IMPLEMENTATION SCHEDULE

• Goal Setting Committee	November 21, 2013
• Mailing of Request For Proposals	March 12, 2014
• Pre-Proposal Conference	March 18, 2014
• Deadline for Questions	March 31, 2014
• Deadline for Submission of Proposals	April 17, 2014
• Evaluation of Proposals	May 12, 2014
• Recommendation for Award	July 16, 2014

Specific information concerning this RFP should be e-mailed prior to the deadline for questions, referencing the RFP by page number and paragraph, no later than 4:00 p.m., on March 31, 2014, to:

Ms. Barbara D. Jones, CPPB
Procurement Management Services
1450 N.E. Second Avenue, Room 650
Miami, Florida 33132
(305) 995-2348
E-mail bjones@dadeschools.net

The School Board of Miami-Dade County, Florida will issue responses to inquires and any other corrections or amendments it deems necessary in written addenda issued prior to the proposal due date. Proposers should not rely on any statements other than those made in this RFP or in any addendum to this RFP. Where there appears to be a conflict between the RFP and any addenda issued, the last addendum issued will prevail.

Responses to questions will be posted to M-DCPS's website and it is the responsibility of the proposers(s) to monitor this site for posting of response(s). The website link is the following:

http://procurement.dadeschools.net/bidsol/asp/ENACT.asp

Pre-Proposal Conference:

M-DCPS will hold a Pre-Proposal Conference (RFP Technical Assistance Session). **Attendance at this session is highly encouraged for all applicants.** The session will convene on March 18, 2014 at 10:30 a.m., at the following location:

The School Board of Miami-Dade County, Florida
School Board Administration Building Auditorium
1450 N.E. 2nd Avenue
Miami, Florida 33132

Proposal Format

1. Proposal Cover Page

Use included form

2. Proposal Checklist

Use included form. All required documents are listed on the proposal checklist form. Be sure to include all documents as listed.

3. Proposal Narrative (Proposal narrative is not to exceed fifteen (15) pages)

A. ORGANIZATION CAPACITY AND RELEVANT EXPERIENCE

- State the mission of your organization and describe how the program you are proposing fits in to your organization's mission.
- Describe your organization's history and specific experience in providing services for parents, caregivers, and guardians within the attendance boundary of the school implementing the Title I School-wide program for which you are applying and intend to work.

B. PARTICIPANT PROFILE

- Describe the population that your organization currently serves.
- Describe how the organization is addressing the unmet needs of your target population.
- Provide the number of participants you expect to serve through the FAMILY EMPOWERMENT PROJECT.

C. PROGRAM DESIGN

Objectives of the program

- Please describe the Program Area, Corresponding Outcomes and Indicators your proposed program will address. Please see RFP, Initiatives Goals and Outcomes section.
- Include the objectives in SMART terms (Specific, Measureable, Appropriate, Realistic, Time Bound). These objectives should contain quantifiable numbers that are linked to M-DCPS's goal of empowering and strengthening families.

Program Description and Implementation

- Explain the different activities (services, supports, opportunities, etc.) that will be carried out with the aim of achieving the program objectives. Include the duration of the program (# of weeks, days, and hours of service).
- Describe the parent's, caregiver's and/or guardian's involvement in the development and/or implementation of the proposed project/program including the role(s) parent's, caregiver's and/or guardian's have had in contributing to the design and content of your program; the choices they will have once programming begins; how much opportunity they have in decision-making and implementation of projects.

Recruitment

- Describe what specific strategies you are intending to use to recruit and retain parents, caregivers and/or guardians in your program.

D. PROGRAM EVALUATION

- Describe the goals of the project as it relates to assessing implementation including target population reach, fidelity of key project/program inputs and activities, compliance with funding guidelines, and if applicable, participant and/or staff satisfaction.
- Describe briefly the qualitative and/or quantitative data collection methods that will be used to collect the data (attendance sheets, pre and post-tests, surveys, focus groups, etc.) and when will this occur.

E. PROGRAM COLLABORATION

- Describe briefly the official and unofficial partnerships that your organization has established detailing the specific roles they will play in your proposed project.

F. PROGRAM SUSTAINABILITY

- Describe how this request will enable you organization to build its capacity, address current limitations, and/or improve its ability to meet organizational goals.
- Describe the resources (financial, personnel, partnerships, etc.) needed to sustain the project/program over time and how they will be secured.

G. ADMINISTRATIVE AND FISCAL CAPACITY

- Document relevant experience, if any, with administering performance-based agreements.
- Describe the professional qualifications of key staff that are intended to work in this initiative and the roles they will play.
- Describe the strategies, resources, trainings, or other supports you have in place to support and retain staff.

