



**Request for Proposal RFP
Central Alberta FASD Network (Society)**

**Invites Service Provider Agencies to Participate in this
RFP to provide the Parent Child Assistance Program – PCAP
For the Central Alberta FASD Region.**

RFP Issue Date: January 20, 2020

RFP Response Date: February 19, 2020

**Service Delivery Period: April 1, 2020 – March 31, 2022 dependent on
Provincial funding allocations.**

TABLE OF CONTENTS

KEY DATES 3

INSTRUCTIONS TO PROPONENTS 3

TERMINOLOGY AND DEFINITIONS 6

OVERVIEW OF SERVICES CURRENTLY TENDERED 7

SERVICE SPECIFICATIONS 9

PROPONENT QUALIFICATIONS STATEMENT 15

STATEMENT OF PREVIOUS RELATIVE EXPERIENCE 17

GEOGRAPHIC AREA OF SERVICE 18

PROGRAM DESCRIPTION 19

ATTACHMENT 1 - DRAFT BUDGET MANDATORY 24

ATTACHMENT 2 - PROPOSAL DELIVERABLES - SCHEDULE A 27

ATTACHMENT 3 - PROPOSAL BUDGET - SCHEDULE B 30

ATTACHMENT 4 - PARENT CHILD ASSISTANCE PROGRAM (PCAP) 33

ATTACHMENT 5 - PROPOSAL EVALUATION CRITERIA 35

(PAGE 15 IS WHERE YOU BEGIN TO WRITE – PAGES 1 – 14 CONTAIN PROPOSAL INFORMATION)

2020 RFP KEY DATES:

**PARENT CHILD ASSISTANCE PROGRAM PCAP
CENTRAL ALBERTA FASD NETWORK**

RFP issue date:..... January 20, 2020
Submission Return Date & Time: 4:00 PM MST Wednesday, February 19, 2020
Proponent Questions & Answers may be submitted:..... 4:00 PM MST January 31, 2020
Provider(s) Selection:..... On or about March 11, 2020
Contract Start Date:..... April 1, 2020

Instructions to Proponents

Thank you for your interest in providing the Parent Child Assistance Program (PCAP) for children and families in the communities of the Central Alberta FASD Network. The intent of this package is to outline the FASD Network requirements and to provide information to assist you in the preparation of your proposal.

The FASD Network requests the submission of proposals for the Parent Child Assistance Program (PCAP). Proponents are expected to complete a proposal, which will include a detailed description of the program(s), timeline(s) for implementation and a budget. The format and information required for the proposal is included in this Request for Proposal (RFP) package.

The Central Alberta FASD Network reserves the right to reject or accept any proposals in whole or in part. All documents submitted to the FASD Network become the property of the Central Alberta FASD Network.

Written questions will be accepted until **4:00 PM January 31, 2020**. A copy of all questions and answers will be provided to all parties who have expressed an interest.

Thank you for your interest in submitting a proposal to provide the Parent Child Assistance Program (PCAP) children and families in the communities supported by the Central Alberta FASD Network.

INSTRUCTIONS TO PROPONENTS:

RFP – Parent Child Assistance Program – PCAP 2020
 Central Alberta FASD Network
 #206, 33 Mckenzie Crescent
 Red Deer, Alberta T4S 2H4

Conditions related to submissions:

1. Proposals must be received no later than 4 p.m. on February 19, 2020
2. Faxes or late proposals will **NOT** be accepted.
3. Proposals may be submitted via email or in person in a sealed envelope marked – “RFP – 2020 - 2022 PCAP”.
4. Each proposal package must include the following mandatory documents:
 - a. Proponent Qualifications Statement (See page 15)
 - b. Statement of Previous Experience (See page 17)
 - c. Program Description (See page 19)
 - d. Description of Deliverables (Schedule A) (See Attachment 2)
 - e. Program Budget (Schedule B) (See Attachment 3)

All incomplete RFP packages that do not include the above mandatory documents will be disqualified from this competition.

Mandatory Criteria

Successful applicants must meet the following criteria:

- i. Submission of a complete RFP package including the following components:
 - Proposed services to be delivered within the Central Alberta FASD Network catchment area as described
 - Proposals are to be submitted via email, hand delivered or mailed to exadmin@fasdca.ca
 - Applicants meet the eligible applicant criteria
- ii. Project Overview Letter - a one- or two-page summary letter outlining the key features of the proposal
- iii. Please do not deviate from the format provided in the documents. Additional information should be included as an attachment.
- iv. Proposal must have evidence of Board of Directors approval including signatures.
- v. Proposals should not exceed 10 single-spaced, typed pages, excluding attachments.
- vi. The Central Alberta FASD NETWORK reserves the right to accept or reject any or all proposals in whole or in part. The lowest bids tendered will not necessarily be accepted. The contract may be awarded to more than one proponent.
- vii. Proponents may be required to provide supplementary information after the closing date and prior to the contract being awarded.

5. The submission be marked as: “RFP – 2020 -2022 PCAP” with the following included:

- o Certificate of incorporation
- o Audited financial statement
- o Organizational chart
- o Insurance certificate

Funding Duration

The funding approved through the 2020 application for funding process will support services delivered over a period **not to exceed two years**. The estimated contract duration will be beginning on **April 1st of 2020** and **end March 31, 2022**, depending on funding from the Province.

Terms and Conditions

- Proposals not meeting all inclusion criteria and mandatory requirements will be rejected. Submit information on the forms provided.
- Proposal pages should not be altered or transformed in any way. Changing the document in any way may warrant its acceptance.
- Funding requests cannot exceed the maximum funding available within each strategy and in each geographic area.
- When considering proposal requests, The Central Alberta Network Board must be aware of the entire catchment area.
- If proposals received through this RFP process do not meet the geographical areas highlighted or program areas required, the Network Board reserves the right to reissue the RFP or ask for a *Letter of Interest* pertaining to the areas not fulfilled.

Occupational Health & Safety

- The contractor shall comply with the provisions of the Occupational Health and Safety Act, Statutes of Alberta 2000 Chapter 0-2, and amendments there to and regulations there under, and shall at all times ensure that all equipment and manpower within the work environment shall comply with the requirements of the said Act and regulations there under.

Workers' Compensation Board

The contractor shall provide evidence to the Network Leadership Board that an account has been opened with the Workers' Compensation board and that all fees are paid in compliance with the Board; and that the coverage is maintained for the duration of this agreement for any persons working for or employed by the contractor on this agreement.

