

**CHILDREN'S TRUST OF ALACHUA COUNTY  
RESOLUTION 2021-08  
System Mapping RFP 2021-05**

**WHEREAS**, the Children's Trust of Alachua County (CTAC) developed and approved Resolution 2020-12, Procurement Policies; and

**WHEREAS**, the Trust seeks to implement system mapping of PN-5 service touchpoints and formalization of intake, referral and information sharing protocols and

**WHEREAS**, the Trust is required to approve the scope of service, minimum qualifications, evaluation criteria, and the review team,

**NOW THEREFORE**, be it ordained by the Board of Children’s Trust of Alachua County, in the State of Florida, as follows:

**SECTION 1: ADOPTION** The scope of services, minimum qualifications, evaluation criteria, and evaluation team, attached hereto as Exhibit “A” is hereby adopted in its entirety as provided in Exhibit “A” and incorporated herein by this reference.

**SECTION 2: EFFECTIVE DATE** This Resolution shall be in full force and effect from 06.15.2021 and after the required approval and publication according to law.

PASSED AND ADOPTED BY THE CHILDREN’S TRUST OF ALACHUA COUNTY BOARD; this 14<sup>th</sup> day of June, 2021.

	<b>AYE</b>	<b>NAY</b>	<b>ABSENT</b>	<b>NOT VOTING</b>
Lee Pinkoson	✓ _____	_____	_____	_____
Dr. Maggie Labarta	✓ _____	_____	_____	_____
Tina Certain	✓ _____	_____	_____	_____
Dr. Karen Cole-Smith	✓ _____	_____	_____	_____
Ken Cornell	✓ _____	_____	_____	_____
Dr. Nancy Hardt	✓ _____	_____	_____	_____
Dr. Carlee Simon	✓ _____	_____	_____	_____
Dr. Patricia Snyder	✓ _____	_____	_____	_____
Cheryl Twombly	✓ _____	_____	_____	_____
Susanne Wilson Bullard	✓ _____	_____	_____	_____

Presiding Officer

*Lee Pinkoson*

Lee Pinkoson (Sep 2, 2021 15:20 EDT)

Lee Pinkoson, Chairman  
Children’s Trust of Alachua County

Attest

*Tina Certain*

Tina Certain (Sep 2, 2021 20:53 EDT)

Tina Certain, Treasurer  
Children’s Trust of Alachua County

## Attachment A

### Scope of Services

#### Background

The Children's Trust of Alachua County (CTAC) is the recipient of a \$250,000 grant from the Pritzker Children's Initiative to support a Prenatal to three (PN-3) Project. The objectives of the PN-3 Project are:

- Increase participation rates of those living <200% FPL by 17% annually in existing federally, state, and locally funded maternal and infant health programs (WIC, Healthy Start, MIECHV, NewboRN, & Healthy Families)
- Improve the quality and availability of infant early care and education services by increasing the number of Gold Seal providers.

This scope of service focus is on the objective to increasing participation rates. CTAC is seeking proposals for an entity, individual researcher, or a group of researchers to conduct a system mapping of service touchpoints and formalization of intake, referral and information sharing protocols. The successful applicant will work collaboratively with CTAC staff and PN-3 project partners to create an ongoing touchpoint identification to add new services, introduce new key contacts, evaluation of changes in the number and percentage of all eligible families being served or connected.

#### Project Overview & Description of Services

To understand system mapping, a basic definition of what a system is. "A system is a group of interacting, interrelated, and interdependent components that form a complex and unified whole." (Coffman, J. (2007). *A Framework for evaluating systems initiatives*. Boston, MA: The BUILD Initiative.) A system map is a visual depiction of those components, influences, and relationships between actors, organizations, and other elements of a system. System maps can be complex and involve numerous public and private funding streams administered through different agencies and decision-making structures. The system map tells the story and sets out to communicate the complex information through who, how and where. The characteristics of a complex system can include one or more of the following (Coffman, Julie 2007):

- Context—Improving the political environment that surrounds the system so it produces the policy and funding changes needed to create and sustain it
- Components—Establishing high-performance programs and services within the system that produce results for system beneficiaries
- Connections—Creating strong and effective linkages across system components that further improve results for system beneficiaries
- Infrastructure—Developing the supports systems need to function effectively and with quality
- Scale—Ensuring a comprehensive system is available to as many people as possible so it produces broad and inclusive results for system beneficiaries

The focus of this project is the Early Childhood Development System within the four components: Early Learning and Development; Family Leadership and Support; Special Needs and Early Intervention, and Health. The purpose of this project is utilizing system mapping to:

- Implement ongoing service touchpoint identification to add new services and introduce new key contacts with the objective of maintaining a complete and updated catalog of services for families.
- Identify the elements of the early childhood system in Alachua County (settings, practitioner roles, actors, organizations, policies, and funding streams)
- Assess what organizations are doing and what they are trying to achieve.
- Assess how families are learning about the system and how they are navigating entry and exit.
- Assess participants interactions within the system.
- Inform on relationships between organizations and actors that create sharing of information protocols.
- Assess where are some of the gaps, barriers, and opportunities for improving.
- Data on current program participant numbers served by each program provider

This project should build upon and coordinate with existing state level and local needs assessments, such as those documented by the MIECHV program, the Alachua County Children’s Services Needs Assessment and Appendix, Community Health Assessment, and if applicable, the Preschool Development Birth through Five Grant, to avoid duplication of efforts and strengthen integration.

### Minimum Qualifications

Organizations or individual researcher can apply for funding based on the following requirements:

- a. All proposed services must take place within Alachua County.
- b. Applicants must be currently qualified to conduct business in the State of Florida.
- c. Applicants must not be a charter school approved by any public school system in the State of Florida.
- d. Applicants must have experienced in leading collaborations and developing system mapping methodology for large systems.
- e. Background in community informatics and/or academia is desired.

### Evaluation Criteria

<b>CRITERIA</b>	<b>WEIGHT</b>
<b>Record of Past Experience</b>	<b>NA</b>
<input type="checkbox"/> <i>Based on experience with similar projects</i>	<i>10</i>
<input type="checkbox"/> <i>Sound knowledge of socio-technical and mapping systems</i>	<i>10</i>
<input type="checkbox"/> <i>Based on feedback from references</i>	<i>5</i>
<b>Project Plan</b>	<b>NA</b>
<input type="checkbox"/> <i>Based on the contractor’s plan to accomplish the tasks in the scope of work</i>	<i>10</i>

<input type="checkbox"/> <i>Based on the contractor's understanding of the problem</i>	<i>10</i>
<input type="checkbox"/> <i>Based on the contractor's proposed staffing, deployment of qualified personnel, and organization</i>	<i>5</i>
<input type="checkbox"/> <i>Based on the contractor's qualifications and experience</i>	<i>10</i>
<b>Subcontracting</b> <i>(if no subcontracting, the contractor will receive maximum points)</i>	<b>NA</b>
<input type="checkbox"/> <i>Based on subcontractor qualifications and experience</i>	<i>15</i>
<input type="checkbox"/> <i>Based on over reliance on subcontracting</i>	<i>5</i>
<b>Price</b>	<b>20</b>
<b>TOTAL</b>	<b>100</b>

**Evaluation Team**

- 1. Kristy Goldwire**
- 2. Mia Jones**
- 3. Michelle Watson**