

## IFF RFP FAQ

**1. What is the maximum number of pages we can submit for the concept paper intent to respond and when is it due?**

The concept paper and intent to respond (CPIR) is due **Monday, September 19<sup>th</sup>**. The CPIR is a maximum of three pages. If the CPIR is more than three pages, it will be disqualified. Along with the CPIR, please submit the most recent audits for ALL the provider(s) and/or partner agencies represented in the CPIR. The audits will NOT count toward the three-page limit. Submission of any other documents is not expected or accepted during the CPIR phase of the RFP.

**2. How will you be notified of IFF's decision to move forward with the full RFP?**

IFF will contact you by email on **Friday, September 23, 2016**.

**3. What happens if you are not invited to move forward beyond the concept paper phase?**

IFF will contact respondents by email to inform them of the decision by **Friday, September 23, 2016**. After that time, respondents are welcome to schedule time to discuss the decision in more detail. Due to the aggressive timeline of the RFP, IFF will not be able to schedule any follow-up meetings until January 2017.

**4. Can you provide some examples of family resource centers IFF has developed?**

*By Any Measure* provides an overview of a decade of projects within Illinois <http://www.iff.org/resources/content/3/1/documents/By-Any-Measure.pdf> and features a number of examples of initiatives and projects. Sample projects include:

Little Village Family Resource Center  
2929 W. 19<sup>th</sup> St., Chicago, IL

Paulo Freire Family Center  
1653 W. 43<sup>rd</sup> St., Chicago, IL

Sheila Berner Community Center  
7510 N. Ashland Ave., Chicago, IL

Jubilee Family Resource Center  
3701 W. Ogden Ave., Chicago, IL

Aurora Early Learning Center  
525 College Ave., Aurora, IL

Elgin Child & Family Resource Center  
210 National St., Elgin, IL

Mitzi Freidheim Englewood Child & Family Center, 1653 W. 43<sup>rd</sup> St., Chicago, IL

Concordia Place  
3300 N. Whipple St., Chicago, IL

Effie Ellis Community Center  
4301 S. Cottage Grove Ave., Chicago, IL

Marletta Darnall Schaumburg Child + Family Center  
725 E. Schaumburg Road, Schaumburg, IL

**5. What is the timing for the other two centers?**

The goal is within the next five years. However, the planning process is ongoing and there is no specific timeframe or location(s) for future center(s).

Respondents are encouraged to review the early childhood needs assessment report IFF released in 2015 [http://iff.org/resources/content/3/1/documents/IFF\\_Tri-county\\_report\\_final.pdf](http://iff.org/resources/content/3/1/documents/IFF_Tri-county_report_final.pdf) The report identifies areas of high need by early childhood program and that information, coupled with an assessment of community assets, anchors, key corridors, and development momentum, can help inform planning for centers with comprehensive, robust, and diverse programs. In all cases, the intent is not to displace any existing providers but to have the centers function as a resource within the existing community.

**6. Have you taken into consideration that providers have recently negotiated service areas with the Office of Head Start? How would you suggest we proceed given this process?**

IFF is aware that the Head Start zip codes have already been designated. Respondents are encouraged to describe the proposed program mix within the context of the existing designation restrictions. It should be noted that IFF has NOT negotiated any type of agreement with the Office of Head Start to amend the current designations. It is important to note that Head Start services in Detroit are in the third year of a five-year cycle. The development timeline provides the opportunity to plan for robust programming in a new Family Resource Center that may be tied to revised slot allocation in the re-compete process.

**7. Currently, who are the providers selected by the Office of Head Start in the designated area?**

In the zip code area of 48221: New St. Paul Head Start and Renaissance Head Start.

<http://www.detroitheadstart.com/find/>

**8. What makes this project different from similar projects (e.g. The Family Place and Youthville)?**

IFF has experience in developing sustainable family resource centers throughout the Midwest. IFF will draw on our previous experience to help leverage the provider for long-term success. This will be achieved by creating a discipline around the development model and by controlling the development costs. In addition, IFF will work collaboratively with the provider to design a model that achieves best practices while limiting the burden of long-term debt. The process also anticipates internal and external evaluation to ensure recalibration when necessary for long-term success.

