

Request for Qualifications

Provision of Strong African American Families Program To Youth in Selected Neighborhoods - Mobile, AL

The Mobile Area Education Foundation (MAEF) is issuing a Request for Proposals (RFP) for entities to provide the Strong African American Families (SAAF) program to Mobile parents of early adolescent youth referred to the program by the following participating schools (Hall Elementary School and Williamson Academy 6-12) supported by the Mobile County Public School System (MCPSS).

Proposal Deadline December 8th, 2017

Proposals must be received in our office by 3pm, 5pm if hand-delivered, and postmarked by December 6th if mailed. E-mailed copies are accepted and must be received by 3pm. This deadline will be strictly enforced; only those proposals received by the deadline will be reviewed.

Eligible Organizations

Eligibility is limited to individuals and organizations that have experience providing therapeutic, evidence-based family programming. MAEF is issuing this RFP to community based organizations and/or individuals with a demonstrated history of success in providing evidence-based services to an urban school based population.

**Mobile Area Education Foundation
605 Bel Air Boulevard, Suite 400
Mobile, AL 36606
Email address: jparker@maef.net**

Submission Requirements: Two copies of the proposal, one if emailed

INTRODUCTION

The Mobile Area Education Foundation (MAEF) in partnership with the Evidence to Success (E2S) Initiative has developed a Request for Proposals (RFP) to select a vendor to provide the Strong African American Families (SAAF) program in select neighborhood schools in FY18. The selected provider will provide school-based SAAF sessions to referred families beginning in March 2018, in the following Maysville schools [Hall Elementary School and Williamson Academy 6-12].

BACKGROUND

The Strong African American Families (SAAF) program is a 7-week interactive educational program for African American parents and their early adolescent children. The intervention program is based on an empirical model of the processes linked to psychological adjustment, substance use and high-risk behavior in rural African American youth. Early adolescence is the period in which children gain increasing control over their behavior, begin forming friendships based on similarities and common interests, and develop attitudes toward substances and substance use. The attitudes and behaviors that they develop during this time influence their achievement motivation, academic performance and friendship selections, which in turn lead them toward or away from substance use. The SAAF program is designed to strengthen positive family interactions and to enhance parents' efforts to help their children establish and reach positive goals during this critical transition between childhood and adolescence.

The SAAF curriculum is based on data collected in two other studies, Families in It Together (FIIT) and the Family and Community Health Study (FACHS). These studies survey large numbers of African American families residing in rural areas about the kinds of things that parents and children do that foster competence. The SAAF program targets the following predictors of child competence: (1) family routines, parent-child relationship quality, no-nonsense discipline, monitoring and communication, parental involvement with the child's school, racial socialization; (2) goal setting, self-regulation, resistance skill development; and (3) the cognitive antecedents of adolescent risk behavior, including the formation of prototypes of drinking youths and willingness to drink in risk-conducive situations.

The SAAF program includes a curriculum organized around seven sessions. Each session includes three modules - Caregiver, Youth, and Family. SAAF modules are an hour each. Parent and youth meet separately for their modules that occur simultaneously. During the second hour, everyone comes together for a group meeting with all of the families. Thus, all parents and youths receive a total of 14 hours of prevention training. All of the Caregiver modules, two of the Youth modules and one Family module are guided by a video vignette. An optional component of the SAAF sessions includes the provision of meals prior to the start of each series of modules. This allows for a communal experience among families and rapport building between the facilitators and the families. The SAAF curriculum is designed to help parents/caregivers learn nurturing skills that support their children; enhance parents' abilities to discipline their youth and promote independence as children transition to adolescence; give youth a healthy future orientation and an increased appreciation of their parents/caregivers; and to teach youth skills for dealing with temptation and peer pressure. Facilitators are African American community members who are trained to teach the SAAF curriculum. One facilitator leads the Parent/Caregiver Sessions, while two facilitators share the responsibility of leading the Youth Sessions. All three facilitators lead Family Sessions. To insure the integrity of the intervention, facilitators follow curriculum modules for each session and document and summarize what happens in each session. In addition, they receive ongoing supervision, including sporadic direct observations made by the field supervisor.