Insurance

The contractor shall provide the following insurance:

Comprehensive Insurance

- Comprehensive General Liability Insurance protecting the Owner, the Contractor and their respective employees against damages arising from personal injury (including death) and claims for property damage which may arise out of the operations of the Contractor and their employees under the Agreement. This insurance shall be for the amount of not less than TWO MILLION DOLLARS (\$2,000,000.00) inclusive per occurrence and shall include a standard form of cross liability clause. Auto Business is required for employees that transport clients or staff.

TERMINOLOGY AND DEFINITIONS:

- **“Contract” means** a written agreement executed by the FASD Network and the Service Provider;
- **“Deliverable”** is a measurable, tangible and verifiable outcome, output, result or item that must be produced to complete a service or part of a service;
- **“FASD”** Fetal Alcohol Spectrum Disorder (FASD) is a condition caused by a mother drinking alcohol while she is pregnant. There is no known amount of alcohol that is safe for the baby before it is born. Babies may be negatively affected by exposure to alcohol, creating lifelong challenges. The challenges vary from one person to another and will look different in anyone affected. FASD is an umbrella term that describes several alcohol-related medical diagnoses. These include Fetal Alcohol Syndrome (FAS), partial Fetal Alcohol syndrome (pFAS), alcohol-related neurodevelopmental disorder (ARND), alcohol-related birth defects (ARBD);
- **“Must” or “mandatory”** means a specific requirement that must be met in order for the proposal to receive and continue to receive consideration;
- **“PCAP”** means Parent Child Assistance Program. Information can be found on the following Websites: <http://depts.washington.edu/fadu/>
- **“Proponent”** means an individual, legal partnership, incorporated agency, or group (Associations, Societies) that submits, or intends to submit, a proposal in response to a Request for Proposal;
- **“Proposal”** means a formal response from a proponent to an RFP and includes attachments;
- **“Request for Proposal (RFP)”** is a solicitation tool used to solicit ideas and solution from perspective proponents for a specific project or service delivery.
- **“Services”** means labor, resources and materials provided by the service provider as required to perform the contract as executed;
- **“Service Provider”** means an individual, legal partnership, incorporated agency, or group (Associations, Societies) that is awarded a contract with the FASD Network and is not deemed to be an “employee” as defined by Canada Customs and Revenue Agency (CCRA);
- **“Should” or “desirable”** means a requirement having a specific or significant degree of importance to the objectives of the Request for Proposals but is not mandatory; and
- **“Targeted” & “Indicated” Prevention** means identifying and intervening with women who are within their childbearing years, who use substances that, may harm an unborn child should that woman become pregnant or women who have previously given birth to a child(ren) affected by FASD or may be affected themselves with FASD.
- **“Tender Committee”** means individuals who will evaluate the proposals.

OVERVIEW OF SERVICES CURRENTLY TENDERED:
BY THE CENTRAL ALBERTA FASD SOCIETY (NETWORK)

The Central Alberta FASD Society (Network) requests proposal submissions focused on addressing Fetal Alcohol Spectrum Disorder (FASD), with an emphasis on serving individuals affected by FASD over the lifespan. This RFP has been prepared in response to the Provincial Government's FASD initiative, as described in the Fetal Alcohol Spectrum Disorder (FASD) Service Network Program Guidelines. Work at the provincial level is guided by the Alberta FASD Cross-Ministry-Committee (FASD-CMC). The Central Alberta FASD Network is recognized by the provincial government as one of twelve regional networks that make up the service delivery arm for the provincial FASD initiative.

The Alberta FASD-CMC developed a government-wide 10-year FASD Strategic Plan to improve and enhance services for individuals affected by FASD in Alberta. The provincial government's vision is to provide a comprehensive and coordinated provincial response to Fetal Alcohol Spectrum Disorder by supporting the development and enhancement of FASD-related initiatives. Integral to this vision is that individuals affected by FASD receive a continuum of services that are respectful of the diversity seen throughout our communities, and that serve individuals across the lifespan.

As such, the Central Alberta FASD Network applies solely to the FASD-CMC for grant funding on a yearly basis and is interested in developing community partnerships. The Network uses the provincial funding to develop and enhance FASD services in the Network catchment area (refer to the Network catchment area map in Appendix A) in a way that compliments existing services and furthers the collaborative practices that have been encouraged through individual efforts and activities.

The Central Alberta FASD Society (Network) will continue to support the delivery of services in the 2020 – 2021 fiscal years if it continues to receive fiscal support from the Alberta Provincial FASD Service Network Program.

Funding to successful proponents will be on a 2-year basis with yearly evaluations and will be dependent on provincial funding.

Central Alberta FASD Network (Society) will use this process to attain service providers in the areas of Prevention (PCAP) and selected Supports for Individuals and Caregivers. The Supports for Individuals and Caregivers is predominantly a Network operated service with specific external service providers offering this programming. Assessment and diagnosis is a Network operated service and will not in the foreseeable future be tendered externally.

1. Scope of Work

Within this Request for Proposal Process, 2020-2022 the Central Alberta FASD Board is seeking to fund applicants in the following pillar area:

1. Targeted and Indicated Prevention - Parent Child Assistant Program (PCAP)

This RFP is open to individual agencies as well as agencies that have satellite offices in the three defined areas indicated. The successful proponent (s) may be a combination of service providers.

- **FUNDING FOR PCAP WILL BE “PER POSITION”.**

The Network will fund the PCAP program “per position”. This method aids in ensuring that women throughout the region have access to the program and are supported by organizations/employees who are familiar with local supports and services.

