REQUEST FOR PROPOSAL
17RFP061317A-MH
2017 FULTON COUNTY YOUTH CRIME INITIATIVE PROGRAM
For
Fulton County Department of Housing and Community Development

RFP RELEASE DATE: June 12, 2017
PRE-PROPOSAL CONFERENCE: June 23, 2017, 10:00 a.m. EST
RFP DUE DATE: July 12, 2017, 11:00 a.m. EST

PURCHASING CONTACT: MARK HAWKS
EMAIL: Mark.Hawks@fultoncountyga.gov

LOCATION: FULTON COUNTY DEPARTMENT OF PURCHASING
130 PEACHTREE STREET, S.W., SUITE 1168
ATLANTA, GA 30303
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**READ CAREFULLY AND COMPLY WITH ALL REQUIREMENTS**
OFFICIAL NOTICE OF REQUEST FOR PROPOSALS (RFP)

2017 FULTON COUNTY YOUTH CRIME INITIATIVE PROGRAM
FOR
FULTON COUNTY DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

I. GENERAL INFORMATION

The purpose of this Request for Proposals (RFP) is for the Fulton County Board of Commissioners’ (FCBC) Department of Housing and Community Development (HCD) to solicit proposals from qualifying community based non-profit organizations that have designed and implemented effective and efficient youth prevention, intervention and rehabilitation programs that provide services related to approved Action Areas outlined in this proposal.

- **Prevention:** programs that help youth and their families develop skills and opportunities needed to make good choices and pursue positive activities.
- **Intervention:** Programs that provide services to young people when they are first beginning to make poor decisions.
- **Rehabilitation:** programs that prevent the reoccurrence of violence.

The Department of Housing and Community Development (HCD) is issuing a Request for Proposals (RFP) under our Youth Crime Initiative Program (YCIP) for Fiscal Year 2017 which begins on **January 1, 2017** – **December 31, 2017**. The Department is requesting proposals for funding for delivery of prevention, intervention and rehabilitation services by non-profit 501(c)(3) organizations that have a proven service delivery model and practices that promote sound operations and management.

Fulton County Department of Housing and Community Development (HCD) will be accepting proposals for the Youth Crime Initiative Program for Fiscal Year (FY) 2017. Contracts issued will be for one (1) year and proposers must clearly identify how their service/program(s) address the Action Areas identified in the proposal.

**Action Areas**

2. Parenting and Role Models: Increase outreach to parents through communications, support networks, and mentoring.
4. Ensure Safety and Justice by providing alternatives to activities that lead to crime.

For a complete description of Action Areas eligible activities, please refer to the RFP attachments.
Eligible Proposers
Not-for-profit agencies holding current and valid 501(c)(3) status as determined by the Internal Revenue Service or public entities serving Fulton County’s youth.

Applicant/Proposer requirements
• Proposers will clearly identify how their service/program(s) address the Action Areas identified in the proposal.
• Proposers seeking County assistance must have been incorporated for at least Five (5) agency fiscal years, and have provided services for at least three (3) years.
• All Proposers must hold current and valid 501(c)(3) status as determined by the Internal Revenue Service or be public entities.
• All Proposers must demonstrate accountability through the submission of acceptable financial audits performed by an independent auditor.

Monitoring and Quality Control
If selected, Proposers agree to participate in further evaluation, conducted by HCD, or on behalf of HCD. In addition to monitoring, this may include assessment to investigate program effectiveness. Accordingly, Proposers must agree to:
• Collect individual participant pre and post-implementation data, if applicable.
• Submit enrollment, attendance, and any necessary data and reports to the HCD program monitor and/or evaluator, or to other data collector working on behalf of HCD.

Proposals and Amount of Funds Requested
Proposers are limited to one proposal. The funding available for this RFP is $500,000. Maximum amount issued per contract is $50,000. The minimum amount is $25,000. Proposers should request only the amounts necessary to implement the proposed program and are encouraged to seek funding from other sources. Funds will be awarded from an all-inclusive approach that merges points awarded, available funding, and community needs.

Pre-Proposal Conference
The County will hold a Pre-Proposal Conference, on June 23, 2017 at 10:00 A.M. at the Aviation Community Cultural Center, 3900 Aviation Circle, N.W., Atlanta, Georgia 30336. Attendance at the Pre-Proposal Conference is strongly encouraged for responding to this RFP. The purpose of the Pre-Proposal Conference is to provide information regarding the project and to address any questions and concerns regarding the services sought by the County through this RFP.

