



## I. Introduction

The Family Resource Center Association (FRCA) is a membership organization and network of 32 community-based family resource centers located throughout Colorado. For more than 20 years, FRCA has been providing support to improve systems, build capacity, and improve outcomes for families served by member organizations. In 1993, the Colorado Department of Human Services established the Family Resource Center Program as a five year public/private pilot to help vulnerable families. When state funding ended in 1998, FRCA was established as the intermediary organization for the statewide network. Since that time, FRCA and its member centers have improved the impact of local family support service delivery systems that increase family self-sufficiency outcomes, including upstream social determinants of health.

As an Intermediary, FRCA creates opportunities for replicating successes—whether it is a program design, a multi-sector solution, or a set of professional standards. FRCA is an experienced collaborator, working with partners to achieve shared goals. We support our member organizations in organizational assessment and program implementation. FRCA, as most Intermediaries, has a goal of enhancing the performance of our grassroots network members. It is our intent to build on the assets of beneficiary organizations (our members) as well as to identify areas of need. We work to strengthen our frontline member organizations through an array of services, including:

- Training: Providing group learning experiences on topics such as leadership development, program implementation, grant management, fund development, and organizational development.
- Technical assistance: Addressing specific needs of member organizations by offering consulting or guidance in one-to-one or small-group settings. Targeted technical assistance may include long-term planning, leadership coaching, financial management, and board development.
- Re-granting of funds: Distributing competitive or non-competitive awards to beneficiary organizations. This also requires the intermediary to conduct appropriate oversight of those funds on behalf of the funding agency.
- Organizational assessment: Analyzing and evaluating an organization's assets and needs, and determining the kinds of support and services required to assist the organization.
- Knowledge sharing: Linking members to relevant research and studies on promising and effective practices that meet their needs and interests.
- Networking: Connecting community organizations and their representatives with one another for the purpose of addressing a shared community issue or problem,

identifying potential collaborative opportunities, sharing information, and learning promising or effective practices.

Beyond our Members, who are our most valued key partner, FRCA partners with numerous state organizations and collaborative efforts. FRCA represents Family Resource Centers at the state legislature and actively participates in major statewide initiatives and coalitions addressing service provision for low-income children and families. FRCA is continuing to work with Harvard's Center on the Developing Child's Frontier of Innovation (FOI) through continued rapid-cycle learning projects, the National Family Support Network at the Steering Committee level providing leadership, Colorado Children's Campaign, and the Bell Policy Center advocating for equitable family support approaches.

New in the past year is our partnership with Evidence for Action – a signature program of Robert Wood Johnson Foundation, aimed at advancing the research and evaluation field knowledge around effective family self-sufficiency practice. Additionally this year, we've formalized partnerships with the Colorado Department of Public Health and Environment's (CDPHE) Office of Health Equity in two key ways. First through committee level engagement in CDPHE's Equity Alliance, FRCA is assisting in building cross sector collaboration to advance equity in Colorado by examining procedures and policies, including recruitment and hiring. And secondly, by being selected by CDPHE as the key community-based partner in Calling All Sectors, Pew Charitable Trust's Health Impact Initiative, which will scale the Equity Alliances' efforts nationally.

Further information may be found at [www.cofamilycenters.org](http://www.cofamilycenters.org)

## **II. Purpose of this Request for Proposals:**

FRCA is committed to adopting an organizational equity perspective to advance the ability of our network members to develop and strengthen the skills necessary to advocate for and promote a more equitable health environment.

FRCA is seeking consultants with expertise and experience in the development of health equity knowledge that leads to shared terminology, equity assessment and skill development that equips FRCA and each of its 32 member organizations to incorporate an equity culture into our work.

## **III. Eligible Applicants:**

A firm or consultant with expertise in health equity knowledge, practices, strategies, plans and policies to help propel our health equity journey forward. Additionally, FRCA is seeking a firm or consultant with prior successful experience working with intermediaries or networks, if possible.

## IV. Scope of Project and Timeline:

The scope of this project will be to:

1. Increase overall knowledge of health equity for (1) FRCA staff and board members; and (2) Staff and board members of 32 Family Resource Centers (stand-alone organizations) that are members of FRCA through remote training and facilitated discussions;
2. To obtain (or create) an organizational assessment, vetted by industry experts, to determine where FRCA and member organizations are starting from in our equity journey;
3. To conduct and analyze baseline organizational assessments with FRCA and each of the 32 centers;
4. To create a written Health Equity Plan in collaboration with FRCA and each of its 32 member centers that will provide a description of each organization's ongoing strategies for continuing to advance its own health equity practice, including at minimum:
  - a. FRCA's Plan: strategies and objectives to increase its own health equity practice and to help member centers advance their health equity practices over the next two years;
  - b. FRC Plans: strategies and objectives to increase their own health equity practice that includes consumer voices and is reflective of the perspectives of the families served by that center.

Deliverables include, at minimum:

1. Two or more accepted organizational assessments that meet the purpose of this project to be reviewed and collaboratively chosen by the consultant and FRCA to be used for this project;
2. Analysis and Summary Report of findings from FRCA and 32 FRC's baseline organizational assessments;
3. Written Health Equity Plans based on organizational assessments for FRCA and 32 FRC's.

Timeline for the project is.

- |   |                                  |
|---|----------------------------------|
| <input type="checkbox"/> May 1, 2020:                     | RFP is released                  |
| <input type="checkbox"/> May 27, 2020:                    | Proposals due to FRCA            |
| <input type="checkbox"/> June 10, 2020:                   | Contract awarded                 |
| <input type="checkbox"/> June 11, 2020 – August 31, 2021: | Work is conducted                |
| <input type="checkbox"/> September 7, 2021:               | All Deliverables are due to FRCA |

## V. Response Format and Content

Proposals should follow this format:

1. Primary Contact Information: Name and title of CEO and Primary Contact, address, telephone, email address, website.
2. Summary of Consultant (individual or firm): Length of time the consultant/ firm has been in business and an outline of your recent experience in similar projects.

3. Summary of qualifications and experience of the primary consultant(s) that would be assigned to this project. Highlight experience with Intermediary Organizations, if any.
4. Description of the general approach or methodology that you typically follow to carry out the required services for this scope of work.
5. Detailed Scope of Work, Timeline, List of Deliverables and Fees for each stage of the project detailed in the Scope above—describe any subcontractors or Third Parties that would be utilized to deliver the proposed work.
6. Resume(s) of primary consultant(s) for this project.
7. Three client references and contact information for similar work completed during the past five years. Please indicate if any of the clients are Intermediary Organizations.

Prior to submission, you may submit requests for information or clarification to:

Teri Haymond, FRCA Program Director  
THaymond@cofamilycenters.org

## VI. Submission Details:

**The proposal, including all attachments, must be electronically submitted as a pdf document to [info@cofamilycenters.org](mailto:info@cofamilycenters.org) by Friday, May 27, 2020 at 5:00 p.m.**

FRCA expects to make a decision by June 10 but we ask that you hold your proposal valid for 45 days from the date of submission. Any costs incurred by you or your firm for collection of preliminary information, for preparation of the proposal or for subsequent negotiations will not be reimbursable. The RFP may be amended, including extending the due date, at the discretion of FRCA. FRCA is not bound to select any of the vendors submitting proposals and reserves the right to request vendors to make a presentation to FRCA.