

DCF Application Form

Use of form: Use of this form is mandatory. If the requested information is not provided, the department will be unable to process your application. Personal information you provide may be used for secondary purposes [Privacy Law, §.15.04(1)(m), Wisconsin Statutes].

Application # 437002-G20-0001588	Title Shared Services Network
<p>Request for Applications:</p> <p>The Wisconsin Department of Children and Families (DCF) Division of Early Care and Education (DECE) was awarded a Preschool Development Birth to Five Grant (PDG B-5) to expand Early Care and Education (ECE) initiatives throughout the state. The grant activities focus on addressing pervasive challenges around equity, access, quality, and affordability in early care and education. Under this grant, Wisconsin will have an opportunity to build a strong ECE system that engages partners at the state, regional, and local level. The overall mission of this grant is to provide early care and education opportunities through the state that improves the well-being, health, development, and kindergarten readiness among all children ages B-5. The Department recognizes the critical connections between supported, financially sound early care and education programs and their ability to be successful in providing affordable, high-quality early care and education to children in their communities.</p> <p>DCF is soliciting applications from either a single organization/company (e.g., counties, non-profits, for-profits, etc.) or from collaborating organizations/companies to act as the Hub of operations for one or more new early care and education shared service networks within communities that serve priority populations in the state of Wisconsin. Priority populations identified within the PDG B-5 grant include low-income, rural, and tribal populations, as well as populations experiencing homelessness and populations who prefer communications in a language other than English. The purpose of an early care and education shared service Hub is to: recruit and retain local early care and education program members (both group and family childcare programs); provide business and professional development, as well as staffing support services to members to help improve their program quality and build a strong group of community stakeholders to provide expertise and financially maintain the network beyond PDG funding.</p> <p>As a growing and successful strategy for maximizing the impact of resources invested in early childhood, primarily for those providing direct services to children and their families, shared services networks in the early childhood sector are a key component in improving equitable access to high-quality early care and education. This strategy can be seen as supportive of system financing and workforce transformation. By providing ways to support a program or provider, it allows funding to be redirected or allocated in different ways. The following are proven results of shared services in early childhood:</p> <ul style="list-style-type: none">• Reduced or shared costs and time through joint purchasing, staff sharing, centralized administration, or some combination.• Shared program or administrative capacity-building through the use of common tools and systems, shared mentoring and supervision, and collaborative improvement processes.• Leveraging the professional management and economic strength of larger organizations, making it easier for small sites to meet quality standards, gather and report data, and offer a range of supports to children and their families.• Reinvestment of cost and time savings into enhanced program quality and improved staff compensation and benefits to attract more stable and more highly qualified staff. <p>We are seeking applicants to respond to this application with a workplan that addresses the structure and activities of a shared services hub, addressing how the applicant will provide its early care and education members with business, professional development, and staffing support services to members to help improve their program quality.</p>	
<p>Contract Term:</p> <p>The anticipated contract start date is April 15th, 2020. Contract will conclude on December 31st, 2020. Three optional (1) year contract renewals may be exercised, subject to funding availability. Award of initial contract term does not guarantee renewals.</p>	

Budget:

Multiple awards will be made in amounts determined through applicant cost proposals and work plans. A minimum of two (2) shared service networks will be funded, with the possibility of more depending on funding availability and quality of applications. Applicants can be individual networks or hubs of two or more shared service networks. Individual awards will be determined by the evaluation of the cost proposal, feasibility of workplan within timeline given, quality of application, and justification of need. Applicant must leverage a 30% match of total budget proposed through in-kind or in-cash funding from community stakeholders. Match must be expended by the end of the initial contract term (December 31st, 2020).

Program Objective:

The main goal of an early care and education shared service network is for a Hub organization(s) to help build processes for childcare providers to have a strong iron triangle (full enrollment, full collection of fees and tuition, and ensuring that revenues cover per-child cost of care), and strong high-quality practices with children. Shared Services helps preserve two of the key strengths of early care and education businesses— autonomy and diversity – while at the same time allowing providers to take advantage of the economies of scale needed to offer high quality services to children and families.

Minimum Requirements:

1. Applicant must have a plan that supports one or more early care and education shared service networks consisting of *at least* Ten (10) member early care and education programs per network. Of the 10 minimum early care and education programs, *at least* 2 must be family childcare homes.
2. As the shared services Hub, the applicant will provide its early care and education members with business, professional development, and staffing support services to members to help improve their program quality. Specific support services provided by the Hub will vary based on location and needs identified by its members, each Hub must provide support around:
 - a. Business practice support such as payroll, benefits management, banking, janitorial services, food services, increased Automation, improved collections, enhanced marketing joint purchasing, and/or centralized administration.
 - b. Professional development and or consultation to members around high-quality care practices. This may include individual onsite, virtual, or group training and/or coaching around earning YoungStar high-quality rating standards, assistance in earning national accreditation, and/or addressing quality standards in the Environment Rating Scales, Third edition (ERS-3). Training/consultation should lead to an increase in knowledge, skills, and practices around Nurturing and responsive environments where children develop at their fullest potential.
 - c. Providing staffing support services which may include the creation of a sub-pool or floater staff member that can be used by members, and/or support in securing private investments to be used towards increases in staff compensation.
 - d. Develop Farm to ECE activities within the shared services network to : to support local and family owned farming businesses in Wisconsin, find unusual community partners in support and promotion of ECE at the local level, provide healthy food to ECE providers for use in child care center meal planning, promote healthy eating to young children in child care, and connect urban and rural resources that are mutually beneficial.
3. Applicant will galvanize and lead a community group of stakeholders that shall include at least 15 committed partners at the local, state, and national level. The community group must include a cross-sector group of stakeholders that represent Wisconsin's early care and education mixed-delivery system (e.g. home visiting, birth to three, 4K, Head Start, community Health care). This community group will be responsible for delivering administrative and program services, so each community group must also ensure that their membership includes expertise in the three support areas listed above (2a-2d) and expertise in creating and/or administering a shared services network.
4. Selected applicant(s) will leverage the community stakeholder group to create a sound plan for financial and programmatic sustainability beyond PDG funding. To show this commitment, the applicant must leverage a 30% match of total grant funds awarded to them through in-kind or direct funding from community stakeholders to be utilized by the end of the contract period (December 31st, 2020).

