

**APPLICATION TEMPLATE**

Provide a brief synopsis of the Proposer’s understanding of the Commission’s needs as outlined in the RFP 23-01 and how the Proposer plans to meet these needs. This should provide a broad understanding of the Proposer’s entire proposal. Responses applies to Family Support Initiative - Exhibit A.

1. A narrative description of the proposed program and the plan to achieve the Commission’s desired outcomes. (500 words or less)

2. Describe the program objectives. (300 words or less)

3. Describe program activities. (300 words or less)

4. Describe the program outputs. (300 words or less)

5. Describe the expected outcomes. (300 words or less)

6. Describe any additional evaluation tools utilized beyond those required in the RFP and Exhibit A. (250 words or less)

7. Describe staffing for the program, including basic level of responsibilities, duties, supervisory structure, level of authority and experience of staff members, and licensure. (250 words or less)

8. Attach the **organizational chart** indicating lines of authority for staff in the context of the proposed program.

9. State the address of the facility and hours of operation and explain why it is appropriate for the services proposed (in targeted Geographic Service Area; near mass transit; user friendly; facility layout; etc.). (150 words or less)

10. Include the area/region the Proposer plans to serve, and cities within that region. (150 words or less)

11. Describe the marketing strategies to engage target population(s), collaborate with resource providers, and conduct outreach and advocacy efforts. (300 words or less)

12. Describe the Organization's experience and number of years providing proposed services. (300 words or less)

13. Explain the connections the Organization currently has in place to support the proposed program (collaborative, partners, etc.) List like services in your proposed region and services that compliment/enhance your delivery of service. (300 words or less)

14. If Parent-Peers are being utilized in your service delivery approach, describe how it would be implemented to support the proposed program. What are the expected outcomes? (300 words or less)

15. Estimate the number of unique or unduplicated participants that will complete the program achieving the Commission's expected outcomes and describe your outreach methods for ensuring that estimated number. (Reference Exhibit A.) (150 words or less)

16. Estimate the anticipated cost per unique or unduplicated participants. Explain the method for estimating such cost, and your Organization's methods for achieving outcomes cost effectively. (150 words or less)

17. Describe your Organization's plans for sustainability and system-wide collaboration. (300 words or less)

18. **Statement of Readiness** – Describe your Organization's state of readiness to implement the proposed project. (300 words or less)

19. **Logic Model** – Attach a model illustrating objectives, inputs, outputs activities, and expected outcomes as applicable to the proposed programs. Include in the logic model:

- a. A timeline for the proposed program
- b. Target population(s)
- c. Dosage
- d. Method of delivery (in-home, center-based, etc.)
- e. Explanation of any assumptions and/or constraints.

**20. Statement of Experience** – Include the following in this section of the proposal (250 words or less):

- a. Business name of the Proposer and legal entity such as corporation, partnership, etc.
- b. Number of years the Proposer has been in business under the present business name, as well as related prior business names.
- c. A statement that the Proposer has a demonstrated capacity to perform the required services.
- d. List any applicable licenses or permits presently held and indicate ability to obtain any additional licenses or permits that may be required.

**21. Board of Directors** – Describe the level of board involvement currently in effect, include the following information (250 words or less):

- a. Board Roster
- b. Calendar or Schedule of Board Meetings
- c. Describe the recruitment for new board membership, membership requirements and term limits.
- d. Describe board activities and frequency of fundraising and review of Organization policies and procedures.
- e. Describe the board approved hiring policies.
- f. Describe board fiscal and administrative oversight

**22.** Please provide a statement that the Proposer has an organization that is adequately staffed and trained to perform the required services or demonstrate the capability for recruiting such staff. (150 words or less)

**23.** Describe experience of principal individuals of the prospective Proposer's present organization in the areas of financial and management responsibility, including names of principal individuals, current position or office and their years of service experience, including capacity, magnitude and type of work. (300 words or less)