



**KNOW & GROW
OKLAHOMA**

Building Resilient Children, Families & Communities

Request For Proposal

Know and Grow Oklahoma: Building Resilient Children, Families & Communities Enhancing Parent Voice Grant

(Funded by the American Rescue Plan Act through the Potts Family Foundation and in collaboration with the Oklahoma State Department of Health. FAIN: SLFRP4646, ALN: 21.027)

Due Dates:

Questions: Wednesday, February 12, 2025, 11:59 pm

RFPs due Monday, March 3, 2025, 11:59 pm

Contact Information :

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Potts Family Foundation



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Building Resilient Children, Families & Communities

Know and Grow Oklahoma: Building Resilient Children, Families and Communities Request for Proposal Enhancing Parent Voice

Families represent the foundation of society. When families are healthy and strong, communities thrive and achieve resiliency. As the primary responsibility for the development and well-being of children lies within the family, all segments of society must support families as they raise their children.

National Family Support Network

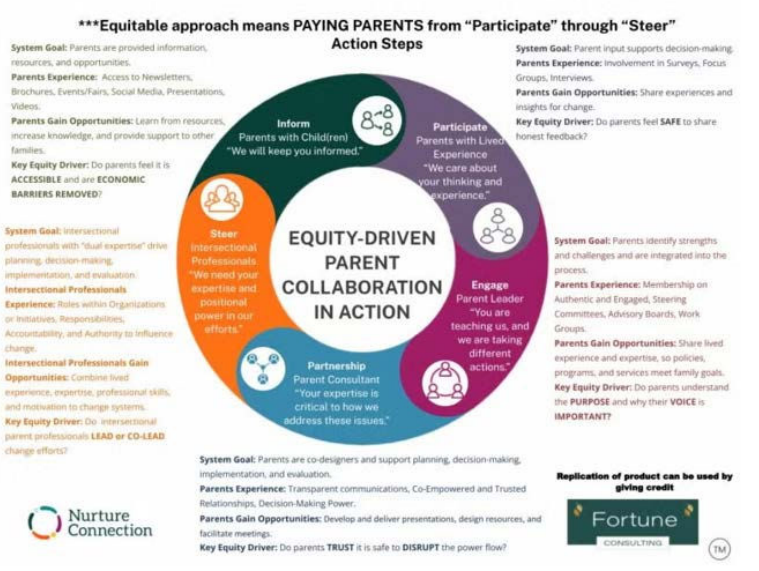
The Potts Family Foundation (PFF) of Oklahoma City is leading a statewide project, *Know and Grow Oklahoma: Building Resilient Children, Families & Communities*, funded by a portion of the state's American Rescue Plan Act (ARPA) appropriation and in partnership with the Oklahoma State Department of Health (OSDH). The Oklahoma State Legislature awarded ARPA funding to PFF to support a focus on the well-being and resilience of children born from 2019 to May 2023, considered the pandemic years. We know experiences matter for early childhood development and family relational health. Because the last few years have been extraordinarily stressful for many families, children may be developing differently and benefit from updated systems of family support.

The barriers families are currently experiencing in raising young children has shed light on the challenges families in Oklahoma have experienced for decades prior to the pandemic. PFF is utilizing a portion of the ARPA funding to award grants to communities across the state to focus on families with children born and in around the time of the pandemic and to support the expansion of the Oklahoma Family Support Network the Oklahoma State Department of Health started in 2022.

This portion of the project is to provide technical support, coordination, and planning to enhance the work of contracted agencies to enhance supports for families by elevating the voice of parents facing unique challenges to inform those planning, funding, and operating support programs. Required collaborations will be with the Potts Family Foundation Know and Grow Network, The Oklahoma Commission on Children and Youth, The Oklahoma State Department of Health, and others collecting and evaluating parent input.

The Request for Proposal is to manage and support the possible implementation of the Family Network Collaborative model of enhanced parent engagement. The selected agency will collaborate with Nurture Connection, other PFF contractors, PFF staff and the Center for the Study of Social Policy (CSSP) to evaluate proposed models and plan for possible implementation in Oklahoma.

PFF will be seeking partner agencies with experience in program evaluation, parent voice implementation, and a track record of successful collaboration. The FNC model is illustrated in the diagrams below.



Guidance

Timeline

ACTION	DATE
Release Know and Grow Oklahoma Enhancing Parent Support RFP	Monday, February 3, 2025
Questions Submitted to ARPA@pottsfamilyfoundation.org	Wednesday, February 12, 2025, 11:59 pm
Answers posted at http://pottsfamilyfoundation.org/arpa	Monday, February 17, 2025, 5:00 pm
RFP Responses due to PFF	Monday, March 3, 2025, 11:59 pm
RFP Award Announcement	Wednesday, March 14, 2024

RFP Packet Documents

There are two sections in the RFP packet includes the main response document titled “Narrative Questions ” as well as the PFF Statement of Work and budget and work plan templates.