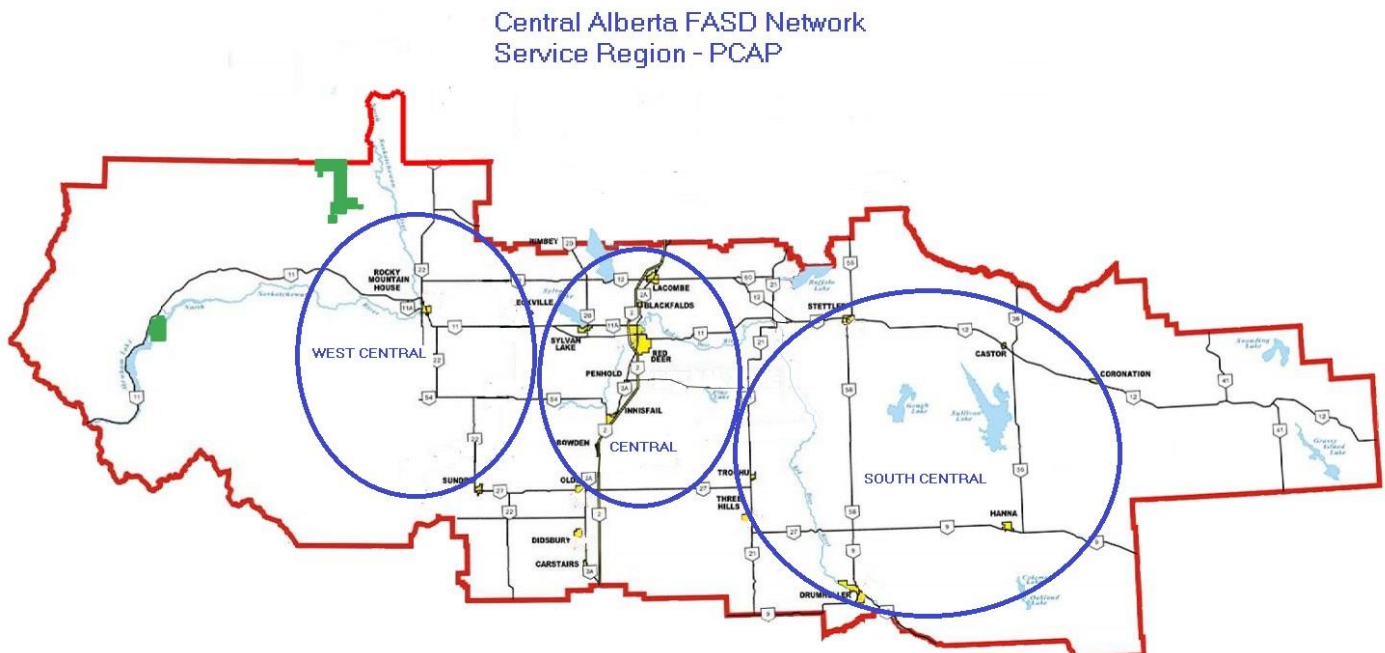
Each PCAP mentor position will be funded individually and will be all inclusive of mileage, training and supervision.

FTE positions will be 35 hours per week at minimum.

The GEOGRAPHIC AREAS included in this RFP are:

- **CENTRAL:** 2.5 FTE positions - Red Deer including locations within a 50 Km radius of the city.
- **SOUTH CENTRAL:** 1.0 FTE position - Stettler, Drumheller, Hanna, Three Hills, 3 C's.
- **WEST CENTRAL:** 1.0 FTE position - Rocky Mountain House, Caroline, (limited service to Sunchild First Nations).

The GEOGRAPHIC service areas are indicated on the regional map below:



MANDATORY

Training and evaluation projects, as required by the Province, will be mandatory for successfully funded agencies to participate in (e.g. FASD-ORS training).

There will also be mandatory bi – annual meetings with the Network staff. Some travel may be required for this. An annual event may be scheduled each year to give agencies a chance to network and learn from each other.

SERVICE SPECIFICATIONS:

Targeted and Indicated Prevention – Parent Child Assistance Program - PCAP

The Parent-Child Advocacy Program (PCAP) Seattle, Washington PCAP Model is an Intensive home visitation relationship-based practice model that has demonstrated successful outcomes. The PCAP program involves intensive multi-component activities, including such strategies as substance abuse treatment, planned pregnancies and parenting programs. Training is available for PCAP Supervisors and Mentors in Alberta through the PCAP Council. (fasd.alberta.ca/alberta-pcap-council.aspx)

A Mentor should carry a caseload of 8 – 16.

Definition of Targeted and Indicated Prevention: prevention services educate and inform about the dangers of drinking alcohol while pregnant, the effects of FASD, and increase overall awareness about healthy pregnancy. Prevention services funded by the Network are for at risk populations.

- Targeted Prevention (Level 3) – Strategies targeting females of childbearing age who use substances
- Indicated Prevention (Level 4) – Strategies targeting females who have given birth to one or more children affected by FASD, and females who are known to be pregnant and consuming alcohol or other harmful substances.

Goals of PCAP Programming:

- To help mothers build and maintain healthy independent family lives;
- To ensure that children are in safe and stable home environments;
- To prevent future births of alcohol and drug exposed children.

The PCAP Model

Trained and supervised case managers provide home visitation and intervention for 3 years. Mothers are not asked to leave the program if they relapse or experience setbacks. Case managers provide extensive practical assistance and the long-term emotional support so important to women who are making fundamental changes in their lives. There are defined program requirements to ensure success for the women and these requirements are provided for the agency during the training process.

The mentor assists clients in:

- Setting goals and identifying steps to achieve them
- Obtaining alcohol/drug treatment
- Staying in recovery
- Choosing a family planning method
- Child health care/immunizations
- Connecting with community services
- Transportation to appointments
- Assisting with strategies around housing, domestic violence, child custody problems
- Assistance to resolve systems service barriers

The FASD Network is seeking to fund Parent-Child Advocacy Program with one full time equivalent (FTE) position for each of two geographic areas of the region and 2.5 positions for Red Deer.

Each position will be funded to a maximum of \$74,958.00 (inclusive of all service delivery costs). Please note, a maximum of 5% (of the budget total) may go towards Supervision, and a maximum of 10% (of total budget) to Administration costs.

Some of the characteristics to look for in a PCAP Mentor

- At least 2 years of prior community-based experience in social service settings with high risk populations, or equivalent combination
- Positive role model
- Non-judgmental
- Trauma informed
- Able to form healthy relationships
- Persistence
- Tenacity
- Supportive of mothering
- Understand the high-risk setting in which clients live

Other requirements of the position:

- Must have a valid driver's license and be able to drive a vehicle on a daily basis (mentor may need to assist clients to appointments or transport a child to appointments)
- Home and community visitations are required
- Office work (there is approximately 8-10 hours/week performing desk work such as client file documentation, contacting clients and other professionals via phone, email or text; Online data reporting is required).