Submission Deadline Date
All Proposals are due in the Department of Purchasing and Contract Compliance of Fulton County located in the Public Safety Building, Suite 1168, 130 Peachtree St, S.W., Atlanta Georgia 30303 on or before Wednesday, July 12, 2017 at 11:00 A.M., legal prevailing time. All submitted proposals shall be time and date stamped according to the clock at the front desk of the Fulton County Department of Purchasing and Contract Compliance. Any Proposal received after this appointed schedule will be considered late and will be returned unopened to the Proposer. The Proposal due date can be changed only by addendum.
**Contact Person and Inquiries**
Any questions or suggestions regarding this RFP shall be submitted in writing to the Purchasing Department contact person, Mark.Hawks@Fultoncountyga.gov or fax #404-612-1718. Any response made by the County shall be provided in writing to all Proposers by addendum. No verbal responses shall be authoritative.

Fulton County does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of Fulton County Government should be directed to Rholanda Stanberry, Contract Compliance Administrator at (404) 612-6304 or email: rholanda.stanberry@fultoncountyga.gov.

In accordance with the provisions of the ADA, this ad and documents listed can be requested in an alternate format. If you need reasonable modifications due to a disability, including communications in an alternate format, please contact Department Disability Compliance Liaison at (404) 613-7944, seven days in advance to facilitate your request. For TDD/TTY or Georgia Relay Service Access, Dial 711.

**No Contact During Procurement Process**
It is the policy of Fulton County that the evaluation and award process for County contracts shall be free from both actual and perceived impropriety, and that contacts between potential vendors and County officials, elected officials and staff regarding pending awards of County contracts shall be prohibited.

A. No person, firm, or business entity, however situated or composed, obtaining a copy of or responding to this solicitation, shall initiate or continue any verbal or written communication regarding this solicitation with any County officer, elected official, employee, or designated County representative, between the date of the issuance of this solicitation and the date of the County Manager’s recommendation to the Board of Commissioners for award of the subject contract, except as may otherwise be specifically authorized and permitted by the terms and conditions of this solicitation.

B. All verbal and written communications initiated by such person, firm, or entity regarding this solicitation, if same are authorized and permitted by the terms and conditions of this solicitation, shall be directed to the Purchasing Agent.

C. Any violation of this prohibition of the initiation or continuation of verbal or written communications with County officers, elected officials, employees, or designated County representatives shall result in a written finding by the Purchasing Agent that the submitted bid or proposal of the person, firm, or entity in violation is “non-responsive”, and same shall not be considered for award.

D. The ordinance is in effect as of the submittal deadline. The provisions of this Ordinance shall not apply to oral communications at any public proceeding, including Pre-Proposal Conferences, oral presentations/interviews before an Evaluation committee, and contract negotiations during any public meeting. Provisions of the ordinance shall terminate at the time that the BOC awards or approves a contract, rejects all proposals or otherwise takes action which ends the solicitation process.
Terms and Conditions

1. **Modified Proposals**
   Proposers may submit a modified proposal to replace all or any portion of a previously submitted proposal until the Submission Deadline Date for receipt of proposals. Only the latest proposal submitted will be considered.

2. **Late Proposals, Late Modified Proposals**
   Proposals and/or modified proposals submitted after 11:00 a.m. on the Submission Deadline Date, shall not be considered.

3. **Costs Incurred by Proposers**
   All expenses incurred with the preparation and submission of proposals to the County, or any work performed in connection therewith, shall be borne by the Proposer. No payment will be made for proposals received, or for any other effort required of or made by the Proposers, prior to commencement of work as defined by a contract approved by the Board of Commissioners.

4. **Fulton County Office of the County Auditor**
   Fulton County’s Office of the County Auditor is authorized to review past, present and proposed County contracts, transactions, accounts and records. The authority of the office includes, but is not limited to, the power to audit, investigate, monitor, and inspect the activities of entities contracting with the County, or anyone acting on their behalf, in order to ensure compliance with contract requirements and detect corruption and fraud.

5. **Commencement of Work**
   The County’s obligation will commence when the contract is approved by the Board of County Commissioners or their designee, and upon written notice to the Proposer. The County may set a different starting date for the contract. The County will not be responsible for any work done by the Proposer, even work done in good faith, if it occurs prior to the contract start date set by the County.

6. **Non-Discrimination**
   It is the policy of the Board of Commissioners of Fulton County that Fulton County shall not conduct business with nor appropriate any funds to any organization that practices discrimination on the basis of race, color, national origin, religion, ancestry, sex, age, familial status, marital status, sexual orientation, gender identity and expression, disability, or genetic information.

   At the time of contract finalization, all Proposers shall agree to provide an affidavit as is attached hereto as **Attachment 9**.

