



Request for Proposals (RFP)  
Guidelines and Eligibility

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**Community-Driven Innovation (CDI) Services**

**RFP 21-001**

Deadline for Submissions: 2:00 PM – 03/08/2021

Children's Services Council of Palm Beach County (CSC)  
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## RFP 21-001 COMMUNITY-DRIVEN INNOVATION (CDI) SERVICES TIMELINE

01/11/2021-03/08/2021	CDI Services RFP Guidelines and Eligibility; Proposal Submission Instructions; Proposal Application are available on CSC website: <a href="http://www.cscpbcc.org/funding-opportunities">www.cscpbcc.org/funding-opportunities</a>
02/01/2021	CDI Services RFP Virtual Information Session ( <i>optional attendance</i> ) Time: 9:00 AM Access to the Information Session is available on CSC website at: <a href="http://www.cscpbcc.org/events">www.cscpbcc.org/events</a> Optional Grant Writing Workshop will immediately follow  <i>If unable to attend either, please email <a href="mailto:bidsadmin@cscpbcc.org">bidsadmin@cscpbcc.org</a> for access to the recordings</i>
03/01/2021	Deadline for submission of questions regarding clarification of CDI Services RFP Send questions to <a href="mailto:bidsadmin@cscpbcc.org">bidsadmin@cscpbcc.org</a>
03/03/2021	Final posting of questions and answers and/or clarification or addenda to RFP (if any) on CSC website <a href="http://www.cscpbcc.org/funding-opportunities">www.cscpbcc.org/funding-opportunities</a>
Please review Q&A and any addenda prior to Proposal submission as it may affect the funding results <a href="http://www.cscpbcc.org/funding-opportunities">www.cscpbcc.org/funding-opportunities</a>	
03/08/2021	Technical Assistance with the online Proposal submission platform (Bids portal) powered by Foundant available until 10:00 AM
03/08/2021	<b>RESPONSE DEADLINE – All RFP Proposals are due by 2:00 PM</b>
03/08/2021	Proposal(s) opened publicly beginning at 2:30 PM  Stage 1: CSC Technical Review of Proposal(s); verifies required documentation submitted
03/09/2021-04/07/2021	Stage 2A: CSC conducts due diligence and review of written Proposal(s)
04/07/2021	Notification by email to Proposer(s) selected for Interviews, if needed, and list of those selected for Interviews posted on CSC website: <a href="http://www.cscpbcc.org/funding-results">www.cscpbcc.org/funding-results</a>
04/13/2021-04/14/2021	Stage 2B: Interviews at CSC offices or virtually are conducted with Proposer(s) if selected through Stage 2A review process
04/22/2021	Council Agenda – Informational Purposes Notice of Intent to award funding posted on CSC website: <a href="http://www.cscpbcc.org/funding-results">www.cscpbcc.org/funding-results</a> and outcome email notification(s) sent to all Proposers

04/22/2021	Notification by email to Proposer(s) selected/not selected for Planning Agreement(s) will be posted on CSC website: <a href="http://www.cscpb.org/funding-results">www.cscpb.org/funding-results</a>
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*CSC reserves the right to adjust the timetable and any adjustments will be made available on the CSC website.*

## **ABOUT CHILDREN'S SERVICES COUNCIL**

Children's Services Council of Palm Beach County is an independent special district established by Palm Beach County voters in 1986. Children's Services Council of Palm Beach County provides leadership, funding, services and research on behalf of Palm Beach County's children so they grow up healthy, safe and strong.

### **Mission**

To plan, fund and evaluate prevention and early intervention programs and services, and promote public policies that benefit all Palm Beach County children and families.

### **Vision**

All children grow up healthy, safe and strong.