The aims of the program include (1) facilitating the development of a supportive and structured family environment that promotes positive parent-child relationships, (2) enhancing parental engagement in parenting that involves high levels of monitoring and support, strong communication about risk behavior such as substance use and sex, and racial socialization, and (3) preparing youth to resist substance use and other risk behavior by maintaining a future orientation, enhancing risk behavior resistance skills, and accepting parental influences. Ultimately, the program's goal is to delay the onset and lower the rate of substance use in rural African American youth.

MAEF is issuing this RFP to community based organizations and/or individuals with a demonstrated history of success in providing evidence-based services to an urban school based population. Programs must demonstrate a strong organizational commitment to the SAAF model and a willingness to maintain fidelity to the model. A training provided by the purveyor will be required for the successful program provider

To ensure collective ownership and success of the project, a SAAF Implementation Team will meet regularly to oversee the implementation of the project. It will include key decision-makers from the selected vendor, MAEF, and the purveyor (Center for Family Research, University of Georgia). The selected vendor will also be expected to participate in the E2S Finance Workgroup and act as a partner in identifying and securing long-term funding to support SAAF. The proposals submitted through this RFP will be reviewed and the vendor selected by a panel that includes members of the MAEF and the E2S Community Board.

SCOPE OF SERVICES / TASKS

The selected provider will provide the SAAF sessions to families of referred youth from [Hall Elementary School and Williamson Academy) beginning in March 2018, serving 36 families by November 30, 2018 as outlined under the framework.

1. Service Protocol: Partners' Roles and Responsibilities

- The selected provider will:
 - Contract with the Center for Family Research, University of Georgia to provide the SAAF Training and Program Package. The training can accommodate up to 30 training participants.
 - Identify the program facilitators.
 - Ensure that all facilitators providing the SAAF program have received and completed successfully the 3-day SAAF curriculum training (winter of 2018).
 - Utilize the SAAF protocols to document eligibility to the program
 - Abide by all SAAF referral, screening, progress monitoring and discharge protocols
 - Ensure that all necessary data are entered into the SAAF tracking tools.
 - Provide MAEF/E2S staff with up to date data spreadsheets on a monthly basis in order to inform the SAAF implementation team of implementation progress.
 - Cooperate and participate in evaluation activities conducted by MAEF/E2S
 - Participate in the SAAF Implementation Team.
 - Participate in the E2S Finance Workgroup and partner with MAEF and other Workgroup members to identify and secure funding for the program.
 - Sign a data-sharing agreement with MAEF/E2S to track implementation and program effectiveness.
- MCPSS staff and faculty will:
 - Utilize SAAF protocols to refer parents of MCPSS students to the SAAF program
 - Provide parental contact information in order to recruit parents of MCPSS students to the SAAF program
 - Assist with linking youth and families to community resources and services upon their completion of the SAAF program.
- MAEF/E2S will:
 - Negotiate and execute a contract, including project budget, with the selected provider.
 - Monitor program expenditures on a regular basis
 - Monitor contract compliance and program performance
 - Stay in regular communication with the provider
 - Review, in detail with the vendor, monthly programmatic progress reports
 - Convene and staff regular MAEF/E2S implementation team meetings
 - Convene and staff E2S Finance Workgroup meetings.
 - Submit detailed programmatic progress reports to MCPSS and E2S leadership

2. The provider will participate in an on-going SAAF Implementation Team that includes representatives from MCPSS, MAEF/E2S, the developer (Center for Family Research, University of Georgia) and the selected vendor's Program Director and/or Clinical Supervisor. The team will meet monthly at the beginning of the contract and quarterly once all parties agree that the program is functioning smoothly and less frequent meetings are needed.
3. The provider will participate in an ongoing Finance Workgroup that will convene quarterly. The Finance Workgroup will review fiscal reports for SAAF and other programs implemented by E2S, and work together to identify and secure funds to scale and sustain the work.
4. Performance Targets:
 - a. Program will service two schools (Hall Elementary School and Williamson Academy 6-12) in FY18.
 - b. 36 parents will participate in this initial cohort.
 - c. Parents will attend at least 75% of group sessions.
 - d. The model will be implemented with fidelity as identified in the SAAF framework.

