

**CHILDREN & YOUTH PARTNERSHIP FOR DARE COUNTY
INSTRUCTIONS FOR PROPOSALS**

One original and one copy should be submitted. The proposal package consists of the following:

1. Cover letter that is signed and dated by an individual authorized to legally bind the applicant's organization.
2. The application form signed and dated.
3. A proposal narrative:
 - Describe how the tasks outlined in the Scope of Services section will be accomplished. How will you meet program objectives?
 - What experience do you or your organization have with this type of activity? What can you or your organization bring to this project that others cannot?
 - Who will be involved in the supervision and implementation of this activity?
 - Who will handle the financial aspects of the project?
4. A budget proposal for each year requested in the scope of services.
5. Resume of parties who will work on the proposal
6. References
7. Any additional materials that support the application

Completed proposals are due by 5:00 pm, May 16, 2023, and should be mailed or delivered to:

**Children & Youth Partnership for Dare County
534 Ananias Dare Street
Manteo, NC 27954**

The contract will be awarded to the organization, group, or individual submitting the best responsible application complying with the requirements of the Request for Proposal (RFP), provided the application is reasonable and is in the best interest of the Partnership to accept. The applicant selected will be notified at the earliest practical date. The decision regarding the acceptability of any application shall remain entirely with the Children & Youth Partnership for Dare County. The criteria for making this judgment will include but not be limited to demonstrated capacity and general responsiveness to the RFP. For further information or assistance, please call (252) 441-0614.

Attached:
Proposal Specifications



Children & Youth Partnership

FOR DARE COUNTY

Ensuring that our children, youth, families, and community all thrive.

Proposal Application

Project Title: _____

Name of Organization: _____

Street Address/Post Office Box: _____

City: _____

County: _____ State/Zip: _____

Contact Person: Name & Title: _____

Address: _____

Telephone: _____

Fax: _____ Email: _____

Federal Tax Identification Number or Social Security Number: _____

Type of Organization:

Private
Non-profit
501(c) 3
Other, please specify _____

For profit
Public Agency

Project Beginning Date: _____ Project Ending Date: _____

Budget (FY2023/24): _____

Budget (FY2024/25): _____

Budget (FY2025/26): _____

Total Budget: _____

Authorizing Signature

Title

Date

Baby LINKS

Scope of Services and Specifications

Children & Youth Partnership for Dare County is seeking proposals for a Baby LINKS program. Baby LINKS will provide lactation consultation and breastfeeding support services by providing education, counseling, or encouragement to pre- and post-natal mothers as well as fathers and other important family members. A registered nurse (RN) will provide post-natal support through skilled nursing visits to mothers and newborns within 2 weeks of birth when appropriate and will identify health concerns and potential problems for early intervention, make appropriate referrals for such, and provide resources to enhance parenting, life skills, and nutrition and health. A network will be established with area hospitals and referral sources for the identification of new mothers. New parents will have access to information, referrals to other services, and consultation services and will be provided with information on infant care, proper nutrition, and breast feeding. Follow-up will be provided to families where concerns are noted.

Specific objectives to be accomplished include the following:

- 1) Establish links with area hospitals where Dare County residents give birth for an initial contact/referral for the Baby LINKS program.
- 2) Make home visits of mothers and newborns within 2 weeks for a skilled nursing assessment of the mother and newborn, with follow-up contact as needed or requested by the family or physician.
- 3) Provide resource packet and materials to mothers of newborns in Dare County. Packet to include information on infant growth and development, parenting, nutrition, and community resources.
- 4) Early identification of problems and early intervention referrals with appropriate agencies as indicated.
- 5) Provide parents with consultation services, answer specific parental concerns or questions about their child, and make referrals when appropriate. Consultative services may include providing information about well child care, lactation, immunization services, developmental progress, and referrals to CCR&R for questions about child care.
- 6) Increase parenting skills of program participants through provision of parenting materials, referrals to community programs that encourage and/or support parent education, and newsletters.
- 7) Outreach to community and collaboration with organizations that serve families.

8) Assessment of a range of issues to target specific needs for follow-up or referrals (attached)

9) Adherence to program elements, outputs, and outcomes as noted in the Baby LINKS Logic Model. (attached)

An evaluation plan to measure outcomes of the program should be included in the proposal.

Success of the program will be determined by the number of new mother and infants served each year, referrals made to other community agencies and resources, continued breast feeding 6 months post visit, and follow-up for infants needing further assessment, evaluation, or treatment services.

Proposals should address the method to achieve the goals and objectives identified in this proposal and provide timelines for accomplishing them. An explanation of how the program will be staffed should be included, as well as the organization/individual's level of preparedness to implement the program.

Contractors should submit a 3-year proposal effective from July 1, 2023 through June 30, 2026, with separate annual budgets ending June 30th each year of the proposed period. Contracts are awarded on an annual basis. Continuation of multi-year proposals and contracts is subject to an annual review at June 30th of contractor performance and availability of funds.

Need Statement Why?	Activity: Baby LINKS Target Population Who?	Program or Activity Elements What?	Outcomes How Many?	Outcomes So What?	How does outcome impact PBIS or other long term goal?	NCPIC triggered Outputs:	PID
care system and thus lessens the number of missed appointments for the six-week postpartum exam.		<ul style="list-style-type: none"> § Care of Baby's teeth § WIC § Immunizations § Ear Infections § Medical homes vs. emergency rooms § Taking Care of Me guide (Information on Postpartum Health/Depression) § Safe sleep/SIDS/back to sleep, stomach to play § Parents as Teachers § CYP's Diaper Pick-Up information § Information about CYP's Child Care Resource & Referral (CCRR) § Dolly Parton's Imagination Library Brochure § Children & Youth Partnership program brochures <p>Families may also receive a small toy and an infant book as a prompt to begin discussion of child All information provided is briefly reviewed. The material is provided verbally as well as in writing for All families may receive individualized referrals based on specific needs.</p>	100% of babies were enrolled in Imagination Library				

Staffing

Job Title	FTE	Minimum Education & Experience Requirements
Baby LINKS Nurse	1	Registered Nurse with three to five years maternal and/or newborn care experience.

Community Collaboration

The Baby LINKS RN will collaborate with the following agencies:

Area Hospitals - Outer Banks, Chesapeake, Norfolk, Albemarle, Kings Daughters, etc.
 Other services of Dare County Health Department such as Obstetrical Case Manager (OBCM), Care Management for At-Risk Children (CMARC), Nutritional services/Women, Infants and Children (WIC)
 Community services such as Department of Social Services, local pediatrician's and obstetrician's offices, Children's Developmental Services Agency, Children & Youth Partnership for Dare.

Revised: April 2023