### **Goals**

Our four goals are that all children are:

- \*Born healthy
- \*Safe from abuse and neglect
- \* Ready for kindergarten
- \*Able to access quality afterschool and summer programming

## ABOUT COMMUNITY-DRIVEN INNOVATION (CDI) SERVICES

Children's Services Council is working to broaden the types of programs we fund. We seek to support our existing Healthy Beginnings (HB) System of Care that serves parents/caregivers of children birth to five and families expecting a child. Community-Driven Innovation (CDI) Services is a funding opportunity that gives communities the chance **to determine for themselves** what services or supports they need. Existing programs and services within HB are having strong and positive impacts on children and families. However, there are still many families within Palm Beach County that are not accessing or fully engaging in these services. CSC recognizes that there are opportunities to increase family choice and engage more families by offering **more flexible and innovative options**, paired with the existing evidence-based models. We are looking to the community to tell us what these innovative options could, and should, be.

### ***Should Our Organization Apply for Community-Driven Innovation Services?***

Below are the criteria that any Organization applying must meet:

- **The Service must support parents or caregivers raising young children birth to five (0-5) and/or expecting a child in promoting their children's optimal development so that ultimately children grow up healthy, safe, and strong.**
- **The Service must serve Palm Beach County residents.**
- **Programs must meet all eligibility criteria listed in the eligibility section (refer to page 8).**
- **The Service must be one that has been identified as a need directly by their community and the Service must align with the concepts of community-driven innovation as described in these guidelines.**

This award supports efforts and activities that are not a duplication of current HB programmatic funding but will support and enhance services based on community needs, goals, and preferences. Click here to learn more information on [CSCs Early Childhood System of Care \(ECSOC\) and Healthy Beginnings \(HB\)](#).

### ***What does Community-Driven mean?***

Community-Driven Innovation (CDI) Services support communities in 'driving the process' of finding creative ways to offer services that address their community's needs in a more effective, equitable and sustainable way. A community-driven Service demonstrates support for their community's participation and empowerment, recognizes their community's strengths, and prioritizes responsiveness and accountability to their community. This provides community members with greater shared control of identifying and developing services, resource allocation, and decision-making.

**You define the Community- CSC wants your Service, in partnership with the community served, to identify and define your community.** This could be a geographic community, or it could be a community of common interest, shared connection, or racial/cultural identity. You do **NOT** need to propose to serve all of Palm Beach County unless this is realistic and makes sense for your Service and community.

**You define the Issue- CSC wants you to define the issue you are addressing in your community.** CSC uses data from our community to identify broader areas of need(s) or gaps, which are listed in these guidelines. However, CSC has not prioritized or defined the specific issues facing your community.

**You define the Services- CSC wants you to define what specific Services your community needs.** CSC believes that providing local community organizations the ability to propose what Services their specific community needs in order to address their community challenges are

more likely to be embraced by the community members and reflect their goals and values. CSC is open to Services that address community needs and goals through various types of innovative service strategies.

A critical foundational element of any community-driven and innovative service, regardless of the specifically proposed services or population, should include **promoting equity and addressing disparities and systemic racism** for children and families. CSC is looking for Services with an equity emphasis that seeks to render justice by deeply considering structural factors that may benefit some social groups/communities and may harm others. CSC will prioritize ideas that will support equity through adequate resources without disparities or inequality, especially for Black people, Indigenous people, people of color and/or people from rural communities. ([CSCs Racial and Ethnic Equity Impact Statement](#))

### ***What does Innovation mean?***

CSC is seeking **Social or Community Innovation** which, for the purposes of this funding, CSC defines as “new or non-traditional ways of addressing a community need, goal and/or aspiration that is more effective, equitable or sustainable than existing approaches available”. A key part of community innovation is developing Services that use inclusive, collaborative and resourceful practices. These can be defined as:

- **Inclusive:** Thoughtfully identifying those needed to create the intended change and, whenever possible, including those directly affected by the issue. Meaningfully engaging key stakeholders.
- **Collaborative:** A true joint effort, with partners such as participants, content and context experts, providers and residents with lived experiences willing to share ownership and decision-making as they pursue an innovation together.
- **Resourceful:** Using existing assets creatively to make the most of what a community already has.

