

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 venders for their Region. The list of qualified venders will be accompanied by an overview of the venders' 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 vender 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.

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SUMMARY OF DATA TO BE COLLECTED FOR BASIC NEEDS AND ASSETS

The following data is to be included in the BASIC FY2010 Regional Needs and Assets Report:

Who are the families in our Region?

General Population Trends:

- ✓ Current population
- ✓ Population growth of total population
- ✓ Population growth of population of children
- ✓ Percent of children zero to five and their families living in region
- ✓ Number of children ages zero to five (1-14 or 1-18 if necessary)

Additional population characteristics:

- ✓ Historical and current data demonstrating racial/ethnic group, immigrant or tribal status, family composition, language usage, and other relevant characteristics of young children and their families.
- ✓ Trends and impact of racial/ethnic composition, family composition, and language characteristics of the region and areas within the region and compare to Arizona trends.
- ✓ Data and discussion of areas or sub-region with notable characteristics.

Economic Circumstances:

- ✓ Historical and current economic indicators
- ✓ Number and percent of children 0-5 and/or families with children 0-5 living at 50%, 100%, 150%, and 200% of federal poverty level
- ✓ Income, median income; poverty and median income by race/ethnicity and/or family composition
- ✓ Employment/unemployment data
- ✓ Trends and impact of the economic circumstances in the regions and areas within the region
- ✓ Data and discussion of areas or sub-region with notable characteristics.

Educational Indicators:

- ✓ Historical and current data about parental and child education – educational attainment of parents, mothers, and other primary caregivers of young children
- ✓ Data about literacy, kindergarten readiness, standardized test scores
- ✓ Parental education data by parental age, family composition, economic circumstance, immigration status, race/ethnicity
- ✓ Trends and impact of the educational indicators in the region and areas within the region
- ✓ Data and discussion of areas or sub-region with notable characteristics.

The Early Childhood System: Detailed descriptions of the regional assets and needs in the six goal areas

Quality and Access:

- ✓ Historical and current data on quality and access for the region – supply and demand
- ✓ Number of accredited early care and education centers/homes, number of children enrolled, child to adult ratios
- ✓ Number of early care and education programs (including unregulated and kith/kin care, if available), number of children enrolled, child to adult ratios
- ✓ Cost of care as percentage of median income
- ✓ Availability of care
- ✓ Relevant data that inform the issues of quality of and access to early care and education
- ✓ Importance of quality and access as relevant

Professional Development:

- ✓ Historical and current data demonstrating level of certification, credentials, or degrees of early care and education professionals
- ✓ Retention rates of early care and education professionals
- ✓ Wages and benefits of early care and education professionals
- ✓ Availability of certification, credentialing or degree programs
- ✓ Trends and importance of educational level and access to education programs for early childhood workers, wages and benefits, retention, and other relevant issues
- ✓ Data and discussion of areas or sub-region with notable characteristics.

Health:

- ✓ Historical and current data on child health and safety indicators, including:
 - data on health insurance coverage and utilization;
 - healthy births, well-child checks;
 - dental care;
 - Immunizations;
 - developmental screening;
 - injuries; and
 - child mortality and morbidity
- ✓ Discuss trends and impact of health indicators for the region and compare to state when relevant.
- ✓ Data and discussion of areas or sub-region with notable characteristics.

Family Support:

- ✓ Historical and current data on family needs and whether they are met
- ✓ Child abuse/neglect
- ✓ Foster care
- ✓ Juvenile justice
- ✓ Family literacy and daily reading to children

- ✓ Discuss trends and impact of each of the different family support indicators for the region and compare to state when relevant.

Public Information and Awareness:

- ✓ Historical and current data demonstrating public awareness of early childhood issues, and availability and use of sources related to early childhood.
- ✓ Discuss importance of public awareness and support for early childhood programs and value of access to accurate, readily available sources of information about early childhood for parents in region
- ✓ Data and discussion of areas or sub-region with notable characteristics.

System Coordination:

- ✓ Historical and current data about agencies, organizations, or groups providing services, resources, or support related to early childhood
- ✓ Parent and community awareness services, resources or support related to early childhood
- ✓ Coordination and cohesiveness of early childhood resources
- ✓ Parents perceptions of the availability of, quality of, and coordination and communication among agencies and other organizations that provide services to young children and their families
- ✓ Discuss importance of system coordination and communication in the region, including discussion of areas or sub-region with notable characteristics.

Regional Needs & Assets Report

Additional RPC Funded Tasks

Potential Task	Estimated Hours	Estimated Cost (Relative to Standard Report Cost)	Considerations
Secondary Data Collection			
Collecting region-specific surveys or reports (i.e. a school district in your region recently did a survey of parents and you would like to know that information)	20	1:1	The hourly cost for secondary data collection should be pretty close to the hourly rate for the data in the standard report. RPCs should consider whether they are asking the contractor to collect information that is easy to obtain (i.e. data that has not only been collected but also be analyzed) and whether any additional analysis will need to be done.
Early childhood program information that is not included in the standard report (example: the standard report has information on Head Start programs but there might be other programs that are not federal/state programs operating in your region that you want information about)	20	1:1	
Analysis of additional data points	20	1:1	
Primary Data Collection			
Survey of parents in the region regarding early childhood development and health related issues	40	2:1	The goal of the RPC should NOT be primary data collection. Rather, the RPC should only look at collecting primary data if there is a very specific question they need for the report that they do not have. Since primary data collection tends to be much more labor intensive, RPCs should expect to be charged double the hourly rate than the rate quoted for the standard report.
Focus groups	40	2:1	
Phone interviews with community stakeholders	40	2:1	
Analysis of additional data points	40	2:1	

As you will recall, the San Carlos Apache Regional Partnership Council allocated \$10,000 to use for a Needs and Assets report as identified in the funding plan approved by the First Things First Board in December 2008. The 31 Councils will be provided a base Needs and Assets report. The \$10,000 allocated by the Council will be used for additional data collection that will complement the base information of the 2010 Needs and Assets report.

Questions to Consider

- ❖ What does the Council want to know that is missing in the current report?
 - Is the missing data from the current N/A report available?
 - Is the missing data attainable given the limited funds allocated?
 - Is the data specific to the birth to five population?
 - Is the data specific or relevant to a Council strategy?
 - **Key point to consider:** *The Council has an integral part in building a comprehensive system for children birth to five; data specific to this population is not always available, including baseline data. In time, more data will be available; however, current data, especially specific types, is difficult and/or costly to attain.*

- ❖ Are there particular demographics that the Council would like to know more about?
 - If so, what would be the best way to collect that particular data?

- ❖ What current data or historical information would be helpful in understanding the region that is missing in the current report?

- ❖ Are capacity and infrastructure issues for services in the region sufficiently identified?
 - If not, what additional information might be needed?

- ❖ From the 2008 Needs and Assets report, what is confusing or unclear that requires clarification?

In addition to these questions, please pay particular attention to the *Additional Evaluation Tasks for Regional Partnership Councils* and the *2010 Regional Needs and Assets Summary* attachments. These documents have information related to the varying types of data collection and the estimated hours associated with data collection for a regional report.

Because the RFP has been released to the community, it is not appropriate at this time to solicit comment or request a presentation from a community member with expertise who could also be a potential bidder.