

Unsolicited Proposal Guidance and Instructions



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Introduction

First 5 Riverside, also known as the Riverside County Children & Families Commission, envisions communities where all children are healthy and thrive in supportive, nurturing and loving environments and enter school ready to learn and embrace lifelong learning. The mission of First 5 Riverside is to invest in partnerships that promote, support and enhance the health and early development of children, prenatal through age 5, their families and communities.

First 5 Riverside is a division within the County of Riverside - Department of Public Social Services and is responsible for the implementation of the Children and Families Act (Proposition 10) in Riverside County. Proposition 10 was passed by California voters in 1998. The Proposition added a 50-cent tax per pack of cigarettes and a comparable tax on other tobacco products. The revenue generated from this tax is distributed by the state to the counties to ensure that our youngest children, from prenatal through age 5, get the best start in life.

Since its inception in March 1999, First 5 Riverside (F5R) has invested millions of dollars in local programs serving young children and their families. In addition to its vision and mission, F5R is inspired by its values and strategic essentials.

VALUES

Child & Family
Outcomes-Driven
Collaboration
Sustainability

STRATEGIC ESSENTIALS

Support strategic positioning and partnerships:	<i>Maximize return on the Commission's future investments through leveraging resources</i>
Support the development of organizations and providers:	<i>Provide technical assistance and support to programs to build capacity and increase independence from First 5 funding</i>
Integrate direct services:	<i>Provide funding for services that integrate other First 5 programs and link to existing programs and services</i>

Requirements

This document supports interested proposers in submitting proposals to F5R for consideration outside of any formal funding announcement period. Proposals submitted outside of a formal announcement are subject to funding availability with no guarantee of award. The requirements and detailed criteria for an unsolicited award are (as detailed in the attached policy XXXX as approved by the Commission on March 9, 2016 - see attachment A):

The proposal:

1. Is unique or innovative and cannot be reasonably delivered by another proponent or achieve the same outcome through a previously offered or planned competitive process within the current strategic plan period;
2. Aligns with the Commission's strategic objectives and/or priorities (see the current strategic plan at the following link: <http://www.rccfc.org/Documents/Strategic%20Plan%202016-2021.pdf>)
3. Meets a demonstrated need as supported by relevant research or published needs assessments; and
4. Is financially, economically, socially, and technically feasible.

The following are requirements for the submission of unsolicited proposals to the F5R:

Responses must be submitted using the required Unsolicited Proposal Submittal Format described in this document beginning on page 4 and available at www.first5riverside.org.

Responses must be submitted electronically via email to first5@rccfc.org with "Unsolicited Proposal for Funding" in the subject line. Paper copies of the proposal will not be accepted. A notification that the proposal was received will follow via email.

All unsolicited proposals will be reviewed by F5R staff for administrative compliance and alignment with the requirements as stated in the approved Commission policy on accepting and responding to unsolicited proposals. Unsolicited proposals must contain the components listed above and detailed in the reference policy. Proposals must be submitted in the First 5 Riverside Unsolicited Proposal Submission Format which begins on page 4 of this document.

First 5 Riverside

Unsolicited Proposal Submission Format

Please use the format below for submitting proposals:

The proposal must be submitted using 12 point Arial or Times New Roman font, single line spacing, and one (1) inch page margins. Page numbers must also be included in the footer. The following is an outline of the proposal content and page limitations to be used.

Sections I and II – Cover Letter/Page and Proposal Executive Summary:	Two (2) pages
Section III – Proposal Narrative (<i>not including citations</i>):	Six (6) pages
Section IV – Budget and Budget Narrative:	One (1) page

I. Cover Letter/Page

The cover letter/page should provide organization's:

- a. *Legal Name*
- b. *Type (i.e. nonprofit, government, private/for profit)*
- c. *Main Address*
- d. *Phone Number*
- e. *Chief Executive Officer (or other person authorized to submit application)*
- f. *Program or Project Director and contact information*
- g. *Governing Board Chairperson (if applicable)*

II. Proposal Summary (Executive Summary)

The Proposal Summary should include the amount of funding requested and a general description of how the requested funds will be utilized. The summary must also include the proposal, program or project name along with brief statement that demonstrates the following aspects concerning the proposal:

- A. *Unique and Innovative: The proposal demonstrates unique benefits and a clear ability to deliver the services or project defined. There may be aspects of the request that may not stand out as unique, but when combined create a unique proposal.*
- B. *The scope is differentiated from other Commission competitive offerings. Factors to be considered during evaluation of the proposal include whether:*
 1. *the proposed service or project can be delivered by competitors;*
 2. *the proposal contains aspects that would limit the Commission from contracting with other parties;*
 3. *the proposing agency has a unique ability to deliver a strategic outcome that is associated with the Commission's strategic plan.*

III. Proposal Narrative

The Proposal Narrative shall consist of no more than six (6) pages containing the following sections:

- A. *Statement of Need and Population of Focus*

Describe the need for the proposed service(s). Identify and provide relevant data on the target population to be served, as well as the geographic area to be served to include specific region/portion of Riverside County and existing service gaps.

B. Proposed Evidence-based Service/Practice

Clearly delineate what program / service is being proposed and set forth goals and objectives for the proposed project listing all evidenced-based practices (EBPs) that will be used.

C. Proposed Implementation Approach

- *Description of the strategies/service activities proposed to achieve the goals and objectives identified who is responsible for action, and an activities timeline representing the first one (1) year/ twelve (12) month period of the proposed services. Including all project initiation phases such as planning/development, training/consultation, implementation, and data management;*
- *A table listing organization(s) that will participate/collaborate in the service including specific roles and responsibilities of each; and,*
- *The unduplicated number and type of individuals proposed to be served annually.*

D. Staff and Organization Experience

Describe implementing staff capabilities, the organization's existing capacity and unique positioning to carry out the proposed service(s) - to include agency experience and qualifications in providing the proposed services and reaching and serving the target population.

E. Data Collection and Performance Measurement

Describes the information/data the proposing agency plans to collect, as well as the process for: using data to manage and improve quality of the service, ensuring each goal is met and assessing outcomes within the target population.

F. Reference/Works Cited

*All sources referenced or used to develop this proposal must be included on this page. **This list does not count toward the six (6) page limit for the Proposal Narrative.***

IV. Budget and Budget Narrative

Provide a table with categories of expenditures that will be funded by the requested grant, how much funding will be required for each category, and how much of that funding will be supported by the agency or another funding source.

Example Only:

Expenditure Category	First 5 Riverside Fund Request	Funds from Other Source(s)	Total Budget	Narrative Explanation
Personnel Salaries	\$ 100,000	\$ 60,000	\$ 160,000	Number and type of staff and amount of time designated to this project and benefits covered.
Employee Benefits	20,000	5,000	25,000	
Operating Expenses	80,000	28,000	108,000	Methodology for applying cost to project.
Subcontract Expenses	37,000	41,000	78,000	Detail expense and relevance to this project.
Capital Expenses	12,000	13,000	25,000	Detail expense and relevance to this project.
Indirect Costs	12,000	6,500	18,500	Methodology for applying cost to project.
Total	\$ 261,000	\$153,500	\$ 414,500	