Below are some examples of innovative service delivery components based on research of promising practices and gaps identified in our communities. **These are not requirements to apply; they are examples of community-driven innovative service delivery components to consider:**

- **Flexible or Less-Structured Service Models-** Services such as peer support, adult mentors, parent wellness, support groups, drop-in services, virtual services, etc. Models may be less rigid or require less commitment from families than traditional evidence-based or clinical models. For example, services may offer ‘non-traditional’ service hours such as weekend, evening and/or after hours services to meet families’ needs. This can also include services via phone, texting or virtual platforms.
- **Community-led Organizations and Resident Leadership-** Organizations that are created or led by people who live or have lived in the communities they serve. Services and organizations that display strong resident leadership and a high commitment from residents in their Proposal. For example, this might mean residents serving on boards, in leadership roles, on staff or volunteering within the organization.
- **Culturally Responsive Service Models-** Services that have trained and experienced persons that specialize in specific language and cultural access and responsiveness, especially languages that have limited offerings from service providers in their community (such as Mayan).
- **Community Organization Collaborations -** Innovative strategies for working together to address the goals and services of a shared target population. Those that prioritize and can show evidence of building positive relationships with other community providers or members, foster connections, have a deep understanding of one another’s services and needs, and effective methods of cross-referral and mutually beneficial practices.

- **Co-located & Family-Located Resources-** Services that meet parents/families where they are. When families juggle multiple priorities, caregivers may prioritize services of their children as opposed to services for themselves. Palm Beach County's co-located resources for child and parent or providing social services out of a basic need location or somewhere families naturally already are (for example, offering a child literacy program out of a laundromat) can help to increase accessibility, efficiency and engagement.

### ***What might Community-Driven and Innovative Services look like?***

The local early childhood system and larger community identified some of the examples below as areas of need or gaps in our system of care (based on various sources of community data and feedback). This narrative is meant to help give some context and examples to these identified areas. **Your community may have identified a need outside of the examples listed below, and that is okay.**

#### **Example 1: Supporting Parent/Caregiver Success through Pairing with another Adult**

Innovative ways to help caregivers, and in turn families, achieve greater success, overall wellness, and resiliency through a connection with another supportive adult. For example, a service that pairs a parent/caregiver with another supportive and knowledgeable adult to act as an ally. A service may help educate and empower by intentionally linking education, job training and career-building services for parents/caregivers with lower incomes. CSC understands that by helping parents/caregivers achieve personal growth, development and self-sufficiency, these services will ultimately help their children and families thrive.

#### **Example 2: Supporting All Parent and Caregiver Unique Needs**

Each family is unique. While Healthy Beginnings has many programs that support mothers as well as the "traditional" parental arrangements, CSC recognizes the need for services that serve other types of parental, caregiver and family structures.

An example of this might be a service specifically focused on the needs of single Black fathers with parenting groups' specific to fathers. Additionally, other non-traditional parenting/caregiver arrangements that are often left out of "traditional" parenting might include non-married or non-cohabitating parents, grandparents, relatives, teens and youth, and those who identify as LGBTQ.

#### **Example 3: Supporting Wellness and Social Emotional Health**

We are seeking more flexible and accessible ways to support the social emotional wellness and behavioral health of young children (0-5) and their families. An example of this might be community-based activities or support groups focused on shared decision-making designed to help parents feel empowered regarding their child's health and wellbeing. Parents/caregivers are the experts in their children, which includes their social emotional health and wellness. Services under this category can help parents/caregivers understand social and emotional stress that can lead to improved knowledge of their children's health conditions and how to respond to them to significantly reduce decisional conflicts.