4. Program Work Plan

- Use the Work Plan Form and Instructions provided. Attach the work plan form in the order listed on the checklist.

5. Budget Forms:

(a) FY13 Proposal Budget Form

- Provide a proposal budget **using the included FY13 Proposal Budget Form only.**
- The proposal budget must reflect the grant period.
- Provide a summary of the program budget, proposal request, and matching funds.

(b) Projected Program Revenue Form

- Provide an accounting of all **non-M-DCPS sources of revenue** for the program for the funding year.

6. Organization Finances

Prepare these items and include them as required in the Proposal Checklist.
Previous fiscal year finances:

- An Audited Financial Statement for the organization OR
- Pages 1-6 of its most recent IRS Form-990, but not older than 2011.

7. Other Required Attachments

- Copy of Letter of 501(c)(3) Status from the Internal Revenue Service issued within the past twelve months.
- Copy of Certificate of Status (Good Standing) from the Florida Department of State issued within the past twelve months.

Work Plan Instructions

A work plan is like a road map. It helps you know where you are going, track your progress and lets you know when you have arrived at your destination. Your Work Plan should include elements that are SMART: **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-related.

What is the Program Outcome?

Definition: The overall goal for the parents, guardians, caregivers, and families that you serve. This is what your programming is designed to help achieve. Be as clear as you can about what you intend to achieve.

Examples:

- School and Community Involvement: Parents will have a greater understanding of their children's school performance
- Parenting: Parents will increase positive communication with their children

What are Program Activities?

Definition: The services, supports, or opportunities that your program will offer parents, guardians and caregivers in order to help them move closer to achieving the program outcome. How often, for how long a period of time, and what specifically participants will get to do in these activities are important.

Examples:

- One-on-one monthly meetings between staff and parents to talk about their children's performance in school, including reviewing their report cards, discussing parent-teacher conferences before and after parent attends, and answering questions. These meetings will last approximately an hour.
- Eight (8) week workshop series on parent-child communication in which parents will discuss how they currently communicate with their children, and learn effective, positive ways to communicate. The workshops will focus on various aspects of communication with children including encouragement, building self-esteem, and managing disagreements. Workshops will be held monthly and last 2 hours.

What is the Target Population?

Definition: The specific number of parents who will be engaged in the activities your program offers. Please include the target number you expect to serve, ethnicity and gender, of participants. Also include list of target Title I Schools.

Examples:

- 30 parents of children ages 6 to 12 years old living in the attendance boundary for Title I schools
- 28 parents of children attending a Title I school
- 20 parents referred by a Title I school

What is Evidence of Change?

Definition: What the Target Population will have accomplished by the end of the grant period that will tell you how close they have come to achieving the "Program Outcome." Through data collection, the program should be able to demonstrate progress towards achieving the outcomes.

Examples:

- School and Community Involvement: 30% of parents, guardians and caregivers are more prepared to attend parent-teacher conferences
- Parenting : 80% of parents, guardians and caregivers attended at least two family meetings

What is the Data Source?

Definition: The quantitative and qualitative data collection methods (attendance sheets, pre- and post surveys, focus group discussion, etc.) the program uses to measure the progress towards achieving the program outcome.

Examples:

- Pre and post-survey of participants to assess their involvement and knowledge of the parent-teacher conference experience

FILLING OUT THE WORK PLAN FORM:

Complete your Work Plan using the included Work Plan Form. If your program is funded, the selected program outcomes will be part of your program reports.

- Provide your organization's name
- Identify your funding category area- Parenting and/or School and Community Engagement
- Choose two (2) program outcomes as listed under the category
- Cite the target population and school attendance boundaries with which you will be working towards these outcomes
- Identify two (2) indicators of change (evidence of achieving program outcome) per outcome
- Cite the data source(s) you will use (how you will measure the progress of the indicators towards each of these outcomes)

Note: Please complete one Work Plan Form per each Program Outcome targeted.

Work Plan Form

Organization Name:
Funding Category/Area:
Program Outcome:
Program Activities:
Target Population (include names of schools):
Evidence of Change (indicators of achieving program outcome):
Data Source:

Proposal Budget and Narrative Instructions

The Proposal Budget, Budget Narrative and Budget Calculations must be included in the proposal. The narrative includes an explanation for each of the budget line items. The budget calculation is the equation or formula for how you derived the amount in the M-DCPS Share column for that line item. Information should be thorough enough to allow an understanding of how requested budget amounts were derived. Each line item needs a calculation as well as a narrative description for how it is relevant to this program.