7. Complete and submit the Submittal Checklist attached hereto as **Attachment 5**.
II. **CLARIFICATION AND ADDENDA**

Proposers may submit requests for clarifications or interpretations regarding this RFP. Proposers must prepare such requests in writing for the County’s consideration as set forth in this section of this RFP. County is requesting that proposals target services for students (elementary, middle and high) whose home addresses are zoned to the following Atlanta and Fulton County Public High Schools: Carver; Douglass, Langston Hughes; Maynard Jackson; South Atlanta and West Lake. Proposers are cautioned that if Proposers do not request meaningful clarifications or interpretations in an organized manner (e.g., limited frequency of requests), the County will set restrictions on the frequency and number of requests permitted. The County will not respond to requests, oral or written, received after **June 30, 2017 at 5:00 pm**, local prevailing time. Proposers are advised that this section places no obligation on the part of the County to respond to any or all requests for clarification or interpretation, and that the County’s failure to respond to any such request will not relieve the Proposer of any obligations or conditions required by this RFP.

Requests for clarification or interpretation regarding this RFP shall only be submitted in writing (letter, fax or email) to the Contact Person identified in Section 1.9, Contact Person and Inquiries of this RFP.

III. **PROCUREMENT SCHEDULE**

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<td>June 12, 2017</td>
<td>RFP advertised/available for public</td>
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<td>June 23, 2017</td>
<td>Pre-Proposal Conference</td>
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<tr>
<td>July 12, 2017</td>
<td>Submission Deadline Date</td>
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<tr>
<td>August 16, 2017</td>
<td>Recommendations presented to the Fulton County Board of Commissioners for approval.</td>
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<td>August 16, 2017</td>
<td>Pending final action by BOC, the award list will be posted to the Fulton County Purchasing Department’s Bid Page: <a href="http://www.fultoncountyga.gov/Apps/bidboard/MainSearchPage.php">http://www.fultoncountyga.gov/Apps/bidboard/MainSearchPage.php</a> and a Notification to Proceed (NTP) will be sent to vendors.</td>
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IV. CRITERIA FOR ACTION AREAS

1-Year Funding Cycle:
The following Action Areas will be issued a one (1) year contract.

1. Economic Access: Building education to employment pathways for disconnected youth – Programs and services in this Action Area should address outcomes and performance measures that demonstrate positive change toward the County’s goals as described in Attachment 1.

2. Parenting and Role Models: Increase outreach to parents through communications, support network, and mentoring – Programs and services in this Action Area should address outcomes and performance measures that demonstrate positive change toward the County’s goals as described in Attachment 2.

3. Social and Emotional Learning Supports through quality out of school time OST programs – Programs and services in this Action Area should address outcomes and performance measures that demonstrate positive change toward the County’s goals as described in Attachment 3.

4. Ensure Safety and Justice by providing alternatives to crime and gangs – Programs and services in this Action Area should address outcomes and performance measures that demonstrate positive change toward the County’s goals as described in Attachment 4.

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V. PROPOSAL GUIDELINES

1. General Information

Complete the Cover Sheet (Attachment 6) and include the following information:

- Name of Proposer(s)
- Mailing address; Proposer’s contact person email address and phone number
- Action Area – identify the one (1) Action Area for which the proposal is being submitted.
- Program Title
- Specific Target Population
- Geographic Area Served
- Program Status (existing or new program)
- Program Start Date (if a new program)
- Total Program Budget (program’s total budget during the time period for which you are requesting funding.
- Amount of Funding Request (how much you are requesting in the proposal)
- Overview (three (3) sentence overview of the program – this must be short and concise, and will be used to communicate the purpose of programs and services to the Board of Commissioners and various publications)
- Signature – Cover Sheet must be signed by the Proposer

2. Summary

Please submit a proposal:

- That is typed, single-spaced and submitted on 8½ x 11” size paper.
- That includes one (1) unbound marked original, five (5) bound copies (e.g. stapled, binder, etc.),
- That includes one (1) thumb drive containing the entire proposal in one PDF document.
- That includes one (1) copy of Proposer’s most recent Independent Audit Report.
3. Guidelines/Requirements Scoring for Proposals
   • Include a narrative that fully addresses all questions in this RFP, and that provides citations for all data sources.

a. Need (20 points total)
   • Part A – Description of Need (up to 10 points)
     o What is the need (or problem) in the target area of Fulton County that you are proposing to address (or solve)? (please define target area to include, but not limited to community, neighborhoods, schools, geographic boundaries, zip codes, etc.)
     o Who does this need (or problem) impact in Fulton County, including identified subpopulations, if applicable? (This specifically refers to the population that you serve – who walks in your doors for services). (i.e., income, gender, age, nationality, homeowner, renter, etc.).
     o Clearly describe the underrepresented population you are proposing to serve in the target area.
     o Clearly define and describe the priority population.
       ▪ Identify who is impacted by the problem, need, or issue
       ▪ Define demographics and important socio-economic characteristics of your priority population
       ▪ Report the estimated number of the priority population your project will serve
       ▪ Outline the geographic location (community, neighborhood, etc.) where members of the priority population who are served by your project are located.
       ▪ Detail how the priority population was involved in determining the need for the project
       ▪ Specify how the priority population was or will be involved in the development and/or implementation of the project