***Required Training of all PCAP mentors. This training should be completed within the first year of employment. Some flexibility may be possible due to time constraints:**

- ***PCAP training – to be completed as soon as possible**
- ***Addiction Severity Index – to be completed as soon as possible**
- ***First Aid & CPR**
- ***Effective interventions for working with individuals affected with an FASD – Network provided Training**
- ***Level 1: Basic FASD Training – online CANFASD Training**
- ***The Prevention Conversation – online CANFASD Training**
- ***Towards Improved Practice (TIP) – online CANFASD Training**
- ***Gender-based Analysis Plus (GBA+) Training**
- ***Mental Health First Aid – Network provided Training**

Suggested Training for increased competency:

- Applied Suicide Intervention Skills Training
- Cultural Competency Training
- Motivational interviewing 1&2
- Relationship based practice training 1&2
- Addictions training (Alcohol and drug abuse help kit training) (Alberta health services addiction and mental health enhance service for women)
- Family planning- sexual health (methods, contraception, side effects)
- Trauma informed practice
- Grief and loss
- Domestic violence
- Non-violent crisis intervention
- Harm reduction

Eligible Applicants:

Eligible applicants can be:

- Not-for-profit organizations
- Private sector organizations
- Applicants may submit proposals to serve one or more geographic areas
- Organizations submitting proposal to serve all geographic regions must have satellite offices with available staff within the local service area.
- Applicants who agree to the terms and conditions set out in the Central Alberta FASD Network RFP Agreement

Ineligible Applicants:

- Government Ministries that employ the Network Board Members (Children and Youth Services, Alberta Health Services, Corrections Services, Justice)
- Incorporated or private entities in which members of the Network Board have personal or business interests
- Network Board Members
- Immediate family members and persons related to members of the Network Board including common-law or other partner relationships.

- Applicants submitting proposals for the sole purpose of:
 - Research
 - Awareness Campaigns
 - Capital costs related to buildings or vehicles

Applications that do not meet the above qualifying criteria will not be given further consideration. Applications that meet all of the qualifying criteria will be further assessed and ranked on the basis of the selection criteria.

2. Selection Criteria

The evaluation and selection of service providers will be based on an evaluation of a proposal which should include detailed program, support and service delivery strategies. For the 2020 RFP the Network Board will be giving priority to:

-Programs will focus on a developmentally sensitive approach to FASD

- Meeting identified cultural needs including indigenous and immigrant populations.
- One or a combination of applications will be selected to ensure that the Central Alberta FASD Network offers services in service pillar of i) Targeted and Indicated Prevention (PCAP).
- Applicants that demonstrate a willingness to collaborate and align with the overall work of the Central Alberta FASD Network.
- Applicants that can demonstrate organizational capacity to implement the proposed service.
- Applications selected to delivery services and supports in the service pillar should align with the allocated budget in the 2020 – 2021 year and the expected number of clients to be served.

OPPORTUNITY DESCRIPTION

The Parent Child Assistance Program – “PCAP”, is a home visitation intervention program that works with women who abuse alcohol or drugs during pregnancy, with the aim of preventing future alcohol- and drug-exposed births among these mothers. PCAP supports mothers in achieving this goal by helping them complete substance abuse treatment and stay in recovery and by motivating them to choose effective family planning methods.

The goals of the program are to:

1. Assist Mothers in obtaining treatment, maintaining recovery and resolving the complex problems associated with their substance abuse;
2. Guarantee that the children are in a safe environment and receiving appropriate health care;
3. Effectively link families with community resources;
4. Demonstrate successful strategies for working with this population to prevent the risk of future drug and alcohol-affected children.

PCAP provides trained and supervised Mentors to work with a caseload of up to 16 mothers, or potential mothers, and their families for three years. The Mentors offer regular home visitation and link women and their families with a comprehensive array of existing community resources to address health care, housing, child custody, legal and other issues.

Mentors assist mothers/potential mothers in identifying personal goals and the steps necessary to achieve identified goals and monitor progress. Additional support services include facilitating case conferencing and integrated service delivery among providers, transporting clients and children to appointments, and working actively with the extended family.

Clinical supervision is necessary to provide on-going support and opportunities for training to Mentors. Funds for clinical supervision are included in the per position funding.

SERVICE GUIDELINES

The service provider must:

- Be able to connect with at risk women and their families, particularly those who are marginalized, vulnerable and disadvantaged.
- Indicate its capacity to support to a **minimum** of 8 women (families) to a **maximum** of 16 women (families) “per position” over three years and how clients will be referred to the service.
- Indicate program/service accessibility and availability.
- Indicate community linkage to other community agencies and programs.
- Indicate how the program will be measured for success and potential growth.

Additional consideration will be given for community collaboration and partnerships to better deliver services in the community. Qualifications with regard to cultural competence and experience working with different cultures should be noted in the proposal. Information on your approach and processes that allow you to deliver culturally sensitive services shall be outlined.

COMPENSATION OF PCAP STAFF

The successful proponent will provide compensation that reflects fair market value for the work performed by Mentors. While formal education is an asset, informal and lived experience is also valued and desired. As such, “regardless of formal education” funding for PCAP positions shall amount to between **53% and 67%** of the total budget. PCAP positions potentially support a risky population and this must be recognized and compensated accordingly.

PCAP TRAINING AND PROGRAM MATERIALS

Standard forms, documents, protocols, guidelines and procedures relating to the Parent Child Assistance Program have been developed. It is the expectation of the FASD Network that the successful proponent will adhere to and utilize these materials and resources in delivering PCAP. Standard provincially accepted training opportunities will be available. It is the expectation that the successful proponent will ensure that PCAP personnel hired by the successful proponent will participate in this standard provincially accepted training.

CONTRACT DETAILS

Administration:

- The Agency must have a clear understanding and a suggested and detailed plan on how clients will be referred, how clients will be engaged with and a detailed plan for how families will be supported.
- The Agency must demonstrate linkages with community resources and be prepared to work closely with the Central Alberta FASD Network.
- The Agency must have an understanding of cultural diversity; the successful agencies or individuals must be willing to work to build capacity in cultural competence.
- Current Criminal Record Checks and Child Welfare Record Checks are required for all service providers.
- The agency will need to submit quarterly reports and financial statements and an annual audited financial statement.
- The Agency must have an understanding of unique challenges for urban and rural communities.

Budget/Funding:

Funding for PCAP is per position. The proposed maximum budget per position is \$74,958.00. The proposal must identify the provision of the Parent Child Assistance Program with the proposed budget. The Funding period for PCAP is April 1, 2020 - March 31, 2022. Each year's funding is dependent on continued funding from the Government of Alberta.

