

## Request for Proposals (RFP)

Fulton County Family and Children First Council

### **Community Investment Initiative**

For Service Provision period beginning November 1, 2025

Release Date: August 1<sup>st</sup>, 2025 @12:00pm

Deadline for Submission

No later than 4:30 PM on August 30, 2025

#### Timetable

August 1, 2025 12:00pm	Request for Proposals (RFP) Released
August 15, 2025 @4:30pm	Deadline for Submitting Questions
August 30, 2025 @4:30pm	Deadline for Submitting Proposals
September 30, 2025	Award Contracts
November 1, 2025 to June 30, 2026	Contract Period
July 1, 2026 to June 30, 2027	Renewal option year 2
July 1, 2027 to June 30, 2028	Renewal option year 3
July 1, 2028 to June 30, 2029	Renewal option year 4
July 1, 2029 to June 30, 2030	Renewal option year 5

The initial contract period will be from November 1, 2025, to June 30, 2026, with potential for renewal based on performance and funding availability.

#### Contact Person

Jennifer Ruetz, Family and Children First Council Coordinator

Fulton County Health Department

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## **Section 1. General Information**

### **1.0 Background**

Fulton County Family and Children First Council (FCFCFC) is an Ohio Family and Children First Council per Ohio Revised Code 121.37. The Council began as a Council of Governments in 1990 as local social service leaders identified a need to establish a mechanism for communication, collaboration, and coordination. This was three years before the structure was established in the Ohio Revised Code. Fulton County has always been progressive in its social service delivery system and its desire to improve outcomes for children and families. The purpose of the Council is to provide leadership to ensure an effective system of collaborative, coordinated, and efficient community services which assist families and children in meeting their individual needs and responsibilities. Fulton County is a supportive community where families, children, and older adults achieve their fullest potential, build upon their strengths, and fulfill their rights, responsibilities and needs.

The Council embraces the values of Ohio's commitment to child well-being which include the following:

- Expectant parents and newborns thrive;
- Infants and toddlers thrive;
- Children are ready for school;
- Youth choose healthy behaviors; and
- Youth successfully transition into adulthood.

### **2.0 Purpose/Overview**

In 2022, FCFCFC established a "pool" of local funds to be used to contract for specific evidenced-based services to improve the well-being of families, children, and older adults in Fulton County. Our pooled fund has increased. Through this RFP, there is an opportunity to support additional efforts to increase access to intervention and prevention programs that are data driven and trauma informed.

FCFCFC is actively engaging in work that aligns with Ohio's Department of Children and Youth (ODCY)'s goals of:

**Support Children & Youth:** Helping more children thrive in safe, healthy environments to reach their first birthday and beyond.

**Empower Families:** Empower families with needed resources and supports before, during and after a need,

**Uplift Communities:** Invest in community resources to enable support along the continuum of ages, stages and services to help children and youth succeed.

Fulton County Family and Children First Council is accepting proposals from FCFCFC membership agencies and Fulton County schools to help support and enhance the wellbeing of families, children, and older adults in the community. FCFCFC expects to award at least three applications. Total funding for all proposals combined shall not exceed \$450,000.00 over the five-year period. This amount may be adjusted if additional funds are received. Funding amounts may vary based on applications received.

Annual awarded funds will be distributed on a reimbursement schedule. Up to 25% of the annual award may be advanced at the start of the funding period (November 1, 2025).

Funding proposals are being considered that will support one or more of the following purposes:

- ☐ Address access to prevention programs (home visiting, early intervention, other) (\*increase access to non-traditional care)
- ☐ Address infant vitality
- ☐ Address school readiness (ex.\*increase the number of children demonstrating on the Kindergarten Readiness Assessment)
- ☐ Address mental health supports (ex.\*increase Early Childhood Mental Health direct services)
- ☐ Address trauma-Informed Care
- ☐ Address family and youth voice

\* Applications aligning with the FCFCFC 2026-2028 shared plan will be given a bonus point in the event of a tie.

### **3.0 Technical Assistance**

All technical assistance questions must be submitted via e-mail to Jennifer Ruetz at [FCHD@fultoncountyoh.com](mailto:FCHD@fultoncountyoh.com) to ensure questions are answered and responses can be provided to all respondents. Questions must be submitted no later than August 15th, 2025 at 4:30pm. FCFCFC will endeavor, but shall not be required, to answer any such request for

information. All answers shall be provided to all persons/firms who directly request a FAQ as well as posted online at the FCFCFC page:

<https://fultoncountyhealthdept.com/community-education-engagement/family-first-council>

Proposals must be received via email [FCHD@fultoncountyoh.com](mailto:FCHD@fultoncountyoh.com) by August 30 at 4:30 pm.

