**Attachment C: Written Proposal – RFP#DEC24-05 Data & Evaluation Services**

In your responses, be sure to address and integrate the relevant components described in RFP Section II, Scope of Work. Include tasks, activities and dependencies for successful completion. Be concise and focused on addressing the questions and issues, as stated. Please answer ALL components of each question. Avoid a “kitchen sink” approach. Note that responses of “To be provided upon request” or “To be determined” or the like, or that do not otherwise provide the information requested (e.g., left blank) are not acceptable. In a narrative format, the Proposer must describe the following:

1. **Work Approach (40 points, Maximum of 10 pages):** Description of your agency’s specific program approach to deliver the services proposed in this RFP. In addition, please address the following:
2. Description of your agency’s specific approach to deliver the service components proposed and how this program approach will appropriately address the needs of the target populations in this RFP (be sure to address all applicable items listed in Target Population, Scope of Work, and Objectives).

1. Identify the proposed methods (physical site and online) that will be used. Is your agency equipped to support the technology if required for online services?
2. Identify any subcontractors and describe their responsibilities in the delivery of services.
3. Identify any potential barriers to the program approach and alternative methods or solutions that will address these barriers.
4. List and explain the specific objectives to be accomplished and how they will be measured.
5. Demonstrate how stakeholders (including families, early childhood professionals, and others) are actively engaged to give input and feedback in a way that represents stakeholder priorities for both the objectives of the Service Area and the department’s broader policies and activities.
6. **Organizational Capacity (30 points, Maximum of 5 pages):** Description of your agency’s ability to deliver the services proposed in this RFP. In addition, please address the following:
7. Describe organizational structure and staffing patterns needed to provide the proposed services including program supervision and management. Attach job descriptions and resumes of key staff and clearly identify which staff position they occupy and provide written assurance that the key individuals listed and identified will be performing the work and will not be substituted with other personnel or reassigned to another project without DEC’s prior approval. Clearly identify whether services will be performed by existing staff or by proposed staff. **Please submit job descriptions/resumes of key staff and your letter of references with Item #4 Contracts (Both Public and Private). Please refer to Appendix 4 - RFP Forms Overview for more information.**
8. Description of agency experience and staff skills on similar projects including working with the identified target population and program design.
9. Letters of reference (minimum of two required). Letters must be on an agency letterhead and include, at minimum, the name, title, telephone number and e-mail address of the individual providing the reference. References from City departments, subcontractors/ subgrantees, and/or clients of services are not permitted.
10. **Racial Equity (20 points, Maximum of 3 pages)**
11. Description of your agency’s demonstrated ability to engage in linguistically, ethnically, and culturally concordant services; highlight specific strategies employed to ensure inclusion and belonging for staff, stakeholders, and families of multiple diverse backgrounds and identities.
12. Description of your agency’s stance on racial equity, including concrete actions, strategies, and activities to address and mitigate the effects of racism at multiple levels, such as individual, interpersonal, programmatic, agency, community, and system levels. Highlight any agency internal controls to regularly review current practices through the lens of racial equity and inclusion to identify areas of improvement.
13. **Calculation of Charges (10 points, to be completed on Attachment D)**

Proposers must submit one complete Calculation of Charges (Attachment D) ensuring all tabs are completed.