Legislated Requirements:

If awarded a contract, it is the responsibility of the contractor to have access to and abide by all relevant Federal, Provincial and Municipal legislation and associated regulations including but not limited to:

- *Family Supports for Children with Disabilities Act*
- *Child, Youth & Family Enhancement Act*
- *Employment Standards Code*
- *Occupational Health and Safety Act*
- *The Freedom of Information and Protection of Privacy Act*

All legislated requirements are available from the Queens Printers. Acts and Regulations may be purchased through the Queen's Printer Bookstore, Main Floor, 10611 – 98 Avenue, Edmonton, Alberta, Phone (780) 427-4952 or visit the website at: <http://www.qp.gov.ab.ca/index.cfm>

PROPONENT QUALIFICATIONS STATEMENT

Submitted to: **Central Alberta FASD Network**
 #206, 33 Mckenzie Crescent
 Red Deer, Alberta, T4S 2H4

Attention: Julie Nanson-Ashton, Executive Director

PROPONENT CONTACT INFORMATION

Legal Name of Proponent/Organization:	
Executive Director/Chief Executive Officer:	
Address:	
Contact Person:	
Telephone:	
Email:	
Fax:	

ORGANIZATION

Choose one of the following:

- _____ Individual
- _____ Legal partnership
- _____ Corporate agency (profit or non-profit)
- _____ Association or Society

Date of incorporation, establishment of Legal Partnership or formation of Association/Society:

Incorporation number (if applicable):

If incorporated or Association/Society are you in good standing? YES _____ NO _____

How many years has your organization/company provided services in Alberta?

Please submit a current list of your board of directors complete with contact information

Worker’s Compensation Board Account Number or proof of equivalent private disability & benefits insurance:

Liability Insurance Coverage (state name and type of coverage):

2020 – PCAP RFP – Central Alberta FASD Network (Society) January 20, 2020

Attach a copy of:

- Certificate of Incorporation, Proof of Legal Partnership or Certificate of Association or Society;
- Insurance Certificate;
- WCB Certificate (if applicable); and
- Current list of your board of directors

The FASD Network of Central Alberta reserves the right to make enquires of any of the information provided above.

The answers to the foregoing questions and all statements therein contained are true and correct.

Executive Director Signature

Date

Print Name and Title

Board Member Signature

Date

Print Name and Title

STATEMENT OF PREVIOUS RELATIVE EXPERIENCE

A. Please identify a minimum of three references that can verify your agency/company’s previous experience relative to services requested on this RFP.

If the proponent has provided any contracted services to CFSA or DFNA in the past five (5) years, please provide the information below as well. Attach a separate sheet, if necessary.

IDENTIFY FUNDING AGENCY	TYPE OF SERVICE PROVIDED	APPROXIMATE NUMBER OF CLIENTS SERVED	APPROXIMATE DATES	APPROXIMATE VALUE OF CONTRACT

The answers to the foregoing questions and all statements therein contained are true and correct.

The Central Alberta FASD Network may contact the above with regard to details of the service provided.

Please sign the consent to release of information below.

NAME OF AGENCY / INDIVIDUAL:

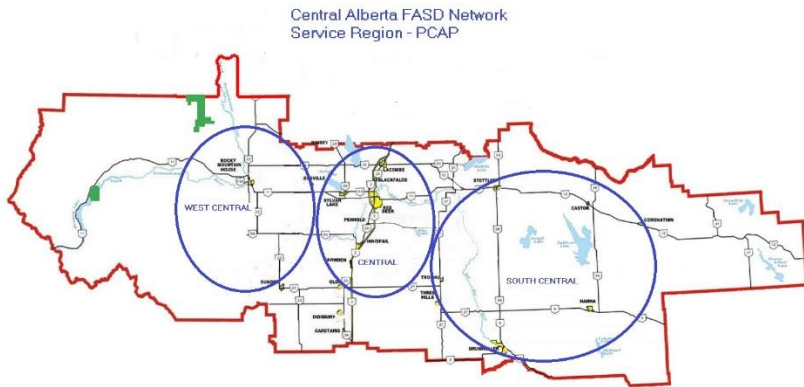
I consent to the Central Alberta FASD Network contacting the above noted agencies for the purpose of obtaining detailed references.

AUTHORIZED SIGNATURE:

Title

Date

GEOGRAPHIC AREA OF SERVICE



CLEARLY INDICATE BELOW POSITIONS AND GEOGRAPHIC AREAS OF SERVICE YOU ARE PROPOSING TO SERVE:

CENTRAL

- 1 FTE Position #1
- 1 FTE Position #2
- .5 FTE Position #3

WEST CENTRAL

- 1 FTE Position

SOUTH CENTRAL

- 1 FTE Position

PROGRAM DESCRIPTION – PROPONENT INFORMATION

1. POPULATION TO BE SERVED:

Describe the characteristics of the population to be served:

General Characteristics: Describe the numbers and types of families you intend to serve through the proposed service.

Entrance Criteria: Describe any additional characteristics or special needs your service would meet and any exceptions or restrictions relative to the population to be served.

2. SERVICE:

Please state clearly the service you are proposing and provide a short description of the service.

Philosophy: Describe the philosophy upon which your organization provides services.

Relations to Existing Services: Describe the service to be provided and the relationship of the proposed service to other existing services in the community and in your organization.

Staff Qualifications: Provide an organizational chart with qualifications and experience for all staff. If new staff will be required for this service, please include these positions on the organizational chart.

Training: Describe how the program/services will be maintained to meet the changing needs of the families and/or community.

3. SERVICE MONITORING, EVALUATION AND RESEARCH:

Describe the process for monitoring and reporting the program goals and achieved outcomes. Include evaluation or research procedures, which may be utilized by your group or organization.

4. IMPLEMENTATION ISSUES:

Implementation Plan: Indicate the work plan for implementation of the delivery services and the steps to be taken with accompanying time frames.

Implementation Cost: Indicate the unique financial resources you require in order to have the program operational within the required time frames.

5. FINANCIAL:

The budget submission must be completed on the Schedule "B" format (Attachment 3). All administration costs, e.g., travel, facility costs are to be shown in the respective non-employee/staffing costs categories. Attachment 4 includes the draft budget prepared by the Network when applying for provincial funding. You may adjust the line items as needed when preparing your budget for this proposal if the Schedule "B" Attachment 3 does not meet your organizational needs.

