

REQUEST FOR PROPOSALS

**For
Survey of General Public regarding
Child Abuse and Neglect Prevention**

ISSUED BY

HAMILTON COUNTY FAMILY & CHILDREN FIRST COUNCIL

125 EAST COURT STREET, SUITE 350

CINCINNATI, OHIO 45202

January 27, 2009



Request for Proposals for Child Abuse Prevention Survey

I. GENERAL INFORMATION

A. Background

The Hamilton County Family and Children First Council (FCFC) was appointed to administer the Ohio Children's Trust Fund for Hamilton County in the spring of 2008. The OCTF is a State dedicated public funding mechanism for primary and secondary child abuse and neglect prevention. The OCTF Board allocates funds to the local administrator of the Children's Trust Fund for distribution and monitoring of those funds. The local administrator of the Children's Trust Fund is required to develop a plan for the prevention of child abuse and neglect. Part of the Child Abuse and Neglect Prevention Plan adopted by the Hamilton County Family and Children First Council is to have a survey conducted of the general public to determine what interventions the general public will support on behalf of child protection in Hamilton County.

B. Goals

The goals of the Child Abuse Prevention Survey are:

- To gain an understanding of what the general public standards for child abuse and neglect are
- To determine what interventions the public is willing to provide or support to protect children from abuse or neglect
- Determine the extent to which the general public is aware of community resources to contact in case of familial stress

C. Scope of Services

The Scope of Services for this RFP is to 1) Design a telephone survey to elicit the information described in Section B (Goals) 2) Conduct a telephone survey of a sample of Hamilton County residents 3) Enter and analyze data obtained from survey 3) Write a report summarizing the survey findings to be presented and delivered to the Family and Children First Council. The survey report will become the property of the Hamilton County Family and Children First Council.

FCFC is actively looking for organizations that have experience in designing, conducting, analyzing and reporting results of telephone surveys and that will provide the technical expertise necessary to elicit the information described above.

The Family and Children First Council Child Abuse Prevention Committee will be available to work with the successful applicant to provide expertise regarding the subject matter of child abuse and neglect.

D. Target Population

The target population for this survey is residents of Hamilton County.

D. Provider Responsibilities

The successful applicant will be able to:

- Design and conduct Telephone Survey to elicit information described in Section B of this RFP (Goals).
- Analyze data obtained during the survey
- Issue a report to the Family and Children First Council reporting findings and conclusions from the survey results.

F. Funding

The Child Abuse Prevention program is funded by the Ohio Children’s Trust Fund annually, which allocates funds for local child abuse prevention programs to FCFC.

Funding under this RFP will be for the period of April, 2009 through June 30, 2009. All services must have been completed and invoiced by June 30, 2009. No invoices for any services rendered will be accepted after June 30, 2009.

Interested parties are encouraged to submit detailed information pertaining to any in kind services that can be offered for the survey. Additional weight will be given to those proposals that are most cost effective and are competitively priced.

Costs for the survey may not exceed \$20,000. These costs are to be all inclusive and will include any meetings with Child Abuse Prevention committee, one (1) presentation to FCF Executive Committee if requested, 5 hard copies of the report, electronic copies of the final report and any other associated survey costs.

The Hamilton County FCFC reserves the right to determine the final award amount of all contracts.

G. Letter of Intent

All potential applicants will have to submit a letter of Intent to FCFC by February 9, 2009. A Letter of Intent does not obligate an organization to proceed with the application but organizations who do not submit a letter of Intent will be prohibited from submitting an application. Letters of Intent should be mailed or delivered to FCFC at 125 E. Court Street #350 Cincinnati, Ohio 45202 or emailed to fcfc.info@hamilton-co.org on or before February 9 at 4:30.

H. Timetable

<u>EVENT</u>	<u>DEADLINE</u>
RFP Public Announcement	January 27, 2009
Letters of Intent	February 9, 2009

Due date for proposals	February 23, 2009
Contract Award Notice	March 16, 2009 (approximate date)
Contract Effective Date	April 1, 2009

I. Program Contact

Phone calls will not be accepted regarding the RFP; however applicants may send their questions and inquires via email to FCFC at: fcfc.info@hamilton-co.org. Please reference “Survey RFP” in the subject line.

