

DESCRIPTION OF ALLOCATION PROCESS

(Reference SPC Contracting Policies and Procedures, Chapter 8, Competitive Bidding, Attachment 8E)

I. Advertising

The following advertisement will be placed in each of the following newspapers: *Winston-Salem Journal* and *The Stokes News*:

Advertisement: The Stokes Partnership for Children, Inc. wants to find acceptable programs, which relate to young children (birth through age five) for fiscal year 2010-2011. Proposals will be accepted in the areas of family support, health and early care and education. Funding priority will be given to programs that will result in any one of the following: (Will indicate top areas of needs based on assessments conducted by the Strategic Planning Committee each year.) For details, contact: Stokes Partnership for Children, Inc. Applications are available to download at www.stokespfc.com or available by request by calling 336-985-2676. Individuals, organizations or agencies interested in seeking Smart Start funding should obtain details and attend a mandatory grant workshop in October or November. Application deadline: (to be determined each year by the Evaluation/Allocation Committee).

II. Request for Proposal (RFP) Process

- A. Annually, an RFP document will be developed for use by prospective contractors.
- B. All prospective contractors will receive equitable treatment during the process.
- C. Information that is furnished to one prospective contractor will also be furnished to all others.
- D. The RFP document will clearly communicate the criteria upon which proposals will be evaluated and the requirements that prospective contractors must meet in order to enter into contract.
- E. The RFP document will be developed by the Evaluation/Allocation Committee and will be approved by the SPC Board of Directors.
- F. A deadline for submission of proposals will be set and no proposals will be accepted after the deadline.

- III. A fair and open competitive bidding process that meets Smart Start Competitive Bidding requirements and guidelines will be followed. To that end, notification will be sent to agencies and individuals (or independent contractors) that have successfully provided services in the past and to other agencies and individuals that may be anticipated to be interested in providing services, or the opportunity to submit a proposal.

IV. Eligibility Requirements for Proposals

Proposals will be received from organizations and individuals with experience in delivering activities to children and families, including:

- A. Tax-exempt agencies and individuals (in rare instances, proposals may be entertained from for-profit groups or individuals with a history of exemplary service to children or families);
- B. Public agencies; and
- C. Grassroots organizations, such as neighborhood groups, which partner with a tax-exempt or public agency.

V. Restrictions for Proposals

- A. All proposals must impact children from birth through five. Programs directed at children older than five cannot be considered, by legislative mandate.
- B. Funds may not be used for goods or activities that may be funded by other sources.
- C. Proposals should demonstrate continuation or expansion of existing activities in ways not available without Smart Start, or an innovative new activity.
- D. Funds should be used for activities, experiences, or equipment that has beneficial impact on children and are in compliance with Smart Start mandates.

VI. Preferences for Proposals

In considering proposals, funding decisions will be based on the level to which proposals:

- A. Respond clearly to the mission, goals and objectives of Stokes Partnership for Children and collectively support the Partnership's Strategic Plan,
- B. Target services relating to family support, health and early care and education programs. Priority will be given to programs that address the top areas of need as identified by the Strategic Planning Committee, who use PBIS data, the Work Force Study and local needs assessments to identify need.
- C. Include collaboration with other agencies and individuals; and
- D. Have a history of demonstrated effectiveness in service delivery and measurable outcomes for participants, or replicate programs found effective in research; and
- E. Demonstrate the ability to provide a 10% match as required for all Smart Start Projects.

VII. Allocations Timeline:

October	RFP Packet Available
October/November	Required Grant Workshops Held
December	All Smart Start Proposals Due
December	SPC Staff reviews proposals for completeness

January	RFP notebooks ready for Evaluation/Allocation Committee members to pick up
January	Evaluation/Allocation Committee will conduct face to face interviews with applicants and meet for discussion
February	Evaluation/Allocation Committee will make a recommendation for funding Smart Start activities
February	SPC Board of Directors will make Smart Start funding decisions
February to March	SPC Staff works to complete 2010/11 Strategic Plan
February to March	Strategic Planning Committee reviews draft of Strategic Plan and makes recommendation to the SPC Board of Directors
March	SPC Board of Directors reviews and approves Strategic Plan
March	Strategic Plan due NCPC
June	NCPC notification of Strategic Plan approval

VIII. **Evaluation/Allocation Committee**

- A. The committee shall consist of at least five members; one member, at least, must be a member of the SPC Board of Directors.
- B. Members of the committee should be considered “non-conflicted,” or should not have a vested interest in the funding of activities.
- C. The committee shall meet 2 to 3 times annually at a minimum. Additional meetings shall be permitted on an “as needed” basis, especially during the allocation process.
- D. The Strategic Planning Committee will set the focus of this committee by establishing need.
- E. The committee will develop the allocation process and be responsible for the initial evaluation of proposed activities to determine how well they are designed to accomplish the mission of the Partnership.
- F. The committee will conduct periodic evaluations necessary to determine whether funded activities are meeting expectations, need assistance, or should be discontinued. These evaluations may consist of face to face interviews, reviews of Financial Status Reports, site visits; review of quarterly reports or by any method deemed appropriate.
- G. The committee shall make recommendations to the Board of Directors as to which activities should be funded, the degree to which an activity should be funded initially, and periodically to recommend the continuation, modification, or termination of funding according to how well an activity helps the Partnership accomplish its mission.

- IX. **Responsibilities of Partnership Executive Director, Administrative, Programmatic, and/or Financial Staff:**
- A. Prepare necessary materials for committees;
 - B. Develop a thorough knowledge of the allocations process, procedures, and materials;
 - C. Serve as a liaison between staff, committees, and agencies / individuals submitting proposals; schedule meetings and face to face interviews and make necessary arrangements;
 - D. Thoroughly analyze program proposals including their compliance with legislative mandates and NCPC guidelines, and their need for inclusion in the Partnership's Strategic Plan;
 - E. Assist agency and committee volunteers in fulfilling their roles and communicating in ways that are timely, clear, concise, and consistent;
 - F. Attend committee meetings; provide administrative support, including but not limited to:
 - Seeing that necessary meeting and materials are prepared ahead of time;
 - Confirming meeting attendance and arranging for meeting set-up;
 - Assisting in focusing discussion at committee meetings when needed;
 - Ensuring that committee recommendations are committed to writing;
 - Recording and following up with action items from the committee;
 - G. Assist with ensuring that funding recommendations support partnership goals and/or PBIS standards and that selected programs can demonstrate desired results;
 - H. Promote collaboration, cooperation, and mutual trust to facilitate and further enhance the sense of partnership with these agencies and individuals.
- X. **Strategic Planning Committee**
- A. The committee shall meet 2 to 3 times annually as a minimum. Additional meetings are permitted on an "as needed" basis especially during Strategic Planning time;
 - B. The committee shall consist of at least five members; one member, at least, shall be a member of the Board of Directors;
 - C. The committee shall meet consistently to review Spec's Strategic Plan, to set and review goals, and review its mission in order to determine how to best meet the needs of young children in Stokes County.
 - D. This committee will be responsible for setting the tone or identifying needs necessary for a successful allocation process and will drive the Request for Proposal (RFP) process.

- E. This Committee will be responsible for looking at trends, means and methods to more effectively meet PBIS measures while considering local needs.

XI. **Grievances from Agencies and Individuals**

- A. Any concerns regarding funding decisions should be presented to Stokes Partnership for Children in writing;
- B. The Executive Committee and/or Board of Directors will review and respond to all grievances within sixty days of written notification.