ESTIMATED BUDGET RANGE AND TIMELINE

The projected budget for the selected provider for this project is \$37,297 in FY18 with the opportunity to apply for additional funding in FY 19 and 20, contingent on MAEF and E2S partners securing continued funding for this work. This is based on the provider serving 36 families during the initial year of the project in two schools.

MAEF/E2S will maintain the training and fidelity monitoring funds for the purveyor consistent with their purchasing practices.

It is the MAEF/E2S's expectation that the provider will budget and compensate staff and/or facilitators at a level that will attract and maintain highly skilled and qualified staff. The program developers suggest the following general criteria for selecting facilitators: 1) Experience working with youth and families; 2) Possess some level of post-secondary education; 3) Possess a strengths-based orientation as related to the target population; and 4) Demonstrate comfort discussing race-related issues and have the ability to help others feel comfortable as well.

Projected Timeline:

1. **(By January 12, 2018)** Programmatic provider identified
2. **(By January 26, 2018)** Contract period begins with identified provider
3. **(By February 2, 2018)** Contract with the Center for Family Research, University of Georgia to provide the SAAF Training of Facilitators
4. **(By February 2, 2018)** Recruitment of families begins
5. **(By February 2, 2018)** Identification of program facilitators by programmatic provider
6. **(By March 12, 2018)** Implementation of the SAAF Training of Facilitators by SAAF Master Trainers from the Center for Family Research, University of Georgia with program facilitators and other pertinent provider staff (e.g., coordinator/recruiter)
7. **(By March 26, 2018)** SAAF groups launch
8. **(By December 14, 2018)** Final report presented to MAEF/E2S

RFP SUBMISSION AND REQUESTED INFORMATION

Submissions should include:

- A. Introduction: provide a brief letter of introduction on the applicant's letterhead transmitting all RFP information;
- B. Experience: provide experience implementing school based or community based EBP program as well as provide a concise profile of previous or existing work that demonstrates the applicant's experience with similar projects, including the ability to work within and among urban communities of color;
- C. Prior Challenges: provide a concise example of a previous implementation challenge pertaining to implementing similar school based or community based programs and how it was resolved;
- D. Personnel: provide resumes or job descriptions for key personnel who will lead, advise or directly work on the proposed work;
- E. Budget: provide a budget and budget narrative, including proposed staff positions, qualifications and competitive salaries that can reasonably be expected to attract and maintain the high-quality staff needed to implement SAAF with fidelity that will result in adherence to stated performance measures. Contact Tracy Anderson at the Center for Family Research, University of Georgia to receive a sample budget for the SAAF Training and Program Package and estimated implementation costs. She can be reached at (706)425-3033 or tnander@uga.edu.
- F. Sustainability: provide funding sources that you think could potentially help to scale and sustain this program and why your agency is well-positioned to contribute to the scaling and sustainability of this work in partnership with MAEF and the E2S community board.

Submit two copies of the proposal to:

John Parker
605 Bel Air Boulevard
Suite 400
Mobile, AL 36606
Or via email: jparker@maef.net

**Deadline for Submission:
December 8th, 2017**

Direct any requests for information or clarification regarding this RFP in writing via e-mail to:

John Parker
Email: jparker@maef.net
Phone: 251-476-0002

TERMS AND CONDITIONS

Contract Award

The submission of a proposal does not guarantee a contract award. MAEF/E2S is not responsible for any costs incurred related to the preparation of a proposal in response to this RFP.

Standard Terms and Conditions

All contractors must comply with all terms and conditions applicable to vendors of Mobile Area Education Foundation. These Standard Terms and Conditions can be viewed at maef.net.