Salaries and Wages

For each budget line, include the staff position title, the level of effort (e.g., 50% or 20 hours per week), the amount of time involved in the program, and the base salary or wage rate for the position. Only the level of effort (percent of time or hours per week) spent by staff directly on the program may be charged to the grant as a direct cost.

Example:

Management

Project Director, 25% time for 12 months at $60,000 $15,000

Teachers/ Instructors

One Instructor, 10 hours per week for 50 weeks at $18/hour $9,000

Fringe Benefits

Include one line for fringe benefits as a percentage of the budget for salaries and wages. Indicate the fringe rate percentage used. If for some reason a simple fringe rate cannot be applied, please explain the method used to derive the budget for fringe benefits.

Example:

Fringe benefits

Total Salaries and Wages	$24,000
Fringe rate 16%	
Fringe benefits ($24,000 * .16)	$3,840

Consultants/ professional fees

Include all contractual services, consultant fees, and professional fees paid to organizations and individuals directly related to the project.

Example:

Services to children/parents

Individual consultant to provide health training program for parents	$2,500
National Parent Center to provide 6 parent workshops	$4,000

Technical assistance

Mgt. Support Co. to provide assistance on program planning	$1,000

Travel and Transportation

Include the amount budgeted as shown, such as bus rental, Metro, or other expenses related to travel.

Example:

Field trips/participant travel

Bus rental for field trips	
2 trips per month for 10 months, $150 per trip	$3,000

Staff travel

50 home visits per year, $3 per trip average	$150

Equipment

Equipment lease payments should be included here. These requests, especially large, will be scrutinized to ensure consistency with the scope of the project.

Example:

Copier

Lease agreement within contract year.	$500

Supplies

Include all supplies directly used for the parents served by the program or required for program management. **Food and Refreshments are not an allowable expenditure under this project funding.**

Example:

Books, media, other learning materials

Purchase of curriculum, "Parenting Skills"	$4,100
20 business calculators, $25 per calculator	$500

General office supplies

General supplies for program management	$2,200

Telecommunications

Include telecommunications costs that are directly related to the program:

Example:

Telephone

Monthly telephone service	
$50 per month for 12 months	$600

Internet access

Monthly internet access	
$125 per month for 12 months	$1,500

Other Direct Costs

Include all other direct cost items in this category. Occupancy (rent, utilities, etc.) is often considered an indirect cost but a portion of rent could be considered a direct cost under some circumstances, such as the portion of rent devoted to a parent center. Be sure not to include here expenses that are Indirect Costs and explain all items as in the examples above. **NOTE:** Up to 20% of the program budget can be charged to occupancy (rent, utilities, etc.).

Indirect Costs

Indirect costs are allowed up to 5% of total budgeted for direct costs. Please show the indirect cost rate used.

Example:

Indirect Cost

Total Direct Expenses	$47,890
Indirect cost rate of 4%	
Indirect Cost ($47,890 * .04)	$1,915

Direct versus Indirect Costs

The following definitions are provided as guidance in determining Direct Costs versus Indirect Costs:

- Direct costs are defined as costs incurred solely for program services or program administration
- Indirect costs are costs that have been incurred for common general organizational objectives or activities and cannot be readily assigned to a program. These include staff time, consultant time, or contractual services for general administration or other non-program activities; costs of occupancy or utilities; staff development or training not directly related to program administration; office supplies, furnishings, or equipment for general organizational use; telephone, postage, copying, internet, and other communications costs for general organizational use; or any other costs incurred for general organizational objectives or activities. Indirect costs must not exceed 4% of the total budgeted for direct costs

Matching Funds

All applicants must provide proof of matching funds for their proposed program equal to a sliding-scale percentage of the total program budget. This match will be determined by the organization's overall budget. Organizations will be required to have matching funds in place for each year of the grant. This size of this required match will be determined by each applicant's overall organizational budget for that year. The scale is as follows:

- Organizational budget less than or equal to $200K: matching funds required equals 5% of project budget;
- Organizational budget between $200K and up to $500K: matching funds required equals 10% of project budget;
- Organizational budget between $500K and up $1 million: matching funds required equals 20% of project budget;
- Organizational budget equal or above $1 million: matching funds required equals 30% of project budget;

Matching Funds *may* include:

- Federal grant funds not passed through M-DCPS;
- Support from foundations, corporations, or individuals;
- Funds from an organization's general support funds or fiscal reserve;
- Funds raised through events, sales, corporate partnerships, or other enterprise activities;
- In-kind donations and services (see below).

***Acceptable* In-kind donations and services:**

- Project space at no cost or reduced price;
- Pro-bono professional service (i.e. legal, graphic design, HR, content experts, etc.);
- Free tickets to an event for participants;
- Food donation.

***Unacceptable* In-kind donations and services:**

- Volunteer time (i.e. mentors, tutors, etc).

The Matching Funds column of the Proposal Budget Form should indicate the amount the organization will contribute to the budgeted line item and M-DCPS Share should indicate the amount the program requests from M-DCPS to contribute to the budgeted line item.

FY 13 Proposal Budget Form

Organization:

Expenses	Matching Funds	Source of Matching Funds	M-DCPS Share	Budget Narrative	Budget Calculation	Total Amount
Salaries and Wages						
Management						
Teachers and instructors						
Other education and service professionals						
Aids, assistants and interns						
Clerical and other staff						
Fringe benefits						
Subtotal Salaries:						
Consultants and Professional Fees						
Service to parents						
Technical assistance						
Evaluation						
Professional services (acct., legal, etc.)						
Staff training						
Other consultants and professional fees						
Subtotal Consultants/ Professional Fees:						
Travel and Transportation						
Field trips						
Staff travel						
Other travel						
Subtotal Travel:						
Equipment Leases						
Office equipment (other than computer)						
Subtotal Equipment:						
Supplies						
Books, media, other learning materials						
Other supplies for participants						
General office supplies						
Other supplies						
Subtotal Supplies:						
Telecommunications						
Telephone						
Internet access						
Other communications						

Subtotal Telecommunications:						
Other Direct Costs						
Printing						
Postage and Delivery						
Occupancy						
Other (can include TB Tests, CPR/First Aid Training, and/or FBI background checks)						
Subtotal Other Direct Costs:						
Total Direct Costs:						
Indirect Costs:(may not exceed 5% of Total Direct Costs)						
Total Budget Request:						

Projected Non-M-DCPS Project Revenue Form

Grants/Contracts:		Current	Committed	Pending
Federal Government (please list source/s)	$			
Foundation (please list source/s)	$			
Corporations (please list source/s)	$			
United Way/Combined Federal Campaign	$			
Individual donors	$			
Total Grants/Contracts	**$**			
Earned Revenue	**$**			
Events	$			
Publications and Products	$			
Fees	$			
Other (specify)	$			
Membership Income	$			
Total Earned Revenue	**$**			
In-Kind Support	**$**			
Donated goods	$			
Donated services	$			
Total In-kind Support	**$**			
Other (specify)	**$**			
Total Other	**$**			
Total Revenue Projected	**$**			

Proposal Cover Sheet

Organization	
Organization Federal Tax-Exempt Number	
Organization DUNS Number	
Address	
Contact Person	
Title of Contact Person	
Telephone	
E-mail	
Person Authorized to Negotiate	
Authorized Signature and Date	
Funding Category (Please select one or both.)	☐ Parenting ☐ School and Community Engagement
Proposed Target Title I Schools	_____ _____ _____ _____ _____ _____
Number of Proposed Participants	
Proposed Program Sites	☐ Program at Proposing Community-based Organization Site (Name and Address) _____ _____ ☐ Program at Public Site (Name and Address) _____ _____
Amount of Funding Request (may not exceed $1,000 per participant and $50,000 total)	$
Amount of Matching Funds (see proposal requirements)	$
Total Project Budget	$
Annual Organizational Budget	☐ Less than or equal to $200k ☐ Between $200k and up to$500k ☐ between $500k and $1 million ☐ $1 million and over

Proposal Checklist

Applicants are to use this list for submission to ensure the inclusion of all required items. *Submit one (1) marked, unbound original proposal including all required and optional attachments, and ten (10) complete copies.*

- ☐ Proposal Cover Page containing Authorized Signature(s)
- ☐ Proposal Checklist
- ☐ Proposal Narrative
- ☐ Work Plan Form(s) –one for each program outcome
- ☐ Previous Fiscal Year finances
  - For organizations with an annual budget of $500,000 or greater, submit an Audited Financial Statement, including auditors' notes and letter. We will not accept audits older than FY 2011. If you do not have an audit at the time of submission, provide pages 1-6 of most recent IRS Form-990. You will still be required to submit an audited financial statement within 180 days should you be awarded a grant
  - For organizations with an annual budget less than $250,000, provide pages 1-6 of most recent IRS Form-990
- ☐ Copy of Letter of 501(c) (3) Status from the Internal Revenue Service issued after October 1, 2011
- ☐ Copy of Certificate of Status (Good Standing) from the Florida Department of State, issued within the past twelve months
- ☐ If operating in a public site, letter of approval and permission from agency/organization
- ☐ For an organization that had an independent external evaluation within the past 5 years, include a copy of the evaluation report