Proposals should be sent to:

Hamilton County Family and Children First Council
 Attention: Child Abuse and Neglect Prevention Plan RFP
 125 East Court Street, Suite #350
 Cincinnati, Ohio 45202

J. Proposal Review

1. Review Criteria

Only proposals submitted according to the requirements and dates stated herein will be considered for review. Late submissions or those that fail to meet all the requirements and guidelines will not be reviewed.

The Review Committee, FCFC staff and the FCFC Executive Committee reserve the right to reject any or all submitted proposals. The Review Committee’s evaluation and assessment will include, but may not be limited to:

- a. Overall score of proposal based on evaluation criteria;
- b. Demonstrated ability to provide the services requested;
- c. Overall responsiveness and completeness of the proposal;
- d. Inclusion and quality of requested attachments and work sample;
- e. Experience with providing services listed under Scope of Service.

Contracts will be awarded to agency whose proposal most appropriately responds to the criteria and expectations of this RFP. Each proposal will be reviewed independently. If no suitable applicant is discovered, FCFC reserves the right to make other arrangements for the provision of these services.

The final decision to contract will be based upon the judgment and decision of the Executive Committee of the Family and Children First Council, who will receive a recommendation from the Review Committee about provider selection.

The Review Committee shall be comprised of FCFC staff and representatives from the Child Abuse and Neglect Prevention Committee, all of whom have considerable expertise with the subject matter of child abuse and neglect. The Review Committee will submit a recommendation to the Executive Committee of the Family and Children First Council who makes the final decision about contract awards. The decision of the Executive Committee is final.

2. Final Selection

Following the vote of the Family and Children First Executive Committee, the individual or agency whose proposal is selected shall be notified by electronic correspondence on or around March 17. Written notification will be sent to all applicants following proposal selection. Phone calls to FCFC regarding application status will not be accepted.

K. Proposal Format / Required Information

A. Proposal Cover Page - The proposal cover page should be limited to one (1) typed page and should include the following information:

- a. Organization Name (must include any dba)
- b. Contact Person's name, title, phone number and email address
- c. Address and phone numbers (city, state, zip, office and fax numbers)
- d. Organizational status (government, for profit, etc.)
- e. Employer Identification Number
- f. Tax Exempt Status

B. Summary of Qualifications - 1 page

Applicant should provide a clear description of their ability to perform all responsibilities as outlined in this RFP. At a minimum, the following information should be included:

- a. Applicant's qualifications to provide survey described in this RFP. Related experience to tasks described in this RFP. Description of previous similar work provided.

C. Narrative – 3 pages

Applicants should feel free to include additional information to strengthen their proposals; however the following information must be included in relation to the Scope of Service:

- a. A description of the proposed survey process, including sample size, projected length of interview, process used to develop questions to be asked, analysis methods and anything else deemed relevant by provider.
- b. Description of time frame for survey design, conducting of survey, analysis of data and issuing report. Identification of all personnel who will be involved in these activities, including relevant qualifications.
- c. Description of how administrative oversight of the survey will be done. Please include the name and contact information of the person who will be heading up the project and who will serve as the agency liaison.

E. Budget and Budget Narrative – 1 page

Applicants should include a budget narrative that itemizes expenses that comprise overall cost of the survey. Specify any in-kind services that will be provided by your agency.

F. Attachments

The following attachments should accompany each proposal:

- a. Up to three (3) letters of reference from individuals or agencies for whom similar services or work has been performed in the past

G. Format

Letters of Intent will be due by Monday, February 9 at 4:30 p.m. Submitting a letter of intent does not obligate the respondent to apply. However, agencies that do not submit the letter of intent will not be eligible to apply.

Each respondent must submit one original and five (5) copies of the proposal using the above format on or before Monday, February 23 at 4:30pm. Proposals received after this date and time will not be considered. Proposals should be mailed or delivered to Family and Children First 125 E. Court Street #350 Cincinnati, Ohio 45202