Financial Support:

Indicate the % of funding required for service. Indicate any other funding partners and the % extent of financial support anticipated from other sources including FCSS and other Ministries. Additionally, indicate any other funding options you may be able to explore.

Please ensure that in the Staffing Costs Expenditure section you categorize your costs in the following manner:

Administration:

Show the Executive Director, managers, supervisors, bookkeepers and clerical.

Client Development/Program Costs:

This area is for staff involved in the direct delivery of the program. *Please ensure that in the Direct Client Costs section you categorize your clinical supervision under "other":*

*Other under Program Costs
(Clinical Supervision):*

This area is for staff involved with the direct supervision of the p program.

1. POPULATION TO BE SERVED:

Describe the characteristics of the population to be served:

2. SERVICE:

Please state clearly the service you are proposing and provide a short description of the service.

3. SERVICE MONITORING, EVALUATION AND RESEARCH:

Describe the process for monitoring and reporting the program goals and achieved outcomes. Include evaluation or research procedures, which may be utilized by your group or organization.

4. IMPLEMENTATION ISSUES:

Identify any issues your agency may face in implementing PCAP.

5. FINANCIAL:

The budget submission must be completed on the Schedule "B" format (Attachment 3). All administration costs, e.g. travel, facility costs are to be shown in the respective non-manpower categories. Attachment 1 includes the draft budget prepared by the Network identifying mandatory expenditures. You may adjust the line items as needed when preparing your budget for this proposal. Each position is funded to a maximum of \$74,958.00 all inclusive. A maximum of 5% of the total budget may be allocated for supervision and a maximum of 10% of the total budget for administration. Salaries should be allocated at between 53% and 67% of the total funding amount.

ATTACHMENT 1 — DRAFT FASD NETWORK BUDGET FOR PCAP

The costs inserted to this draft identify mandatory costs to be included:

Maximum Income: \$74,958.00
 Minimum Salaries: \$50,000.00
 Maximum Supervision: \$ 3,747.90
 Minimum Training: \$ 2,000.00

1. INCOME \$74,958.00

Operating - Ministry	
Capital - Ministry	
CMHC Subsidy	
Revenue for Sale of Goods/Services	
Interest	
Room and Board	
Fundraising/Donations	
Other Government Funding	
Other Sources of Income	
Specify	

TOTAL INCOME \$74,958.00

2. EXPENDITURES

A. STAFFING COSTS

	\$
Salaries & Benefits	
Program Delivery	43,000.00
Administration	3,747.90

TOTAL STAFFING COSTS (A) 53,747.90

B. PROGRAM COSTS

	\$
Recreation	
Food	
Materials and Supplies	
Travel and Subsistence	
Education, Conferences and Workshops	2,000.00
Other - Specify	

TOTAL PROGRAM COSTS (B) _____

C. FACILITY COSTS _____

	\$
Mortgage or Loan Payments	_____
Property Taxes	_____
Rental of Space	_____
Utilities	_____
Maintenance/Repairs	_____
Maintenance of Land and Building	_____
Facility Supplies	_____
Other - Specify	_____

TOTAL FACILITY COSTS (C) _____ -

D. VEHICLE COSTS _____

	\$
Operating Expenses	_____
Maintenance/Repairs	_____
Lease/Rental of Vehicles	_____
Other - Specify	_____

TOTAL VEHICLE COSTS (D) _____ -

E. ADMINISTRATIVE COSTS **\$7,495.80**

Office Expenditures	
Office Supplies and Postage	_____
Telecommunications	_____
Maintenance & Repairs of Office Equipment	_____
Other Office Equipment (excludes telecommunications)	_____
IT/Support	_____
Total Office Expenditures	
Staff Support	
Staff Recruitment	_____
Staff Training	_____
Staff Travel	_____
WCB Insurance	_____
Total Staff Support	
Other Administration	
Legal Fees	_____
Program Advertising	_____
Accounting / Audit Fees	_____
Consultant Fees	_____
Organizational Memberships	_____

Other	_____
Total Other Administration	_____
Program Costs	
Insurance	
General Liability Insurance	_____
Errors and Omissions (Professional Liability) Insurance	_____
Vehicle Insurance	_____
Property Insurance	_____
Board Liability Insurance	_____
<i>Employer Liability Insurance where equivalent insurance to WCB is obtained</i>	_____
Accreditation	_____
Licensing	_____
Total Program Costs	_____
TOTAL ADMINISTRATION COSTS (E)	_____
F. CAPITAL ASSETS (provide capital asset details)	
<i>(office equipment over \$5,000)</i>	\$
Specify:	_____
TOTAL CAPITAL ASSETS (F)	-
TOTAL EXPENDITURES (A) + (B) + (C) + (D) + (E) + (F)	_____

ATTACHMENT 2 — PROPOSAL DELIVERABLES (SCHEDULE A)**SCHEDULE A****Program Name:****Term of Agreement:** FROM: TO:**Contract Number:****1. Agency Information**

- 1.1 Legal Name:
- 1.2 Profit Not for Profit
- 1.3 Address:
- 1.4 Phone Number: FAX:
- 1.5 Email:
- 1.6 Chief Executive Officer/Executive Director:

2. Program Information

- 2.1 Name of Program:
- 2.2 Address:
- 2.3 Phone Number: FAX:
- 2.4 Email:
- 2.5 Program Manager:
- 2.6 Type of Service:
- 2.7 Geographic Area Served:
- 2.8 Client Capacity: (between 8 – 16 clients per caseload; please describe how this will be determined)
- 2.9 Hours of Operation:
- 2.10 Name of Accrediting Organization and Date of Accreditation Expiry:
- 2.11 Names, Addresses and Phone Numbers of Facilities:

3. Program Description

(Describe the services being provided, detailing each component and how each component is delivered).

4. Program Goals, Outcomes and Performance Measurements

Please describe the Program Deliverables as per the Central Alberta FASD Network current Business Plan:

5. Client Information**5.1 Client Characteristics**

Describe the characteristics of the individuals/families expected to be clients (i.e. Children's services status, age, gender, etc).

5.2 Referral

Describe the way clients will be referred to the Program.

5.3 Entrance Criteria

Describe the criteria used to accept a client into the Program.

5.4 Exit Criteria

Describe the criteria used to discharge a client from the Program.