## ELIGIBILITY

### ***Who is eligible to apply for the award?***

Any **nonprofit** is eligible to apply for the RFP 21-001 CDI Services Award if it meets all the qualifications outlined below:

- Has an annual operating budget (revenues) of **less than \$1 million dollars**,
- **Does not** receive direct funding from CSC in excess of **\$100,000 annually** through an existing contract or a Lead Agency ([Who We Fund](#)). If you have received Healthy, Safe and Strong funding or Great Ideas Initiative (GII) funding, this does **not** disqualify you from applying.,
- Is currently serving or proposing to serve children birth to five (0-5) and their families in Palm Beach County,
- Has a license/registration number from the Florida Department of Agriculture and Consumer Services to solicit funds (Click [HERE](#) to verify),
- Is in good standing with the Internal Revenue Service (IRS) regulations and have been determined by the IRS as a nonprofit for at least two (2) **consecutive** years prior to the date of Proposal submission. (Click [HERE](#) to verify) (*Please note: The Service you are proposing may be at different stages of development, from just starting out to fully developed and/or implemented.*)
- Coalitions or Collaboratives are eligible to apply, but only one organization may receive funding and must also meet the eligibility criteria. The applicant organization must have a significant role in the delivery of the and not serve as just a 'pass-through' of funding.

**All funds awarded must be used for Services in Palm Beach County and serve Palm Beach County families.** It is not a requirement that the applying organization be located in Palm Beach County. However, priority will be given to organizations that are located in PBC and in or near the community of those they propose to serve. Please see list of agencies that are funded directly by CSC: [CSC Funded Agencies](#).

## SCOPE OF THE AWARD

### ***How much funding is available?***

Total overall funding available for CDI Services in CSCs Fiscal Year (FY) 21-22 is \$300,000 and we anticipate funding up to 8 Awardees. Additionally, funding for the period May 3, 2021-September 30, 2021 (planning agreement) will be not exceed 40% of the one year (FY 21-22) proposal amount or \$20,000 per organization.

### ***How much can our organization request?***

**Each organization can submit one Proposal requesting a total of no more than \$43,000 for FY 21-22.** If applicable, CSC will award an additional percentage (approximately 15%) for program-related administrative costs, with the total award not to exceed \$50,000. **If awarded, funding would be provided for a three-year term, with the total awarded amount allocated each year, pending continued successful partnership with CSC. CSC does not guarantee funding to all Proposers.** For those Services we do fund, CSC does not guarantee funding for the total requested amount. All funds awarded must be used for Services in Palm Beach County.

### ***How will funding be allocated?***

Selected Proposals will have a planning agreement including funding effective for a five (5) month period of May 3, 2021- September 30, 2021. This amount is not to exceed 40% of the total annual award amount (max of \$20,000). During this planning phase, CSC will meet with the Awardees to review the conditions of the award in preparation for the following full one-year contract. The full contract period

will be from October 1, 2021- September 30, 2022. The contract may be renewed for two (2) additional one (1) year terms, with the total award for each year’s term not to exceed \$50,000, upon agreement by both parties.

May 3, 2021 - September 30, 2021	
Awardee planning agreement with CSC. CSC will meet with awardees to review the conditions of the award and prepare for a full one-year contract.	Maximum of \$20,000 awarded for the planning agreement.
October 1, 2021-September 30, 2022	
Year 1 of service implementation.	Maximum of \$50,000 awarded for service implementation.
October 1, 2022-September 30, 2023	
Year 2 of service implementation.	Maximum of \$50,000 awarded for service implementation.
October 1, 2023-September 30, 2024	
Year 3 of service implementation.	Maximum of \$50,000 awarded for service implementation.

***Are there any exceptions to funding?***

Proposals **will not be considered** if the funding is for:

- Job training
- Child mentoring
- Hunger-relief efforts
- Housing or Shelter programs
- Swim lesson vouchers
- Children’s safety equipment
- Vehicles of any kind
- Special needs equipment
- Summer camp scholarships
- Patient medical expenses
- Capital purchases over \$10,000

In addition to Healthy Beginnings, Quality Child Care, and BRIDGES, CSC currently funds the following services through its contracted agencies. If your organization is interested in accessing these services, please contact these agencies directly.