   • Part B – Local Data (up to 10 points)
     o What local Fulton County data or evidence exists to document the need (or problem)?
     o Please include specific data regarding:
       ▪ **Underserved Population(s) Served**
         ◦ Provide clear descriptive data showing a group needing services that are currently not provided to them. This should be documented by data that show that a subgroup of the population being served is underrepresented among service recipients.
       ▪ **Underserved Area(s) Served**
         ◦ A clearly defined zip code or census tract area with underserved population and which lacks providers in the identified area or close proximity to the area.
b. **Program Design (20 points) (Provide your response in one page)**
   - Explain what your program will do to meet this need (or solve this problem).
   - Detail the specific activities your program will complete.
   - Identify the services your program will provide.
   - Indicate your program’s proposed accomplishments during the funding period.
   - Demonstrate how your program will accomplish its goals.
   - Relate how this proposal is in line with the Action Area as established in the proposal.
   - Describe how the program assesses clients’ needs and links them to identified needed services.
   - Explain why you think this approach is the best way to engage the target population and to help them achieve the intended results. Include the research your organization did to identify and design the best approach to serve the target population and solve the problem or address the need.
   - Please describe how the community will be involved in the delivery and evaluation of services.
   - Indicate prior and/or planned efforts to ensure staff receive cultural competency training and how this is/would be incorporated into service delivery.
   - Describe prior and/or planned efforts to ensure staff receive trauma-informed care training and how this is/would be incorporated into service delivery.
   - Identify and explain, if any, an evidenced-based approach your program will implement. Alternatively, describe supporting theoretical model, theory of change, or research-based rationale for the program.

c. **Approach (25 points total)**
   - **Part A - Evaluation Methods (up to 10 points)**
     - Clearly describe the evaluation methodology of the program being proposed.
     - Complete the 2017 Community Based Organization (CBO) Evaluation Plan/Logic Model template (Attachment 8) and attach to your proposal.
       - Ensure outcomes are SMART (specific, measurable, achievable, realistic, time-bound).
     - Identify applicable evaluation measurement tools and explain how it appropriately measures and tracks outcomes.
     - Illustrate how evaluation processes are incorporated into agency policy and procedures.
   - **Part B – Performance History (up to 15 points)**
     - Discuss prior outcomes and other relevant data that demonstrate success of the services in this proposal.
d. **Available Resources and Sustainability (15 points)**
   - Disclose other funding that your organization has received to address this need (or solve this problem).
   - Identify other funding that is available to support your organization in addressing this need (or solving this problem).
   - Describe how your organization will continue to address this need (or solve this problem) if current funding ends.
   - Explain how awarded funds will allow you to leverage additional dollars, if any.
   - Name any partners who will assist your organization in addressing this need (or solving this problem). If applicable, please provide:
     - Name of project partners
     - Partner Letter(s) and existing/proposed Memorandums of Understanding (MOUs) or Memorandums of Agreement (MOAs) which explain how your partnership will address the need.
   - Describe your use of volunteers in support of program and other agency activities. (one to two paragraphs)
   - Provide the following information regarding organization capacity: (one page)
     - The experience and expertise of your organization and your project partners (if applicable) in working with the target population (Why your organization and your project partners, if applicable, are the right organizations to address the need (or solve the problem).
     - The experience and expertise of your organization and your project partners (if applicable) in successfully implementing and sustaining projects of similar scope and size (Why your organization and your project partners, if applicable, are the right organizations to work with the target population).
     - The roles, responsibilities, expertise, and experience of key project staff (including individuals from your organization, your partners, and consultants).

e. **Budget (20 points)**
   - Provide proposed program budget using Microsoft Excel or a similar system to document or describe program budget.
   - Ensure administration expenses are limited to no more than 5%.
   - Provide a *Budget Justification* by describing in detail each of the line items in the budget. Employee positions should include brief descriptions of their duties in the program.
   - Attach a *Total Agency Budget* to the proposal.
   - Submit most recent audit report. If there were findings, describe corrective actions.
   - Submit Year-End Financial Statements and IRS Form 990. If not submitted explain why.
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ATTACHMENTS
ATTACHMENT 1

Economic Access: Building education to employment pathways for disconnected youth

Evidence-based or promising practice programs and services in this category should address outcomes and performance measures that result in:

1. Improved access to economic opportunities, programs and resources focused on foundational education, career exploration, and coaching to re-engage youth and provide job-readiness skills for employment;
2. Increased aptitude to submit competitive applications for post-secondary education;
3. Gainful employment;
4. Stronger family support to facilitate post-secondary education and career development; and
5. A boost of self-esteem to inspire hope for the future.

