

Regional Needs and Assets 2010 – TIMELINE

TASK	Target Date – TRIBAL REGIONS	Target Date – COUNTY REGIONS
RFP is released	Mid-August	Mid-August
FTF staff and State Procurement Office communicate release of RFP	Mid-August	Mid-August
Coordinators preview Needs/Assets process with Regional Councils	August/September	August/September
Review committee reviews the applications and creates an approved vendor list	August/September	August/September
Vendor list completed for RPC review	October 1	October 1-15
RPC Selects vendor from approved list*	October 1-15	October 15-December 1
Contractor begins work	October 15	December 15
Regional Councils approve report	August 2010	August 2010

*If October 1-15 timeline does not work with Regional Partnership Council schedule, contractor start date and timeline will change accordingly.

Regional Needs and Assets 2010 Summary

The deliverable for each region is a Regional Needs and Assets Report providing a snapshot of the characteristics of the region's young children under six and their families; the assets available to children and families; and the unmet needs of these children and families.

Data collected and reported in the Regional Needs and Assets reports must only be in content areas within the scope of FTF. Work accomplished to create the FTF Regional Needs and Assets reports must remain within the defined scope of work. For example, while each report should discuss and analyze changes over time in FTF indicators and goal areas, it is not a longitudinal study. While each Regional Needs and Assets Report should present and discuss 'out of region' resources and services accessed by regional children and their families, it is not a comparative or quasi-experimental study. Whereas each report should describe regional needs, regional assets, and strategies that are in progress, it is not be a program evaluation.

Each report should paint a picture of the current circumstances, strengths, needs, strategies that are underway and proposed areas for improvement or change in the region that usefully informs the Regional Partnership Council's prioritization, planning, and funding activities.

Deliverables:

The bidder shall set out a timeline and deliverable schedule in line with the scope of work. The timeline and deliverable schedule should include a detailed approach to collaboration with the Region and Regional Partnership Council to identify regionally available data and goals for data collection, the development of interview or survey instruments, data collection, analysis and synthesis into a needs and assets report. Deliverables will include regular meetings and updates to regional FTF staff as well as FTF central and divisional leadership. Guidelines for estimated hours for report completion are presented below. Bidder should indicate any variance they believe is necessary to the hours noted below for each task.

The finalized needs and assets report shall be submitted to the Coordinators and Regional Partnership Council by August 2010.

Council Decisions

Councils will be presented, beginning in October 2009, with a list of qualified vendors for their Region. The list of qualified vendors will be accompanied by an overview of the vendors' proposal including the bidder's knowledge of the Arizona communities to be served, capacity to work collaboratively with stakeholders while meeting timelines, the hours and hourly rate necessary to complete a base report and history of high-quality data collection, synthesis, needs and assets report writing, and presentation. The Council will then approve a final contractor to complete their regional needs and assets report.

If Councils have allocated additional funds for regional needs and assets preparation (beyond the work included in the summary and deliverables above and the standard report guidelines below) additional deliverables and costs can be negotiated with their vendor of choice. A standard template

Standard Needs and Assets Report Guidelines:

Task	Estimated hours tribal regions	Estimated hours county-based regions
Compilation of regionally available data and coordination with Regional Partnership Council, Coordinator and community stakeholders	55	40
Integration and Analysis of FTF Regional Profile data, existent regional data, and data collection activities	60	60
Preparation of Needs and Assets Report as identified in Scope of Work and "FTF	50	50

Regional Needs and Assets Template”		
Review and Editing Needs and Assets Report with Regional Council	15	15
ESTIMATED TOTAL-Standard Report	180	165
Additional Council-Funded Task**	Estimated hours tribal regions	Timeline and Methodology
Compilation of regionally available data and coordination with Regional Partnership Council, Coordinator and community stakeholders	Additional 20 hours	
Collection of phone survey and focus group data	40	
Review and Editing Needs and Assets Report with Regional Council	Additional 15 hours	
ESTIMATED TOTAL-Council-funded additions	75 additional hours	Total Not-To-Exceed Cost

** Tasks and hours included here are examples only; Councils will define tasks and hours and approve approach and methodology in consultation with the selected vender. The final Council-funded deliverables and costs will then be forwarded to the FTF administrative division (Saretha Jones) for issuance of a purchase order.