Statement of Work Explanation and Narrative Documents:

- PFF Statement of Work
- Narrative response questions
- Budget Template
- Workplan Template

Questions/Answers Regarding the Know and Grow Oklahoma Family Resource Center RFP

As this is a competitive grant process, no representative from the Potts Family Foundation, the Potts Family Foundation Board of Directors or the Know and Grow Oklahoma Project Management Team can have ex parte conversations regarding this RFP process and packet from the time it is released to the public until awards are made. With that in mind, to accommodate Service Providers that have questions and to maintain a fair process, please compile any questions into a Word document and send them to ARPA@pottsfamilyfoundation.org by 11:59 pm on Monday, February 12, 2025. Label the subject line of the email: Questions for Parent Engagement RFP. Answers to all questions received will be posted on the Know and Grow page of the Potts Family Foundation website no later than 5 p.m. on Monday, February 17, 2025.

Submitting the RFP Packet

Responses to the Know and Grow Oklahoma Family Resource Center RFP are due no later than 11:59 pm Monday, March 3, 2025. Please send your RFP packet to ARPA@pottsfamilyfoundation.org with a subject line of: (Responder's Agency Name) Family Resource Center RFP Response.

RFP Response Packet Assembly

Provide a cover sheet that includes the following information:

- Date of submission
- Title:Enhancing Parent Voice
- Respondent's entity name
- Primary contact name
- Primary contact email address
- Primary contact phone number
- Primary contact physical address

Assemble the RFP packet in the following order:

- Cover Sheet
- Narrative Response (see instructions below)
- Completed Budget Form (see instructions below)
- Budget Narrative (see instructions below)
- Workplan (see instructions below)
- Certificate of Liability Insurance and other requested documents

Narrative Response

This RFP is divided into sections. Each section has its own set of requests for information about the Service Providers entity and proposed plans for enhancing parent voice.

FNC PURPOSE:

The Family Network Collaborative puts Parent Collaboration as a Key Equity Strategy into action for Nurture Connection. This Family Network Collaborative creates the structure for parents from underrepresented communities to directly speak for themselves and use their lived experience and expertise to guide Nurture Connection's Early Relational Health and ensures their voices are centered in all the Network's efforts.

In narrative form please outline the following:

1. Agency experience with statewide collaborations.
2. Understanding of methods and strategies to gather and encourage parent input into program planning.

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Please provide the requested information in narrative form directly beneath each information request. At times it may appear the information requests are repetitive.

Budget Form and Narrative

Use the budget form included in this packet to submit two proposed budgets for each year. For Year 1 the budget should be for 9 months (April 2025 to December 2025) as awards will not be made until early April 2025. Budgets for Year 2 should be for 8 months (January to August 2026). The awarded contract ends August 31, 2026.

It is not PFF's intention to dictate the amount of funding Service Providers determine is sufficient to complete the work. PFF is asking for a fair and reasonable funding request for run of the project. There will be one award for this contract. To determine allowable expenses, please refer to the Potts Family Foundation General Financial Guidelines 2024 document in this packet.

After completing the Budget form, please provide a narrative with detail regarding what purchases are budgeted in each budget category of Personnel/Salaries, Fringe Benefits, Travel, Supplies, Contractual and Admin Costs/Indirect Costs (IDC). Please identify why these expenditures are necessary for carrying out the scope of work in the grant.

Workplan

Please complete the Work plan template included in the RFP packet for the entirety of the grant cycle (through August 2026). This will help to demonstrate the Service Provider's knowledge of the work, ability and willingness to collaborate with community members and entities and serve as a strategic plan for implementation.

Duties of Potts Family Foundation

To help support fidelity in implementation , PFF will provide:

1. PFF Program Financial Requirements

- a. PFF shall provide Financial Procedures each calendar year.
- b. PFF shall review and approve budgets and invoices.
- c. PFF shall assess the Service Provider’s financial risk and monitor their contract according to PFF and OSDH policy.
- d. Upon grant award, PFF shall annually review performance and grant compliance to determine if funding shall be continued.

2. Implementation Requirements

- a. PFF shall provide program procedures.
- b. PFF shall provide an ongoing training calendar including all required trainings.
- c. PFF shall provide training in the most efficient and effective manner possible including face-to-face, online, and virtual methods.
- d. PFF may provide additional meetings for FRC Service Provider staff. Examples include annual conferences, trainings, institutes, or in-services related to child abuse prevention, family relations, early childhood, Early Relational Health, NEAR Science, etc.
- e. PFF shall provide technical assistance, resources and expertise in the establishment and implementation of the FRC when deemed necessary or upon request.
- f. PFF shall provide routine collaboration and networking opportunities to address programmatic and financial issues and provide opportunities to learn from one another.