Rationale:
“Disconnected” youth are primarily out-of-school, out-of-the-workforce youth, ages 16-24. Most are off-track to complete the higher education credential that can enhance their life-long earnings potential. Often they have personal challenges that have interfered with school. Below is a compilation of recommendations for services:

Suggested Uses of Available Funds:

- Provide foundational education such as financial literacy, vision boarding, Dress for Success, time management, and interview skills.
- Offer career exploration utilizing progressive, age-appropriate skill and interest inventories, guest speakers, and visits to local businesses as a means to broaden teens’ awareness of employment opportunities and careers.
- Provide personal guidance and mentoring support for post-secondary education, including but not limited to certificate programs and trade apprenticeships and career development.
- Provide exposure/access to structured entry-level employment in areas of potential career interest to increase employability and work readiness.
- Provide access to job readiness and employability training to prepare youth to compete for and excel in entry-level jobs.
- Increase knowledge/experience on post-secondary education- standardized testing, the application process and financial aid assistance, including but not limited to completion of the Free Application for Federal Student Aid (FAFSA).
- Provide coaching and apprenticeship/internships within and outside the agency to include summer opportunities.
- Assist in obtaining entry-level employment with local agencies/business.
- Facilitate youth participation in employment pathways through outreach efforts with schools including clubs and cities.
- Offer interventions and training to educators to seek and develop strengths in students in all educational settings making it easier for young people to stay in school.
- Provide opportunities in nontraditional school settings.
Increase training and professional learning opportunities for all frontline professionals working with disconnected youth to promote equitable practices, including:
  o Cultural competency training with a focus on understanding homelessness, depression, and gender identity among LGBTQ youth
  o Racial and gender equity training
  o Special needs awareness and inclusivity training

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ATTACHMENT 2

Action Area Eligible Activities
Parenting and Role Models: Increase outreach to parents through communications, natural support network, and mentors

Evidence-based or promising practice programs and services in this category should address outcomes and performance measures that result in:

1. Positive outcomes for young people by fostering high quality, enduring relationships and family support;
2. Safe connections and a sense of belonging and validation in the home;
3. Effective parent-child communication;
4. Trusting relationships in the home that foster school achievement and healthy behaviors; and
5. Removing barriers to services through family support programs.

Rationale:
High quality, enduring relationships with caring adults can lead to a range of positive outcomes for young people. All families need resources in order to be supportive of their children. Families that struggle with poverty, illness or violence within or outside of their homes often need extra assistance. This does not diminish their desire to support their children, and it should not reduce our expectations that families can and must play this critical role. To this end, natural supports found in local neighborhoods, the faith community, and social networks need to be the first resources and the first responders when it comes to mentoring, information and making connections for families in Fulton County. Below is a compilation of the many recommendations for services:

**Suggested Uses of Available Funds:**

- Expand parent mentoring and support networks for parents of young children through young adults.
- Develop communications campaigns aimed at both parents and parent mentors. Increase awareness of the range of services available. Get young people involved in development and delivery of outreach campaigns.
- Develop trainings aimed at both parents and parent mentors.
- Reduce barriers to access by increasing transportation options, internet and computer access, and providing more mobile services that bring the services closer to home or into the home.
- Create parent mentoring networks – recruitment, screening, training, matching, monitoring and support.
- Engage diverse and culturally competent mentors, volunteers and professional staff.
- Increase training and professional learning opportunities for all frontline professionals working with parents, mentors and youth to promote equitable practices, including:
  - Cultural competency training with a focus on understanding homelessness, depression, and gender identity among LGBTQ youth
  - Racial and gender equity training
  - Special needs awareness and inclusivity training
ATTACHMENT 3

Action Area Eligible Activities
Social and Emotional Learning programs

Evidence-based or promising practice programs and services in this category should address outcomes and performance measures that result in:

1) Academic, social and emotional benefits to youth, including higher grades and test scores, development of social skills, reduced drop-out rates, and increased attendance; and
2) Safe, accessible and engaging place to go after school and during the summer to prevent risky behaviors and promote health and wellness.

Rationale:
Children’s ability to be empathetic, manage emotions, manage their time, solve problems, and persist when challenged depends on the opportunities they have had to name, practice and be rewarded for these skills. Physical well-being and social/emotional development are crucial factors in being ready for learning – both when first entering school and at each stage along the way, up to and including post-secondary education entry.