**9. As outlined in the RFP, the anticipated cost of the facility is between \$5 and \$6 million. Is the provider expected to secure 10 percent of the total project cost as equity?**

One of the goals of the project is to support a systems change in Detroit. This can be accomplished by creating a best practice replicable model. Therefore, IFF is working to develop the facility within the \$5 to \$6 million range. This target creates discipline in the design process and should help set the stage for thoughtful replication throughout the city.

The selected provider is required to make a financial commitment of at least 10 percent of the project development cost, but the timing of that contribution is negotiable within the context of

the overall financing package. A start-up budget template is included in the RFP. Completing that document provides an opportunity for each candidate to consider the best plan to determine how and when their contribution to the project is positioned.

**10. It states that the Kresge Foundation has committed primary funding of the center and the provider will be required to secure additional funding and IFF will act as owner of the property. Will the provider initially have an ownership stake in the building equal to the percent it has fundraised?**

Yes, the provider will have ownership equal to the equity contribution and/or a structure that provides credit for the funds contributed to the project. IFF will act as the owner and developer through substantial completion of construction and certificate of occupancy at a minimum. The goal is to co-create and co-design the project. The process allows the provider to focus squarely on developing the highest quality program that meets the vision for the facility and IFF to focus on structuring and leveraging various financing tools to ensure a viable project is completed.

**11. What is the estimated baseline number for furniture, fixtures and equipment?**

The baseline budget depends upon the type of program being proposed. Some initial assumptions in the budget would be: \$15,000 to \$18,000 per classroom for classroom equipment/set-up, \$50,000 to \$75,000 for technology/data, \$50,000 for office equipment, and baseline assumptions for a warming kitchen, signage, etc. The respondent will need to describe in detail what type of innovative program/curriculum is proposed and the necessary associated equipment. Also, there may be some other funding opportunities available or linkages to other institutions and/or programs in the community to explore collaboration.

**12. Can you give some examples of what we should include in our budget in addition to what is listed in the proforma?**

For operations, please be sure to include the staffing and program costs necessary to fully implement the program. For the development budget, please be sure to include all necessary equipment and specialized spaces to ensure that the proposed program can be adequately accommodated. Potential items include: washers and dryers, security systems and staffing, secured playground access, child care management software (e.g. Procure, EZ-CARE, Sandbox, etc).

**13. When will the development agreement referenced in the RFP be available for review?**

The development agreement will be available for review in November. The agreement will outline the relationship between IFF and the provider with IFF assuming the role as owner and developer. In addition, respondents were asked to submit a letter indicating an understanding of the co-creation/co-design process. This demonstrates the respondent's openness to work in a collaborative manner. The agreement is subject to negotiation upon review by the selected provider.

**14. Where do you see the providers partnering with community development organizations?**

IFF is encouraging partnerships throughout this process. This is an opportunity for the provider to create connectivity within the geography. No one organization can do this project alone; it is designed as an inclusive, collaborative process.

**15. Once the site is selected, do you plan to meet with the existing providers?**

IFF has already convened some provider engagement meetings to send a clear message on what the center will provide for the community and to hear their voice. In addition, IFF shared information about the Learning Spaces grant. The grant is a resource for existing providers to improve their facility and/or improve programming. The next provider engagement meeting is planned for October 12<sup>th</sup>. IFF's goal is to be inclusive and not to displace any existing providers. Once the site has been selected, IFF will convene a meeting with providers in that designated area to discuss what their needs are and how the center can act as a resource to grow their quality. Additional information on the Learning Spaces grant can be found here:

<http://iff.org/learningspaces>

**16. Will you be conducting site interviews?**

IFF will be conducting site interviews if needed based upon the information outlined in the proposals.

**17. Can you provide additional information on the candidate presentations?**

Based upon the evaluation of the proposals, the selection committee will invite the finalist(s) to meet in-person for a follow-up discussion. This will take place on November 11, 2016. Each candidate will be provided information about the format to allow time to prepare for the presentations. This will serve as an in-person opportunity to discuss the vision for the project in detail with the selection committee.

*Revised 9/16/16*