#### **4.0 Submittal of Proposals/Proposal Format**

Applicants are required to respond to the information request in the order listed in this section so that Fulton County Family and Children First Council may evaluate all proposals on an equal and timely basis. To facilitate the applicant's development of a properly formatted response, the Applicant shall arrange the response in the order specified in Section C.

- A. Cover Page** – Required. The cover page shall include the organization name, address, phone, fax, email, title of project, type of entity (i.e., for profit, not for profit, governmental), contact person(s) for application, total amount requested, cite the goal(s) and the category(ies) to which outcomes relate (refer to purposes listed in 2.0 Purposes/Overview), and the signature and title of authorizing representative.
- B. Program Executive Summary** – Required. The summary shall be no more than one (1) page in length.
- C. Narrative** – The narrative shall be no more than five (5) pages in length (not including the Program Executive Summary) with a standard 1" margin, 11 fonts. Briefly describe the project and include the following:
  - 1. Description of Organizational Qualification and Experience (20 Points):**
    - a. Describe the organization experience in providing similar services to a similar population and demonstrated performance; describe the organizations ability to measure performance outcomes.
    - b. Provide a summary of agency personnel directly in the provision of services – qualifications and abilities to perform the required services.
    - c. If the proposal includes the services of a subcontractor, provide a summary of the subcontractor's qualifications and any supporting documentation. (Note: additional supporting documentation is not considered part of the narrative length.)

## **2. Program Design/Strategies (40 Points)**

- a. Identify the problems/needs to be addressed and the target Fulton County population to be served; describe the barriers the population to be served may face.
- b. Describe the services being proposed and explain how the services will be implemented (start-up and on-going); include a description of outreach and recruitment activities.
- c. Describe innovative and/or evidence-based strategies to be used to develop and/or provide services.
- d. Describe how the program being proposed utilizes available community resource; describe efforts to collaborate with existing community programs to expand and enhance services and service delivery.
- e. Describe how services will be coordinated if services will be provided by another entity through a subcontract (or multiple entities through subcontracts).

## **3. Program Outcomes and Deliverables (20 Points)**

- a. Develop a plan for service levels and deliverables; provide an implementation timeline that includes target dates for delivery of services and a reasonable schedule to achieve goals/outcomes.
- b. Develop goals and objectives that address the stated goal principles being addressed and services being proposed; describe how data will be collected to measure achievement of goals and outcomes.
- c. Describe client assessment methods and evaluation tools to be used to assess the needs of the participants; include samples of evaluation/assessment tools to be used.
- d. Include a description of methods to be used to insure timely and accurate reporting.

#### **4. Financial Accountability (20 Points)**

- a. Describe the organization's accounting experience and ability to assume fiscal responsibility for the funding.
- b. Describe the organizations internal control system (including fiscal tracking, information gathering and reporting, and performance tracking).
- c. Include a budget narrative which details the proposed budget and line-item amounts; include a rationale for each line item.
- d. Provide a description of additional resources being committed to support the program (cost allocation plan; include amounts and sources of additional resources), including a plan for sustainability.
- e. Include a detailed budget (Attachment II) which is reasonable for the services being proposed; administrative costs must not exceed 10% of budget; include a cost per participant amount and the methodology used to determine the cost per participant.

**D. Budget** – Not longer than four (4) pages total; (two (2)) pages for budget worksheets, two ((2) pages for the budget narrative). Funding examples include but are not limited to the following:

- Up to \$30,000.00 per year with the option of renewal for 5 years.
- Up to \$50,000.00 per year with the option of renewal for 2 years.
- Initial request of \$100,000.00 with a one-time renewal of up to \$50,00.00.
- One time request of up to \$150,000.00 with no renewal.

#### **E. Checklist**

- ☐ Cover Page (one (1) page)
- ☐ Executive Summary (one (1) page)
- ☐ Narrative (no more than five (5) pages)
- ☐ Budget Worksheet (two (2) pages)
- ☐ Budget Narrative (two (2) pages)
- ☐ Criteria piece #1 and #2 (1 page)
- ☐ Verification of non-profit status (if applicable)

## Budget

The total cost of the project is important in evaluating the proposal. The vendor must demonstrate how costs are related to the service presented in the proposal.