- Hunger Relief – administered by the [United Way of Palm Beach County](#) and [Palm Beach County Food Bank](#)
- Swim lesson vouchers – administered by [Drowning Prevention Coalition of Palm Beach County](#)
- Children’s safety equipment (car seats, bicycle helmets, etc.) – administered by [Safe Kids Palm Beach County](#)
- Special needs equipment – administered by [United Way of Palm Beach County](#)
- Summer camp scholarships – administered by [Friends of Youth Services and Palm Beach County, Inc.](#)

**YOU HAVE DECIDED TO APPLY**

Please completely review the RFP 21-001 Community-Driven Innovation Services Guidelines and Eligibility above. If your organization meets all eligibility criteria, believe your Service may be or is a fit, and have decided to apply, please see below for more details on the full Proposal and selection process. It is important to fully understand what is entailed for those Proposer(s) awarded and additional information that may be helpful when completing your Proposal submission.

### ***Acceptance of Proposals***

**Please Note:** *Proposals for RFP 21-001 Community-Driven Innovation (CDI) Services will only be accepted via the electronic online submission portal link, located on the CSC Website: [www.cscpb.org](http://www.cscpb.org). No other delivery formats will be accepted, including email, USPS, FedEx, UPS, or Hand-Delivery.*

**For step by step instructions on how to submit a Proposal please review the [RFP 21-001 Proposal Submission Instructions](#).**

**IMPORTANT:** All Proposals must be received via the *electronic online submission portal link*, located on the CSC Website: [www.cscpb.org/funding-opportunities](http://www.cscpb.org/funding-opportunities) **no later than 2:00 PM on March 8, 2021** per the deadline in the RFP 21-001 Community-Driven Innovation Services Guidelines and Eligibility. Any Proposals saved but not submitted will be considered ineligible.

**Please ensure you allow ample time for transmission of files. CSC will not be responsible for submissions received after the deadline. Submissions received after the deadline will not be considered.**

Acceptance by the online system does not verify that CSC has received a completed submission – that will be determined after opening all submissions at the time set forth in these RFP 21-001 Community-Driven Innovation (CDI) Services Guidelines and Eligibility.

### ***Incomplete Responses***

Failure to respond to any item, including providing requested information, or failure to follow these instructions shall be considered submission of an incomplete response and may result in disqualification from further consideration.

### ***Response Format***

All RFP 21-001 Community-Driven Innovation (CDI) Services Proposals must be submitted via the *electronic online submission portal link* accessible on the CSC Website at [www.cscpb.org/funding-opportunities](http://www.cscpb.org/funding-opportunities). There is no page limit. However, most questions have listed character limits and a pre-determined font type and size. Please do not attempt to make changes.

Once Proposers have successfully completed the Organizational Profile and Eligibility Quiz they will be directed to the Proposal submission page. A copy of the questions can be printed for review purposes only. **Printed submissions will not be accepted under any circumstances.**

### ***Receipt of Proposal Submissions***

All submissions must be received by CSC, via the *electronic online submission portal link, located on the CSC Website: [www.cscpb.org/funding-opportunities](http://www.cscpb.org/funding-opportunities), no later than 2:00 PM on March 8, 2021.*

No changes, modifications or additions to the responses submitted will be accepted by, or binding on, CSC after the deadline for submissions has passed.

CSC reserves the right to reject any and all responses or to waive minor irregularities when doing so would be in the best interest of CSC. A minor irregularity is defined as a variation from the RFP terms and conditions that do not affect the substance of the Proposal, or do not give the Proposer an advantage or benefit not enjoyed by other prospective Proposers, or do not adversely impact the interest of CSC.

## **Awards**

All Proposers will receive email notification of RFP 21-001 Community-Driven Innovation (CDI) Services outcome. Notice of Intent to Award Funding will be posted on CSC website: [www.cscpb.org/funding-results](http://www.cscpb.org/funding-results).