6. Agency Client Decision and Appeal Process**6.1 Grievance Process****6.2 Appeal Process****6.3 Documentation for Grievance and Appeals**

7. Staffing

7.1 Describe the basic qualifications of Program staff

7.2 Describe the responsibilities of Program staff (you may provide job descriptions)

8. Organizational Chart

Please attach

9. Monitoring and Evaluation

Summarize the Agency's Plan for:

9.1 Monitoring

9.2 Evaluation

10. Reporting Information

Detail the specific reports that will be provided and the time frames for each. For example:

Report Name	Due Date	Recipient	Description of Content
Quarterly Financial Statement	Apr-June – July 20 July-Sept – Oct 20 Oct-Dec – Jan 20	Contract Manager/ Network Coordinator	Year to date expenditures in Schedule B format.
Annual Financial Report	Jan- Mar – April 20	Contract Manager/ Network Coordinator	Consolidated financial statements for the funding provided by the Network.
Quarterly Monitoring Reports	Apr-June – July 20 July-Sept – Oct 20 Oct-Dec – Jan 20 Jan-Mar – Apr 20	Contract Manager/ Network Coordinator	Report on the achievement of program goals and Outcomes in the format provided by the Network.
Annual Monitoring Report	June 20	Contract Manager / Network Coordinator	Report on the achievement of program goals and Outcomes in the format provided by the Network.

ATTACHMENT 3 — PROPOSAL BUDGET (SCHEDULE B)

**STATEMENT 1
INCOME, EXPENDITURES AND TRANSFERS**

Agency Name: _____

Program Name: Parent Child Assistance Program

Term of Grant: April 1, 2020 to March 31, 2022

Grant Number: _____

INCOME	Agency Budget	Network Budget	Agency Actual	Network Actual
	\$	\$	\$	\$
Operating - Network	_____	_____	_____	_____
Capital - Network	_____	_____	_____	_____
CMHC Subsidy	_____	_____	_____	_____
Revenue for Sale of Goods/Services	_____	_____	_____	_____
Interest	_____	_____	_____	_____
Room and Board	_____	_____	_____	_____
Fundraising/Donations	_____	_____	_____	_____
Other Government Funding	_____	_____	_____	_____
Other Sources of Income	_____	_____	_____	_____
Specify	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL INCOME	_____	_____	_____	_____

EXPENDITURE

STAFFING COSTS	Agency Budget	Network Budget	Agency Actual	Network Actual
	\$	\$	\$	\$
Salaries & Benefits				
Program Delivery	_____	_____	_____	_____
Administration	_____	_____	_____	_____

TOTAL STAFFING COSTS (A)

PROGRAM COSTS	Agency Budget	Network Budget	Agency Actual	Network Actual
	\$	\$	\$	\$
Recreation	_____	_____	_____	_____
Food	_____	_____	_____	_____
Materials and Supplies	_____	_____	_____	_____
Travel and Subsistence	_____	_____	_____	_____

Education, Conferences and Workshops
 Other - Specify

TOTAL PROGRAM COSTS (B)

FACILITY COSTS

Agency Budget

Network Budget

Agency Actual

Network Actual

\$

\$

\$

\$

Mortgage or Loan Payments
 Property Taxes
 Rental of Space
 Utilities
 Maintenance/Repairs
 Maintenance of Land and Building
 Facility Supplies
 Other - Specify

TOTAL FACILITY COSTS (C)

VEHICLE COSTS

Agency Budget

Network Budget

Agency Actual

Network Actual

\$

\$

\$

\$

Operating Expenses
 Maintenance/Repairs
 Lease/Rental of Vehicles
 Other - Specify

TOTAL VEHICLE COSTS (D)

ADMINISTRATIVE COSTS

Agency Budget

Network Budget

Agency Actual

Network Actual

\$

\$

\$

\$

Office Expenditures

Office Supplies and Postage
 Telecommunications
 Maintenance & Repairs of Office Equipment
 Other Office Equipment (excludes telecommunications)
 IT/Support

Total Office Expenditures

Staff Support

Staff Recruitment
 Staff Training
 Staff Travel
 WCB Insurance

Total Staff Support				
Other Administration				
Legal Fees				
Program Advertising				
Accounting / Audit Fees				
Consultant Fees				
Organizational				
Memberships				
Other				
Total Other Administration				
Program Costs				
Insurance				
General Liability				
Insurance				
Errors and Omissions				
(Professional Liability) Insurance				
Vehicle Insurance				
Property Insurance				
Board Liability Insurance				
Employer Liability				
Insurance where equivalent				
insurance to WCB is				
obtained.				
Accreditation				
Licensing				
Total Program Costs				
TOTAL ADMINISTRATION COSTS (E)				
CAPITAL ASSETS (provide capital asset details)	Agency Budget	Network Budget	Agency Actual	Network Actual
<i>(office equipment over \$5,000)</i>	\$	\$	\$	\$
Specify:				
TOTAL CAPITAL ASSETS (F)				

ATTACHMENT 4 — PARENT-CHILD ASSISTANCE PROGRAM (PCAP)

Principal Investigator: Therese Grant

Funded by Washington State Legislature
([Division of Alcohol and Substance Abuse](#));
originally funded by Center for Substance Abuse Prevention (CSAP)

The Parent-Child Assistance Program (PCAP), originally known as the Seattle Birth to 3 Project, began in 1991 as a 5-year federally funded research demonstration project designed to test the efficacy of a model of intensive, long-term paraprofessional advocacy with high-risk mothers who abuse alcohol or drugs heavily during pregnancy and are estranged from community service providers. The primary goal of the program is a straightforward one -- to prevent alcohol and drug exposure among the future children of these mothers. In 1996, on the basis of demonstrated positive outcomes, the Washington State Legislature appropriated funds for continuation of the Seattle program and expansion to a Tacoma site; in 1999 sites in Yakima and Spokane (including Grant County) were funded, creating a capacity to serve 360 families. In 2005 and 2006, sites in Cowlitz and Skagit Counties were funded, increasing that capacity to 540. The program has been recognized by SAMHSA's National Registry of Effective Programs and Practices, and has been commended by Drug Strategies, a Washington D.C.-based policy research institute. The model has been replicated at over a dozen sites in the United States and Canada.

PCAP paraprofessional advocate case managers work with a caseload of approximately 15 families each, for 3 years beginning at enrollment during pregnancy or in the postpartum period. PCAP does not provide direct treatment services. Instead, advocates help substance-abusing mothers address a wide range of environmental problems, connect mothers and their families with existing community services, coordinate services among this multidisciplinary network, assist mothers in following through with provider recommendations (including obtaining substance abuse treatment and staying in recovery), and assure that the children are in safe home environments and receiving appropriate health care. A unique feature of the model is that women are never asked to leave the program because of relapse or setbacks.