Safe, secure children are much more likely to be emotionally, socially and academically ready for school- and for life. Children who are exposed to adverse childhood experiences are at higher risk for learning difficulties, emotional problems, developmental issues and long-term health problems. While attachment to a caregiver is essential in the early years, it is equally important that older youth have a trusted adult in their life. High school youth in Fulton County are more likely to turn to friends when feeling sad, empty, hopeless, angry, or anxious than to an adult. Social and emotional skill development is essential for knowledge development in academic content areas and for avoiding risky behaviors. Below is a compilation of the many recommendations for services:

Suggested Uses of Available Funds:
- Programming resulting in development of social and emotional skills in youth.
- Programming resulting in youth’s cognitive, behavioral and social/emotional engagement. Youth will learn problem-solving; have opportunities to exercise collaboration, leadership, and choice; identify things of interest; and, feel socially supported within the environment.
- Provide opportunities for young people to get involved in their community and assume leadership roles.
- Build social emotional learning (SEL) skillsets of adults to influence their effectiveness in supporting youth SEL.
- After school activities for middle and high school students that enable mentors and coaches to support SEL and that builds a relationship with law enforcement.
- Increase training and professional learning opportunities for all frontline professionals working with SEL development and/or providing support to promote equitable practices, including:
  - Cultural competency training with a focus on understanding homelessness, depression, and gender identity among LGBTQ youth
  - Racial and gender equity training
  - Special needs awareness and inclusivity training
ATTACHMENT 4
Action Area Eligible Activities
Ensure Safety and Justice by providing alternatives to crime and gangs

Evidence-based or promising practice programs and services in this category should address outcomes and performance measures that result in:

1) Safe environments through prevention of youth violence and/or delinquent behaviors by targeting youth who are at enhanced risk for violence/delinquent behaviors;
2) Changing the life-trajectory for those youth who have already demonstrated violent or serious delinquent behaviors by providing comprehensive, multi-component, tertiary interventions addressing a constellation of risk factors;
3) Safe, accessible and engaging place to go after school and during the summer to prevent risky behaviors and promote health and wellness;
4) Development of youth leadership groups focused on promoting equity, inclusion, violence prevention, anti-bullying and social justice efforts; and
5) Positive family support to foster a sense of belonging and trust.

Rationale:
Issues involving safety and justice continue to be an area of concern for Fulton County’s youth. Many of the youth who are involved in the child welfare system, often have lower academic achievement and higher involvement with the criminal justice system as teenagers and adults. Below is a compilation of the many recommendations for services:

Suggested Uses of Available Funds:
- Address family violence issues, including domestic violence, as well as gang education/awareness training and community intervention.
- Provide afterschool and out of school pro-social activities for middle and high school students that enable mentors and coaches to support social emotional learning and that build relationships with law enforcement.
- Increase quality mentoring programs, including peer mentoring and promote opportunities for mentors and coaches to support court involved youth delinquency and dependency.
- Provide opportunities for young people to get involved in their community and assume leadership roles.
- Deploy prevention programs, which provide early identification and prevention activities that educate parents and youth and provide alternatives to violent behaviors such as pro-social activities, tutoring, community service and other healthy options.
- Provide support and services to meet the mental health and behavioral health needs of youth and families.
- Increase training and professional learning opportunities for all frontline professionals working with youth to promote equitable practices, including:
  - Cultural competency training with a focus on understanding homelessness, depression, and gender identity among LGBTQ youth
  - Racial and gender equity training
  - Special needs awareness and inclusivity training
<table>
<thead>
<tr>
<th>Initials</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Attended Pre-Proposal Conference</td>
</tr>
</tbody>
</table>
| 2        | Included One (1) unbound original proposal, and 5 bound copies  
  - Typed, single-spaced and on 8 ½ x 11” paper  
  - Included one (1) thumb drive containing the entire proposal in one PDF document. |
| 3        | Completed Cover Sheet (Attachment 6)  
  - All information provided  
  - Signed |
| 4        | Provided Scope of Work (Attachment 7) |
| 6        | Provided Logic Model, if applicable (Attachment 8) |
| 7        | Provided Independent Audit Report |
| 8        | Reviewed, signed and included Non-discrimination affidavit form (Attachment 9) |
## ATTACHMENT 6

### Cover Sheet

**PLEASE RESPOND TO ALL**

<table>
<thead>
<tr>
<th>Name of Proposer</th>
<th>Mailing address</th>
<th>Contact person</th>
<th>Email address</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Action Areas**

Identify the **one (1) Action Area** for which the proposal is being submitted

- ☐ Economic Access: Building education to employment pathways for disconnected youth
- ☐ Parenting and Role Models: Increase outreach to parents through communications, natural support network, and mentors
- ☐ Social and emotional learning
- ☐ Ensure Safety and Justice by providing alternatives to crime and gangs