## **What if there are questions about RFP 21-001 Community-Driven Innovation (CDI) Services?**

All inquiries requesting clarification regarding RFP 21-001 Community-Driven Innovation (CDI) Services must be made in writing and emailed to [bidsadmin@cscpb.org](mailto:bidsadmin@cscpb.org) by March 1, 2021. Please do not contact anyone else at CSC regarding RFP 21-001 Community-Driven Innovation (CDI) Services. Responses of all inquiries will be posted to CSC's website: [www.cscpb.org/funding-opportunities](http://www.cscpb.org/funding-opportunities) **no later than 5:00 PM., March 3, 2021.**

## **WHAT TYPES OF THINGS WILL BE CONSIDERED IN THE PROPOSAL REVIEW?**

### ***Innovation and Focus***

- Does the Service align with the identified focus areas and target population of prenatal and/or families with children 0-5?
- How is this Service offering a creative approach to a community issue?
- How is the Service promoting equity and addressing disparities and systemic racism for children and families?

### ***Community Driven***

- How closely is the proposed Service aligned with the community it is proposing to serve?
- Did the identification, creation and implementation of this Service include diverse perspectives and participation from community residents and/or participants?
- How will you include the children and families you serve and the community in an ongoing way in the operation and decision-making of the Service as well as how you evaluate its success?

### ***Impact***

- Is the Service likely to make a sustainable difference in the lives of the communities served and how will you know?

### ***Collaboration***

- How does the Service intend to collaborate and problem solve with partners and those directly impacted by services?

### ***Resources***

- How do you use available resources and assets located within the community of children and families you serve, and your overall organization to support the Services' success?

The Proposal Review Team will ideally seek a final selection of CDI Awardees with balance across the following: Size of community, applicant organization, and award request; demographics of communities served; neighborhood; and service type or focus area.

In addition, the Review Team will also consider Services that include approaches aiming to address racial and/or economic disparities in some capacity. For the purposes of this funding, this is defined as Services that seek to actively reduce gaps in access, outcomes, opportunities or treatment based on race/ethnicity or economic standing.

## WORKING WITH OUR CDI AWARDEES

CSC will begin working with the selected Awardees during a five (5) month planning period. There will be a planning agreement from May 3, 2021 – September 30, 2021 where a jointly negotiated initial funding, not to exceed 40% of the total annual award amount (max of \$20,000) will be given to work collaboratively with CSC staff to develop a contract to be executed as of October 1, 2021. CSC will develop a contract based on your Proposal, including an agreed upon timeline for the Service and use of funds. Awardees and CSC staff will also work together to set expectations, service outcomes, success measures and deliverables, and fiscal guidelines. This will also be a time to discuss any organizational capacity building needs and how CSC can help support those needs, if applicable.

CSC will be responsive and direct in our communication with Awardees, and will be available throughout the term of the contract. CSC anticipates building relationships with Awardees that are supportive while allowing the Awardee to focus on the Services outlined in the contract.

As the awarded services are intended to enhance our ECSOC, part of the planning phase will include education about *Healthy Beginnings* and our overall system of care. CSC hopes to foster relationships with our established providers to ensure effective communication and referrals for service participants in and out of our system.

## WHAT IS CSC EXPECTING FROM AWARDED SERVICES?

CSC wants to know if our Programs and Services are making a difference and will ask Awardees to participate in an evaluation of the CDI Services. CSC will use what we learn together to improve this funding opportunity over time. CDI Services support communities to use creative processes that lead to more effective, equitable and sustainable solutions to community challenges. There's a lot of work that happens in between identifying a community issue and implementing a new program or service that better address these challenges. It is important to engage your community, make the most of existing assets and work collaboratively with other organizations along the way. CSC wants to support Awardee Services, their processes and what will hopefully lead to sustainable, successful and community-driven programs and services.

CSC will ask Awardees to share key lessons learned (successes as well as challenges) during our meetings and as part of your reports. We acknowledge that not all services will lead to a breakthrough in community innovation. And, in fact, sometimes the path to an innovation includes unexpected or undesirable outcomes. Learning from these moments is an important part of creating new community solutions and we look forward to collaborating with Awardees.