

Attachment C: Written Proposal

In your responses, be sure to address and integrate the relevant components described in RFGA Section III, 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. Program Approach (40 points, Maximum of 15 pages):

Description of your agency’s specific program approach to deliver the services proposed in this **RFGA**. In addition, please address the following:

- a. Provide a logic model or theory of change for the Service Area proposed in this RFGA.
- b. Clearly describe the approach and strategies for integration of the Service Area listed in this RFGA, identifying the proposed methods (physical site and online) that will be used.
- c. Articulate foundational approach and strategies to a comprehensive system of supporting families and early education professionals in the Service Area proposed in this RFGA. Highlight intentional strategies to support target populations in this RFGA.
- d. Describe your agency’s demonstrated ability to engage in linguistically, ethnically, and culturally concordant services; highlight specific strategies employed to ensure inclusion and belonging for families of multiple diverse backgrounds and identities. stakeholders and staff.
- e. Address all applicable items listed in Scope of Work, Goals, and Outcome Objectives. List and explain the specific objectives to be accomplished and how they will be measured.
- f. Describe your agency’s approach to cross-agency collaboration, including methods for data collection, reporting, policy and procedures development and ongoing communication
- g. Identify any potential barriers to the program approach and alternative methods or solutions that will address these barriers.

2. Organizational Capacity (35 points, Maximum of 10 pages):

This is a description of your agency's ability to deliver the services required in this RFGA. In addition, please address the following:

- a. Describe organizational structure and staffing patterns needed to provide the proposed services including program supervision, management and upper management.
- b. Provide staffing plan that includes a workload analysis for the proposed positions. If the proposed staff plan intends to use staff across multiple service areas or related or unrelated existent contracts, proposal should provide a clear justification for staff crossing over to other contracts or organization's service areas. 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.

Please submit your job descriptions and resumes of key staff with Item #4 Contracts (Both Public and Private). The job descriptions of key staff, resumes of key staff and letters of reference do not count towards the 10-page limit. Please refer to Appendix 4 - RFGA Forms Overview for more information.

- c. Describe your agency's approach to collecting, validating, and reporting data about service areas of this RFGA, including time spent, activities conducted and other accountability measures. How do you ensure accurate and reliable data collection?
- d. Describe your organization's experience with performance measurement and evaluation in service areas of this RFGA. How do you measure outcomes and impact of your services?
- e. Describe your agency's experience and staff skills on similar projects, including working with the identified target population and program design. Clearly identify whether services will be performed by existing staff or by proposed staff.
- f. Letters of reference (minimum of three 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. **Please submit your letter of references with Item #4 Contracts (Both Public and Private). Please refer to Appendix 4 - RFGA Forms Overview for more information.**

3. Fiscal Capacity (25 points, Maximum of 4 pages):

In addition to completing Attachment D: Budget Proposal, Proposers must answer the following:

- a. Describe the organization's financial health and capacity.
- b. Describe Proposer's experience with cost-based reimbursement grants. Include a description of the methods of allocation used to assign shared cost to grants similar to this RFGA.
- c. Proposers must also submit one complete Budget Proposal (Attachment D) ensuring all tabs are completed.