The lives of mothers enrolled in PCAP are characterized by poverty, upbringing by substance-abusing parents, childhood abuse, abusive adult relationships, trouble with the law, and chaotic and unstable living conditions. As products of this background they are often distrustful of community service agencies. PCAP paraprofessional advocates have themselves overcome many difficult life circumstances prior to achieving successes in school, jobs, and parenting. Because of this, the advocates are able to inspire trust and hope, and act as realistic role models and guides toward meaningful change.

Notably, there has been relatively low staff turnover in a field known for high rates of burnout. Three administrative components contribute to job satisfaction and retention: weekly group staffing, individual weekly supervision by a master's level supervisor, and a dynamic evaluation process allowing advocates to see that they are indeed helping clients make gains, as well as to observe areas for improvement.

The effectiveness of PCAP has been demonstrated. Among 156 PCAP mothers recently exiting the program: 88% completed alcohol/drug treatment; 47% had been abstinent from alcohol/drugs for more than 6 months at program exit, and 89% had more than 6 months abstinence from alcohol/drugs while in the program; 73% were using a contraceptive method on a regular basis, and 51% were using a more reliable method; 25% delivered a subsequent child, and of these 41% were clean and sober throughout the pregnancy, and another 37% quit using alcohol and drugs after pregnancy recognition.

A study of 45 original PCAP clients followed-up an average of 2.5 years after graduation indicated that benefits of the program were sustained. The proportion of clients abstinent from alcohol and drugs for at least 6 months at the time of interview increased significantly from 31% at graduation to 51% at follow-up. Those abstinent for at least one year increased from 38% to 48%. Subsequent births decreased from 27% during the program to 9% during the follow-up period.

"This program really helped me think about my life. They showed me the right direction. They showed me that I am responsible. That no matter who I am or what I do, I am somebody. It is never too late."

ATTACHMENT 5 — PROPOSAL EVALUATION CRITERIA

The following is a sample of the evaluation criteria that may be used to evaluate your proposal. This is for your reference only as you complete your response.

Legal Name of Applicant/Organization:		
I. Mandatory Components	Yes	No
The following requirements were outlined in the RFP package. All of these requirements must be answered "YES" in order to be considered for further evaluation.		
<ul style="list-style-type: none"> • 3 complete packages received by January 28, 2015, 2015 at 4:00 p.m. 		
<ul style="list-style-type: none"> • Response is in English and not sent by facsimile or electronic mail. 		
<ul style="list-style-type: none"> • Response is signed by a person authorized to sign on behalf of the proponent. 		
<ul style="list-style-type: none"> • Proponent Qualifications Statement (including required attachments) 		
<ul style="list-style-type: none"> • Statement of Previous Experience 		
<ul style="list-style-type: none"> • Schedule A 		
<ul style="list-style-type: none"> • Schedule B 		

Scoring Guide:

1. **MARGINAL:** subject is not addressed or poorly addressed, or reflects a position contrary to good practice, legislation, regulation. Shows weak understanding of the issues, practices or principles necessary for a successful program.
2. **ADEQUATE/ACCEPTABLE:** Proposal shows a sound knowledge, solid experience, but presents as a standard answer, meeting legislative or accreditation requirements, but lacking in creativity or added value.
3. **STRONG/MEETS and/or EXCEEDS EXPECTATIONS:** Proposal demonstrates extensive experience, reflection, knowledge of the relevant literature, creativity or some other feature that indicates a potential for added value & consistent positive outcomes.

II. Detailed Proposal Evaluation	Score 1 – 3
A. Proponent:	
1. Does the Proponent indicate an understanding of the importance of connecting and working together with the client and their families?	
2. Does the Proponent demonstrate a commitment to build on the strengths of the women by enhancing their capacity for healthy relationships and life in family and community?	
3. Does the Proponent identify the areas they will serve; demonstrate an awareness of the various communities served and address the geographical diversity of the region?	
4. Does the proponent demonstrate knowledge and experience in working at risk clients and their families?	
5. Has the proponent targeted core issues for the identified client group?	
B. Proposal:	
1. Does the proposal reflect an understanding of targeted and indicated prevention services?	
2. Does the proposal demonstrate an ability to provide culturally sensitive services?	
3. Does the proposal clearly identify the anticipated client and their unique needs?	
4. Does the proposal establish appropriate eligibility and program admission criteria?	
5. Does the proposal identify measurable goals, objectives and indicators of success?	
6. Does the proposal include a plan to evaluate service outcomes and outline adequate program and service delivery monitoring structures (i.e. HOMES, etc.)?	
7. Are grievance and appeal procedures for families and staff clear and appropriate?	
C. Program Description:	
1. Does the proponent have the ability to work in partnership with families and community partners?	
2. Is there a variety of service accessibility (location and time)?	
3. Is the process for community connection and referral to alternate service outlined?	
4. How will program prevent/reduce risk?	
5. How will the proponent link with the FASD Network of Central Alberta?	
6. How will the proponent increase the clients' capacity to access services?	
7. Does the proponent have the capacity to have service/programs available to multiple communities?	
8. Does the proponent identify the range of capacity (number of women) to be served and the projected timelines to meet this capacity?	

D. Coordinating Services:		
1.	Does the proponent demonstrate intent to collaborate with other human service partners and community resources? And identify who the community partners will be?	
2.	Does the proponent describe how the coordination among other service providers will implement a more efficient program?	
3.	Does this proponent's proposal align with the FASD Network of Central Alberta mandate?	
E. Organizational Capacity:		
1.	Is the Proponents' organizational capacity/infrastructure adequate to effectively implement the proposed program?	
2.	Does the proposal demonstrate creativity, innovation, and practicality regarding staff recruitment and retention?	
3.	Has the proposal identified a reasonable implementation plan?	
4.	Does the proponent demonstrate the capacity to adequately support and supervise staff and the program in outlying areas?	
5.	Where is the proponent organization housed?	
F. Staffing:		
1.	Are staff qualifications, skills, and knowledge identified and is the staffing model appropriate to deliver the program components?	
2.	Is staff training and orientation comprehensive and sufficient to meet the complex needs of the women and their families?	
G. Financial:		
1.	Is total project cost within the identified parameters?	
2.	Is costing realistic for the services they propose to provide?	
TOTAL		