

Request for Proposal

Consultant for the development of father-friendly and father-specific activities in a suite of programs supporting low income families

Issued by Public Health Solutions

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Basic Information

RFP Release Date	Tuesday, November 13, 2018
Proposal Due Date	12/4/2018, 5:00pm EDT
Anticipated Contract Term	The anticipated term of the contracts awarded from this RFP will be January 1, 2019 – June 30, 2019.
RFP Contact and Email	Camille Tinder, Public Health Solutions RFP Email: fatherhood@healthsolutions.org
Anticipated Funding and Payment Structure	<ul style="list-style-type: none"> • The Total Available Funding Amount for one contract is \$10,000 • Only one award will be provided through this RFP • It is anticipated that the payment structure of the contract awarded from this RFP will be deliverables-based. Deliverables will consist of initial start-up, program development, reporting and service provision activities. Deliverables will generally correspond to the scope of work described in the RFP. Deliverables details and reimbursement allocations per deliverable will be finalized post-award during the contracting process and are subject to Public Health Solutions and NYC DOHMH approval.
Applicant Eligibility	Non-profit organizations and individual consultants are eligible to apply
Required Documents	<ul style="list-style-type: none"> • Proposal Narrative • Proposed Deliverable Schedule and cost • Resumes and/or Description of Qualifications for Key Staff Positions
Pre-Proposal Conference Webinar	<ul style="list-style-type: none"> • There will not be a Pre-Proposal Conference Webinar held for this RFP

Background and purpose

Challenges related to father engagement include defining contents that is of interest for the father, finding a format and time that meets their availabilities; being aware of a wide range of living arrangement; and diversity in parenting skills and approaches.

With support from the Marks Foundation, PHS is currently embarking on a 6 month plan to assess fatherhood engagement in the Neighborhood Health Division's programs to inform future fatherhood services. Programs within the Neighborhood Health Division's program include maternal child health home visiting programs, WIC clinics and family planning clinics. The fatherhood consultant will provide consultation and technical assistance to the PHS fatherhood team. We are seeking proposals from eligible consultant to help us achieve this outcome through the implementation of the Scope of Work

Scope of Work

- Develop or adapt a Fatherhood Survey to assess current parenting practices and fatherhood needs that would be administered to fathers and potential fathers in Queens and Brooklyn, NY.
- Interview stakeholders currently involved in providing fatherhood programs to identify key barriers and establish best practices for facilitating father engagement in a culturally appropriate way through activities that are both family-oriented (family activities that the dad is encouraged to join) and father-specific (dad-only activities) in New York City
- Conduct focus group interviews with fathers to confirm findings from the interviews and identify key activities and message content that will resonate with fathers in communities served by the Healthy Start program in Queens
- Assess the current status of PHS centers serving families in terms of encouraging fathers' participation and provide recommendations both in terms of establishing partnerships with organization supporting fathers and displaying a father-friendly environment
- Provide mentorship and guidance to PHS staff that will form a PHS Fatherhood team
- Provide recommendations on culturally appropriate educational material and trainings for the PHS staff.

Summary of Desired Qualifications

- Experience serving low income fathers of children prenatal to age 5, preferably in New York City
- Experience conducting diagnosis assessment and reviews, using tools such as stakeholder analysis, focus group discussions etc. to develop programmatic recommendations
- Experience supporting the establishment of collaborations across systems such as health, social service, judicial, and/or educational systems
- Experience training providers

Eligibility criteria

Both not for profit organization and individual consultants are eligible to apply.

Terms of the Project

One contract will be awarded for up to \$10,000 for a 6-month project period with an intended start date of January 1, 2019

Required documents

Please send your completed application as one consolidated document to Camille Tinder, fatherhood@healthsolutions.org no later than **December 4th, 2018, 5 pm EDT**

1. Proposal narrative

4 pages maximum – single space Times New Roman 12- One Inch margin. Please use the headings below

- a) Project Description: Briefly describe proposed key activities, metrics and benchmarks to assess results
- b) Organization Capacity: Describe your history in working with fathers and the capacity and readiness to implement the consultancy.
- c) Targets: How will the results from the proposed consultancy be used to benefit systems that support fathers of children prenatal to age 5?

2. Budgeted deliverables (please use format below)

One page maximum

#	Deliverable name	Deliverable description	Target date for completion	Budget

3. Resumes of relevant staff/ consultants

No page limit