### Budget Worksheet

#### Administration

<b>Wages &amp; Fringes</b>	<b>Amount</b>
Wages (Provide detail of positions, FTE'S, and Responsibilities to grant)	\$
Fringes (List all fringes and benefits including fringe rates)	\$
Total Wages & Fringes	\$
<b>Operating Expenses</b>	
Consumable Goods	
Occupancy Costs	
Total Operating Costs	\$
<b>Other</b>	
Other (Specify)	
Total Other	\$
<b>Total Administration (Limited to 10% of total request)</b>	<b>\$</b>

## Program Costs

Wages & Fringes	Amount
Wages (Provide detail of positions, FTEs, and responsibilities to grant)	\$
Fringes (List all fringes and benefits including fringe rates)	\$
<b>Wages</b>	\$
<b>Operating Expenses</b>	\$
Travel (Provide all allowable expenses ex. mileage, conference fees)	\$
Communications (Allowable expenses ex. Zoom/Teams account, phone)	\$
Total Operating Expenses	\$
Total Wages & Fringes & Operating Expenses	\$
<b>Direct Client Costs</b>	
Subcontracts: (List all contracts with amounts)	\$ \$ \$ \$
<b>Total Direct Client Costs</b>	\$
<b>Total Program Costs</b>	\$
<b>Grand Total All Categories</b>	\$

Amount of renewal \_\_\_\_\_ year 2

Amount of renewal \_\_\_\_\_ year 3

Amount of renewal \_\_\_\_\_ year 4

Amount of renewal \_\_\_\_\_ year 5



**Your proposal addresses one or more of the following: (choose all that apply)**

**Criteria #1**

- ☐ Address access to prevention programs (home visiting, early intervention, other)
- ☐ Address infant vitality
- ☐ Address school readiness
- ☐ Address mental health supports
- ☐ Address trauma-Informed Care
- ☐ Address family and youth voice

**Criteria #2**

**Target Population (Choose all that apply)**

- ☐ Fulton County 0-8 years old
- ☐ Fulton County 8-12 years old
- ☐ Fulton County 12-18 years old
- ☐ Fulton County adults 18 & over families

## Scoring Criteria

**Budget Narrative:** Detail must be provided for every item requested by itemizing the costs that comprise each cost item. Costs which are prorated must be supported by a cost allocation plan showing FCFCFC paying only its fair share of costs for that item. Contracted services must be able to be documented by a copy of the agreement (i.e., leases, audit, accounting fees, etc.)

**Add and/or revise budget line items as needed.**

### Initial Review

Proposals must meet the following requirements:

- **Proposals must be received via email** at [FCHD@fultoncountyoh.com](mailto:FCHD@fultoncountyoh.com), Fulton County Family and Children First Council, no later than 4:30 PM on Saturday, August 30<sup>th</sup>, 2025. Proposals not received at the designated address by specified day and time will be rejected.
- Evidence of the Applicant's legal status as a non-profit must accompany the proposal, if applicable.
- The Proposal must be signed by the Applicant's authorized representative. Proposals that pass this initial review will be considered valid proposals and will move to the final review. Those that do not pass the initial review will be rejected.

### Final Review

- All valid proposals will be reviewed evaluated, and rated by a review committee. The review committee may be comprised of Fulton County Family and Children First Council members and may include but not limited to, the Agency Director and/or her designee, a member of the fiscal department. FCFCFC may request RFP evaluators from outside FCFCFC membership to avoid any conflicts of interest.
- The review committee will evaluate each proposal against the criteria in the RFP. During the review, the committee may request additional information from the applicant.
- All qualified proposals shall be reviewed by the review committee using a standard proposal rating sheet tailored specifically for this RFP.

**Selection** – Each proposal will be reviewed according to the rating system below. Scores will be used as a guide for discussion and selection of the contractor. The maximum possible points for each criterion are based on the following scale:

	<b>Criteria Factors</b>	<b>Points</b>
A.	Organizational Qualifications and Experience	20 points
B.	Program Design/Strategies	40 points
C.	Program Outcomes and Deliverables	20 points
D.	Financial Accountability & Sustainability	20 points

**Conflict of Interest:**

[No applicant will promise or give to any review committee anything of value that could influence them in their decision on awarding contracts/vendor agreements.] No applicant will try to influence a member of review committee to violate any procurement policies of the FCFCFC, the Ohio Revised Code, or Federal review committee Procurement Regulations.