Application Requirements:

In your application, please submit the following:

1. No more than 5-page narrative indicating how you will recruit a cross-sector group of stakeholders at the local, state, and national level that represent Wisconsin's early care and education mixed-delivery system (e.g. home visiting, birth to three, 4K, Head Start, community health care). Include any relationships that the organization/company has with local, state, and/or national organizations working toward this common goal. Include a list of identified stakeholder names that will be recruited for this group, including whether the organization/company has already contacted each entity regarding participation. Describe the organization/company's plan to ensure that members in the cross-sector group of stakeholders have expertise in the following support areas required by this grant:
 - Using high-quality business practices
 - Providing coaching and/or professional development support around high-quality early care and education practices
 - Employing diverse strategies to address staffing shortages
 - Expertise in creating and/or administering a shared services network
 - Ability to develop Farm to ECE initiatives
2. No more than 3-page narrative indicating the number of early care and education shared services networks your organization could reasonably create and support within the timeline and funding indicated. Indicate how many early care and education programs will be targeted for recruitment for each network. Clearly identify the strategy for selecting the early care and education shared service networks, including how you will select programs that serve priority populations in the state of Wisconsin. Include a list of shared service networks and if individual child care programs have been recruited for this group.
3. No more than 5-page work plan that demonstrates how you will coordinate and deliver the services. The work plan should address each of the objectives listed in the minimum requirements section above (requirements 1-4) including goals that are clearly stated, realistic, measurable, and consistent with the program requirements. Each objective must detail specific, measurable, and sequential methods or action steps that result in the completion of the objective stated in the minimum requirements section in the required timeframe. Specifically indicate the services you anticipate providing to your early care and education members. Specifically include which business practices, professional development, and staffing support services you anticipate your community will need. Identify how you will solicit and use feedback from the members of your shared services network to shape the actual services provided.
4. No more than 2 pages identifying how you will leverage the community stakeholder group to create a sound plan for financial and programmatic sustainability beyond PDG funding through this RFA. Identify your ability to leverage 30% of your total grant funds through in-kind or direct funding from community stakeholders by the end of the grant period. The Match information must be clearly identified on your cost proposal (Application Requirement #4) or on a separate document. Include an necessary narrative that describes how match will be utilized.
5. No more than 2 pages outlining a program monitoring, evaluation, and reporting plan. Detail how you will monitor and evaluate the program success and report on program specifics such as deliverables reached, strategies used, barriers encountered.
6. No more than 2 pages outlining how you could expand on this initiative if given the opportunity to extend the contract beyond the initial contract term. If not given the opportunity to expand beyond the initial contract term, explain how you would ensure the sustainability of progress made during this contract by leveraging existing partnerships or your organization's existing structure.
7. Complete a cost proposal for the workplan you are proposing within the initial contract term and funding for this project. Use the attached cost proposal template (Exhibit 1). With your cost proposal include a budget narrative that provides detail supporting your costs.

All 7 sections must be answer in your application to be evaluated and considered for the contract.

Direct all questions about the application to Amanda Reeve, Amanda.Reeve@wisconsin.gov.

Submit completed applications to DCFProcurement@wisconsin.gov on or before the due date and time.

Evaluation:

Applications will be evaluated through a point scale given to the 7 individual application sections based on the program requirements and objectives listed in the request for application. Applications will be evaluated and graded by a team of evaluators. A minimum of two (2) shared service networks shall be awarded. This could either be two (2) applications each for 1 shared service network, or one (1) application containing two (2) shared service networks. Awards will go to the applicants with the highest overall score. Additional awards may be made depending on funding availability, quality of applications, and applicant cost proposal. Applicants who do not meet the eligible applicant requirements will be automatically disqualified.

Issue Date

March 16, 2020

Due Date

April 2, 2020 by 2:00PM

DCF Contact Name

Sue Handrich-Herr

DCF Contact Phone

608-422-6381

DCF Contact Email

dcfprocurement@wisconsin.gov

Grantees will be expected to sign a contract. Most will be signing the DCF Standard Contract. For situations where the Standard Contract is not required, the DOA Standard Terms and Conditions will apply. Both can be found on our DCF Grant Opportunities Page. <https://dcf.wisconsin.gov/doingbusinesswith/applications>

APPLICANT INFORMATION

Legal Applicant/Organization Name		Telephone Number
Applicant Contact Name		DUNS Number
Applicant/Organization Mailing Address (Street, City, State, Zip Code)		
Applicant Contact Email Address		
We certify that everything in the application is true to the best of our knowledge and we will adhere to the requirements of the application and the resulting contract.		
Name of Authorized Company Representative:	Title of Company Representative:	Phone of Company Representative:
Signature of Company Representative:	Date Signed	Email of Company Representative: