



OEC

Connecticut Office of Early Childhood

***State Funded Home Visiting
Request for Proposals***

February 27, 2019

Agenda

- ❖ Introductions
- ❖ RFP overview
- ❖ Schedule
- ❖ Evaluation of proposals
- ❖ Scope of services and work plan
- ❖ Key dates and next steps
- ❖ Questions?



Overview: State Funded Home Visiting Request for Proposals (RFP)

By direction from the Office of Policy Management, OEC is competitively procuring all State Funded Home Visiting contracts by July 1, 2019

Total funding available

\$10.4 million

Up to 20 contracts
will be awarded

Service reach

Statewide

Home visiting model

Any evidence-based model
approved by US Dept. of
Health and Human Services

Contract timeline

18 months
7/1/19 – 12/31/20

Proposals due

**Friday,
April 15, 2019**

Eligible organizations

Public and private
organizations with **5-year track
record** delivering evidence-
based home visiting program



Schedule

RFP responses are due on April 15, 2019 in anticipation of new state-funded home visiting contracts beginning July 1, 2019

Date	Activity	Time
2/19/19	RFP release	
2/24/19	Legal notices published in newspapers	
2/27/19	Bidders conference via webcast	1:00 p.m. EST
3/15/19	Deadline for questions	12:00 p.m. EDT
3/22/19	Anticipated release of official answers	
3/25/19	Mandatory Letter of Intent (LOI) due	5:00 p.m. EDT
4/15/19	Proposals due	5:00 p.m. EDT
4/22/19	Anticipated selection of contractor(s)	
4/23/19	Anticipated start of contract negotiations	
7/1/19	Anticipated start of contract	

For more information, see page 9 in the RFP.



Proposal outline

	Components	Page limit
A	Cover sheet	
B	Table of contents	
C	Declaration of confidential information	
D	Conflict of interest, disclosure statement (Form 4)	
E	Executive summary	One (1) double-sided page
F	Main proposal <ol style="list-style-type: none"> 1. Organizational profile 2. Organizational experience 3. Respondent references 4. Small, Minority, or Women’s Business Enterprise 5. Office of Early Childhood responsibilities 	Five (5) double-sided pages
G	Scope of services and work plan (see next slide)	Budget narrative cannot exceed four (4) single-spaced pages or eight (8) double-spaced pages
H	Staffing plan	
I	Data and technology <ol style="list-style-type: none"> 1. Work plan 	
J	Subcontractors	
K	Cost proposal	
L	Appendices	
M	Forms	

For more information, see pages 58-68 in the RFP.



Minimal Provider Qualifications

The OEC Review Committee will evaluate all proposals that meet the minimum submission requirements based on the following criteria:

Relevant Performance History

- No less than 5 years of demonstrated experience providing home visiting using an evidence-based model or providing services to families with young children

Fiscal Performance

- Adequate fiscal resources

Administrative Experience

- Sufficient staff, including managerial and administrative support, to implement the required home visiting services
- Required services include OEC data/technology reporting requirements, including ability to input data into the ECIS

Feasible Work Plan

- Work Plan demonstrated feasibility for July 1, 2019 implementation



Scope of Services and Work Plan

Submit a narrative describing the proposed services; how will the respondent meet the requirements and quality indicators of a diverse, comprehensive home visiting program

	Components	Weight
1	Develop and implement a referral and intake process that utilizes a network of community providers and links families to services based on need including phone support and/or groups if applicable.	20%
2	Provide high quality home visitation to serve families with young children in accordance and with fidelity to a home visiting evidence based model.	30%
3	Provide evidence of external partnerships with community providers	10%
4	Identify, train, support and retain a high quality workforce.	10%
5	Demonstrate ability to collect programmatic data and use data to inform service delivery over duration of contract.	10%
6	Competitive cost and budget narrative.	20%



Scope of Services and Work Plan

1

Develop and implement a referral and intake process that utilizes a network of community providers and links families to services based on need including phone support and/or groups if applicable.

20%

How will you reach and engage families?

Describe plan to recruit, screen, conduct outreach with, and enroll families, both prenatally and after the birth of baby.

Includes: how will you work with diverse families, adapt to family requests such as phone support, and link families to groups supporting young children?

2

Provide high-quality home visiting services with fidelity to an evidence-based home visiting model.

30%

What are the defining features of your program and how will it meet family needs?

Describe evidence-based home visiting model selection and fidelity; proposed geography / towns served; proposed number of families served; organizational capacity (staff and infrastructure); ability to provide services to culturally diverse populations and fathers



Scope of Services and Work Plan

3 Provide evidence of external partnerships with community providers.

10%

How will you connect families with community-based services?

Health care (prenatal, reproductive health, adult and pediatric); behavioral health (mental health, addiction, tobacco cessation); domestic violence shelters and support services; financial assistance/employee training; Birth to Three; Early Care and Education; adult educational attainment – Literacy, GED, ESL, vocational, college; other available community services and supports

4 Identify, train, support and retain a high quality workforce.

10%

How will you recruit and retain staff to run an effective home visiting program?

Describe plan for staff recruitment, hiring (culturally diverse and fathering home visitors); staffing plan; credentials, education and training required for each job title; professional development plan; clinical supervisor backgrounds



Scope of Services and Work Plan

5 Data collection.

10%

How will you accurately collect, report, and protect client data?

Demonstrate ability to use the Early Childhood Information System, collect programmatic and outcome data, provide timely reports to funders, protect family data, and use data to inform and improve service delivery.

6 Undertake the proposed home visiting program with competitive costs.

20%

What will it cost to deliver the program as proposed?

Complete budget form and provide a budget narrative, describing each line item in the budget request, including costs of supporting families through parent groups, email, phone support, and other methods; affiliation and training costs for model fidelity; and in-kind contributions from the Respondent or other community partners. Administrative costs should not exceed 15% of the budget.

For more information, see page 64 in the RFP.

Key dates

For submission:

March 15

12:00 p.m. EDT

Deadline for questions

March 25

5:00 p.m. EDT

Letters of intent due

April 15

5:00 p.m. EDT

Proposals due

For additional information:

March 22

*Answers to questions
will be posted*

March 24

*Amendments to the
RFP will be finalized*



Contact information

Official contact

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RFP information

State Contracting Portal

https://biznet.ct.gov/SCP_Documents/Bids/49036/RFP_State_Funded_Home_Visiting_Feb_20_2019_Publish.pdf

Office of Early Childhood www.ct.gov/oec
and click the Request for Proposals icon



QUESTIONS?