- Program Title
- Specific target population, including number to be served
- Geographic area(s) served
- Program status: (existing or new)
- Program start date (if a new program)
- Total program budget (program’s total budget during the time period for which you are requesting funding, but not more than one (1) year)
- Amount of funding request (how much you are requesting in the proposal)

**Overview** (three (3) sentence overview of the program – this must be short and concise, and will be used to communicate the purpose of programs and services to the Board of Commissioners and various publications):

By: __________________________  

______________________________  
Printed name

Title: __________________________  
Date: __________________________
Overview:

Services:

Number of Clients Served:
The Logic Model is an outcome-oriented framework for program planning and evaluation. Your Logic Model should clearly and concisely indicate the following:

- Who are you helping?
- Why are you running this program?
- Does the need exist?
- What activities, interventions, services will be provided?
- What change (outcome) is expected from participation in the program?
- When are clients expected to accomplish the program outcome?
- How is the program outcome measured?

### Youth Initiative Logic Model

<table>
<thead>
<tr>
<th>Identify Problem, Need, Situation</th>
<th>Service or Activity</th>
<th>Outcome</th>
<th>Outcome/Indicator</th>
<th>Actual Results</th>
<th>Measurement Tool</th>
<th>Data Source</th>
<th>Frequency of Data Collection or Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Instructions:</strong> Identified Need/Problem/Situation</td>
<td>Instructions: Identify the number of clients to be served, the timeframe for the project, may also include the number of units of service offered.</td>
<td>Instruction: Projected number of clients expected to achieve each outcome divided by the number served, the percentage expected to achieve</td>
<td>Instruction: The actual number of clients achieving the outcome, divided by the number served, the percentage of clients who achieved each outcome</td>
<td>Instructions: What evidence will you collect to prove your outcomes are achieved.</td>
<td>Instructions: include collection procedure, personnel responsible</td>
<td>Instruction: How often and when is data collected</td>
<td></td>
</tr>
<tr>
<td><strong>Example:</strong> Families have limited financial literacy skills</td>
<td>Example: administer financial literacy classes</td>
<td>Example: families increase their financial literacy skills</td>
<td>Example: 7/20 or 35% of families will increase their financial literacy skills within 90 days</td>
<td>Example: pre-test; post tests</td>
<td>Example: Get information from instructor; stored in case files/databases; case Manager</td>
<td>Example: Within 90 days</td>
<td></td>
</tr>
</tbody>
</table>

**Mission Statement**

Insert Agency Mission Statement
ATTACHMENT 9
PROMISE OF NON-DISCRIMINATION

“Know all persons by these presents, that I/We (______________________________), Name

_________________________  _____________________________
Title  Firm Name

Hereinafter “Company”, in consideration of the privilege to bid on or obtain contracts funded, in whole or in part, by Fulton County, hereby consent, covenant and agree as follows:

1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin or gender in connection with any bid submitted to Fulton County for the performance of any resulting there from,

2) That it is and shall be the policy of this Company to provide equal opportunity to all businesses seeking to contract or otherwise interested in contracting with this Company without regard to the race, color, gender or national origin of the ownership of this business,

3) That the promises of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption,

4) That the promise of non-discrimination as made and set forth herein shall be made a part of, and incorporated by reference into, any contract or portion thereof which this Company may hereafter obtain,

5) That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Board to declare the contract in default and to exercise any and all applicable rights and remedies, including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract; and

6) That the bidder shall provide such information as may be required by the Director of Purchasing & Contract Compliance pursuant to Section 102.436 of the Fulton County Non-Discrimination in Purchasing and Contracting Policy.

NAME: _______________________________  TITLE: _______________________________

SIGNATURE:______________________________________________

ADDRESS:____________________________________________________

PHONE NUMBER: ___________________  EMAIL: ____________________________
4.1 EVALUATION COMMITTEE
All proposals will be evaluated using the criteria specified in Section V this Request for Proposals (RFP). Selection will include an analysis of each respondent’s proposal by an evaluation committee composed of County personnel and volunteer subject matter experts who will review the submittals in accordance with the submittal requirements and the criteria set forth in Section V.

4.2 EVALUATION AND SELECTION PROCESS
To assist in the evaluation of the Request for Proposals, the Evaluation Committee may in its sole discretion:

a) Seek clarification of an RFP or supplementary information from any or all Respondents and consider such clarifications and supplementary information in the evaluation of the RFPs; and

b) Conduct reference checks relevant to any or all of the references cited in a Response to verify any and all information regarding a Respondent.

