**Fatherhood Engagement Services**

**RFP #190831006**

 **Page**

**A. Cover Sheet . . . . . . . . . 1**

**B. Table of Contents . . . . . . . . 2**

**C. Declaration of Confidential Information . . . . . Etc.**

**D. Conflict of Interest - Disclosure Statement . . . .**

**E. Executive Summary . . . . . . . .**

**F. Main Proposal . . . . . . . .**

**1. Organizational Profile . . . . . . .**

1. Purpose, Mission, Philosophy . . . . . .
2. Entity Type / Years of Operation . . . . . .
3. Administrative Office Location . . . . . .
4. Organizational Structure . . . . . . .
5. Qualifications / Certification / Licensure . . . . .
6. Corrective Action . . . . . . . .

**2. Cultural & Linguistically Competent Care . . . . .**

1. Culturally Diverse Communities . . . . . .
2. Culturally Diverse Families . . . . .
3. Culturally Diverse Staff . . . . . . .

**3. Service Requirements . . . . . . .**

1. Referral Process . . . . . . . .
2. Number & Type of Clients to be Served . . . . .
3. Date of Program Availability . . . . . .
4. Length of Stay . . . . . . . .
5. Hours of Operation . . . . . . .
6. Treatment/Service Components . . . . . .

**4. Staffing Requirements . . . . . . .**

1. Staff Qualifications . . . . . . .
2. Staff Categories . . . . . . . .
3. Background Checks . . . . . . .
4. Staff Training . . . . . . . .
5. Staff Retention . . . . . . . .

**5. Family Partnerships & Community Linkages . . . .**

**6. Data and Technology . . . . . . .**

**G. Cost Proposal . . . . . . . . .**

**1. Financial Profile . . . . . . . .**

**2. Budget and Budget Narrative . . . . . .**

**H. Appendices . . . . . . . . .**

**1. Form #1 Gift & Campaign Contribution Certification . . .**

**2. Form #2 Consulting Affidavit . . . . . .**

**3. Form #3 CHRO Contract Compliance Package, Parts I-III . .**

**4. Form #4 Table of Organization . . . . . .**

**5. Form #5 CT Business License . . . . . .**

**6. Form #6 Non-Profit Status . . . . . . .**

**7. Financial Profile (if required) . . . . . .**

**8. Budget & Narrative . . . . . . . .**