**The Parenting Center**

**Request for Proposals**

**Healthy Marriage and Relationship Education Grant-Funded Program**

**Seeking Employment Services Partnership**

**FREQUENTLY ASKED QUESTIONS**

# Is there equipment available to be transferred to the selected applicant?

The selected employment partner will have up to three laptops and three Microsoft Surface tablets available from the project to provide the contracted services.

# What is the reason for the short timeline?

The timeline requested within the RFP is ambitiously short. The Parenting Center is aware this timeline is unusually tight, and the primary reason for this is to minimize service disruption for the program that began in October 2016. While the selected partner will need to be prepared to work quickly toward implementation, The Parenting Center understands that negotiation, planning, staffing, and other operational startup must occur. The program hopes to begin service delivery as soon as is feasible, but understands that reasonable startup time must be allowed.

# What are the outcomes required for the employment partner?

For purposes of the research partnership – we want to show an increase in wages/income from intake date to 12 months later for those who participate in employment services.

**See links for related documents.**

**Document 1: Performance Measure Domains** – This document describes the Administration for Children and Families, Office of Family Assistance outcome domains as distributed by the funding agency to all Healthy Marriage grantees across the country.

**Document 2: English DCS-4HM – Post-Test for Adults** – This document describes the survey questions answered by participants in or after the final workshop session.

**Document 3: STREAMS Adult Baseline** – This document outlines the draft of survey questions asked by the research interviewers to each incoming Empowering Families client. This baseline survey provides an idea of what sorts of questions are asked, although a final survey is not available. Data is collected by the researchers or The Parenting Center at intake, approximately at 8 weeks, and at 12 months.

We hope for the selected partner to develop a program model that will fit well with the goals of the current program, and therefore to develop outcome measures appropriate to that model. The outcomes below were in use in a previous project iteration, but **can be amended**.  As discussed in the RFP, output expectation is for 40% of study participants to take up individual employment services.

* 60% of unemployed participants at the time of TPC initial intake, will secure employment within 4 months.
* 80% of participants who start a training program will successfully graduate within 3 months.
* By final program follow-up, 75% of participants who gained employment will have retained position for 90 days.

# What is the anticipated program design and planning process?

The Parenting Center is eager for the recipient of the contract to be an integral collaborator in a highly-collaborative project. The Parenting Center expects the selected applicant to continue program design after the selection process. Applications should provide enough information to clarify the major components of the proposal, and the plan for immediate program model design to begin. As with outcome measures discussed above, decisions on program design and metrics will be agreed upon between the selected applicant and The Parenting Center, in consultation with Mathematica Policy Research and OFA Technical Assistance. The limited number of pages for the proposal indicates that not all details can be included in the proposal.

# What are the relationships between the funding and research organizations?

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| [**US. Department of Health & Human Services (HHS)**](https://www.hhs.gov/) | | |
| [**Administration for Children and Families (ACF)**](https://www.acf.hhs.gov/) | | |
| **Office of Family Assistance (OFA)** | | **Office of Planning, Research and Evaluation (OPRE)** |
| [**Healthy Marriage Grants**](https://www.acf.hhs.gov/ofa/programs/healthy-marriage) (46 grantees) | [**Responsible Fatherhood Grants**](https://www.acf.hhs.gov/ofa/programs/healthy-marriage/responsible-fatherhood) (45 grantees) | [**Strengthening Relationship Education and Marriage Services (STREAMS) Evaluation**](https://www.mathematica-mpr.com/our-publications-and-findings/projects/streams) **(6 sites)** |
| **The Parenting Center** selected as a grantee.  The main funding for the project is through OFA. |  | **Mathematica Policy Research** selected as evaluator to conduct study at six sites chosen from among the OFA Healthy Marriage Grantees  Some funding for the project comes through Mathematica. |

Mathematica Policy Research (MPR) is a firm recognized as a national expert in many areas of policy research. They have been contracted by HHS-ACF-OPRE to conduct the STREAMS study, and are specifically interested in measuring the effects of the integrated model of family and relationship skills with financial and employment skills. They provide technical assistance to The Parenting Center in addition to conducting the research.

1. Is co-enrollment to other programs allowed?

The Empowering Families Project is federally funded. The Parenting Center is seeking clarity regarding which funding sources might be allowable to co-enroll clients in related programs. If applicants seek to co-enroll clients in particular programs, they should indicate the funding sources for these programs, and consider what alternatives might be available if co-enrollment is not possible.

1. How many are served by the employment partner? Is this pro-rated for the abbreviated first year?

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| Enrolled in STREAMS study at The Parenting Center each grant year (October through September)  500 couples = 1000 individuals | |
| Randomly Assigned to Program Group  250 couples = 500 individuals | Randomly Assigned to Non-Program (Control) Group  250 couples = 500 individuals |
| All Program Group enrollees are expected to receive some level of employment service, which may be limited to a group class in the initial workshop. | Non-program group enrollees are provided with referrals, but unfortunately, cannot participate in Empowering Families services. |
| **200** **individuals** of the 500 (40%) is the goal for receiving some **individual service for employment**, from minimal interventions like resume development or purchasing uniforms to robust interventions such as job training and placement. |  |

While we cannot give a definitive reduced number of individuals served in the first year, this is a negotiable detail, and we will work with the partner to define after selection.

1. Is the funding level for the first, abbreviated year pro-rated? Are these funding levels guaranteed?

The funding levels mentioned in the RFP are the maximum possible funding levels for each year. The Parenting Center must re-apply for OFA funds and re-negotiate STREAMS funds each year, and therefore, funding to each sub-contractor is contingent on these processes.

1. Will funding go to one provider for all employment services, or will the funding levels in the RFP go to multiple providers?

Depending on the specific proposals received, The Parenting Center may choose to offer partnership for this project to a single entity or more than one. The Parenting Center encourages each applicant to outline those services within their realm of expertise with a proven track record, and how all services would fit well together into a coherent program.

1. Is the employment partner allowed or expected to deliver services to undocumented workers?

Because employers cannot hire undocumented workers, we understand that job placement services are not possible for these participants. However, services that might increase the chances of greater income or spending power for a participant who lacks legal status will be considered.

1. If we have a negotiated indirect cost rate from another similar project, can we use that in this proposal?

Yes.

1. What does “Good Stewardship of Resources” mean?

We want to be sure that every expense is justifiable, allowable, and has as much justification as is feasible for us to understand why it’s important.

1. Under the “travel” line item in the budget categories it states “out of town” where would you like for us to list our in town travel expenses?

Mileage for in-town travel should be included in the Other category.