4.3 RESPONSIVENESS REVIEW
The Respondent shall submit an RFP that provides all the information required in accordance with this solicitation. If the Respondent does not fully comply with these requirements, the County may deem the RFP non-responsive, in which case the Respondent will be disqualified. The County may consider RFPs non-responsive and the Respondent disqualified if the RFP is not submitted in the format specified in this solicitation, if the RFP does not meet the requirements of this solicitation or if the RFP is incomplete.

4.4 REQUEST FOR PROPOSAL EVALUATION
Each Respondent’s Request for Proposal (RFP) must achieve a minimum total score of eighty (80) points overall on the evaluation factors set forth in Section 4.5. Failure to achieve a minimum score of eighty (80) points will result in the County deeming the RFP and the Respondent not qualified. Prior to making such determination, the County may offer a Respondent the opportunity to clarify its RFP.

4.5 EVALUATION SELECTION CRITERIA
The following criteria will be used to evaluate the RFPs submitted in response to this solicitation:

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Need</td>
<td>20 Points Total</td>
</tr>
<tr>
<td>- Part A – Description of Need</td>
<td>10 Points</td>
</tr>
<tr>
<td>- Part B – Local Data</td>
<td>10 Points</td>
</tr>
<tr>
<td>Program Design</td>
<td>20 Points Total</td>
</tr>
<tr>
<td>Approach</td>
<td>25 Points Total</td>
</tr>
<tr>
<td>- Part A – Evaluation Methods</td>
<td>10 Points</td>
</tr>
<tr>
<td>- Part B – Performance History</td>
<td>15 Points</td>
</tr>
<tr>
<td>Available Resources and Sustainability</td>
<td>15 Points Total</td>
</tr>
<tr>
<td>Budget</td>
<td>20 Points Total</td>
</tr>
<tr>
<td>TOTAL POINTS</td>
<td>100 Points</td>
</tr>
</tbody>
</table>

4.6 NOTIFICATION OF SELECTION
Upon completion of the evaluation of RFPs, the County shall notify the Respondents’ in writing of qualification or failure to qualify. If the County determines that the Respondent meets all of the qualification standards established in the RFP, the Purchasing Agent will notify the respondent.

If the County determines that the Respondent did not meet the qualification standards established in the RFP, a written determination setting forth the basis for such finding shall be prepared by the Purchasing Agent and delivered to the Respondent.
4.7 RIGHT TO PROTEST
Any disqualified Respondent may respond to its disqualification shall protest in writing to the purchasing agent pursuant to Section I “General Information of this RFP.
## Top 10 Highest Need Elementary Schools

<table>
<thead>
<tr>
<th>Elementary Schools</th>
<th>Calculated Risk Score</th>
<th>The Elementary School's Designated HS</th>
<th>Commissioner District</th>
<th>School System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fain</td>
<td>100.0</td>
<td>Douglass</td>
<td>4</td>
<td>APS</td>
</tr>
<tr>
<td>Towns</td>
<td>98.6</td>
<td>Douglass</td>
<td>4</td>
<td>APS</td>
</tr>
<tr>
<td>F. L. Stanton</td>
<td>97.4</td>
<td>Douglass</td>
<td>4</td>
<td>APS</td>
</tr>
<tr>
<td>Thomasville Heights</td>
<td>97.3</td>
<td>Carver</td>
<td>5</td>
<td>APS</td>
</tr>
<tr>
<td>Boyd</td>
<td>93.6</td>
<td>Douglass</td>
<td>4</td>
<td>APS</td>
</tr>
<tr>
<td>Grove Park</td>
<td>91.6</td>
<td>Carver</td>
<td>4</td>
<td>APS</td>
</tr>
<tr>
<td>Dunbar</td>
<td>90.6</td>
<td>Maynard Jackson</td>
<td>4</td>
<td>APS</td>
</tr>
<tr>
<td>Gideons</td>
<td>84.7</td>
<td>Carver</td>
<td>4</td>
<td>APS</td>
</tr>
<tr>
<td>Brookview</td>
<td>84.6</td>
<td>Westlake &amp; Langston Huges</td>
<td>5</td>
<td>FCS</td>
</tr>
<tr>
<td>Dobbs</td>
<td>82.9</td>
<td>South Atlanta</td>
<td>5</td>
<td>APS</td>
</tr>
</tbody>
</table>
EXHIBIT A

REPORT FORMAT

Report Submission:

Quarterly:
- AGENCY will provide quarterly data for all programs/program participants funded in this Contract. Each quarterly report will contain the following information:
  - Will be based upon the information presented in the Proposal
- Outcomes, as identified above, tracked as shown on the attached Example 1 (sample logic model)
- Demographic information available, as shown on the attached Example 2

SAMPLE
(Back cover intentionally left blank)