Early Success Program
REQUEST FOR PROPOSALS
Program Initiatives

RFP: ESP110209-1
Pediatric Program
This is to certify that I (authorized representative) have read and understood the terms, conditions,
specifications and other instructions contained in this Request, and further, that the items of materials and/or
services rendered do meet minimum specifications set forth in this Invitation.

I further certify that this proposal is made without prior understanding, agreement, or connection with any
corporation, firm, or persons submitting a proposal for the same materials, supplies, or equipment and is in
all respect fair and without collusion or fraud. I agree to abide by all conditions of this request and certify that I
am authorized to sign this proposal for the bidder.

RFP NUMBER:      ESP110209-1       RFP TITLE: Pediatric Program

Submitter Name  Family Network on Disabilities of Manatee/Sarasota, Inc.

Submitting As    CORPORATION   X   INDIVIDUAL   ___   OTHER   ___

Address         Mailing: P.O. Box 110025, Bradenton, FL 34211
                 Physical: 6215 Lorraine Road, Bradenton, FL 34202

City, State, Zip Code See Above

Telephone Number  941-928-0682       Fax Number  941-907-8577

E-Mail Address  bsmith22@tampabay.rr.com

Representative Title  Executive Director

Signature


Scope
This service contract addresses the need for a specifically designed training and education program for Pediatricians and clinical staff within the communities of Manatee and Sarasota to address the need for routine developmental screening, identification, and referral of young children that present with developmental concerns in their practice after participating in a designed screening program. This service contract will also address the need to provide parents and primary caregivers with appropriate referrals and resources in our community that will meet the needs of young children and their families suspected of having a developmental or learning concern.

Members of the Early Success Program have identified the need for pediatricians in our community to consistently and effectively conduct and follow the recommendations of the American Academy of Pediatrics (AAP) when addressing Developmental Screening of very young children. An additional need for creating a referral and monitoring process, once concerns have been raised, to local programs and agencies designed to assist children and families, such as Early Steps and Child Find through the local school district, will also be implemented.

The recipient of this contract will create a unique and innovative program that will focus, for 1 year, on a select number of Pediatrician's and their clinical office staff (MD, DO, NP, PA, RN, LPN) in Manatee and Sarasota County. The program will gather baseline referral data: provide information, resource materials, supplies, and specific training to increase a Pediatric clinical office staff's knowledge of typical and non-typical child development, causes for concern or “red flags”, and the referral process to local programs designed to assist children and families, such as Early Steps and Child Find through the local school district that the family resides in. The program will also collect follow-up data to measure and demonstrate achievement of program outcomes. The Pediatric clinical office staff will be included in all aspects and components of the program. An emphasis is to be placed on site appointments to participating Pediatrician's offices on a routine basis from an individual specifically trained and skilled in the medical and child development field to assist with the program.

Training and Site Appointments to participating Pediatrician’s offices will include:
- Early Childhood Developmental Screening and Screening Tools
- Identification of Developmental Concerns
- Referral and Resources for Identified Needs for Parents and Primary Caregivers
- Resource Materials
- Staff Training
- Referral Tracking
- Satisfaction Survey

Term of Service
Services rendered for this Parent Advocacy initiative program will be conducted within a period of Ten months to begin on or after the date of Thursday 01 August 2009 and end on or before Tuesday 1 June 2010. The award of this proposal in no wise warrants the option for extensions.

SCF Contact Person
Direct all inquiries to this proposal to:

Valerie Mercer
5840 26th Street West
Bradenton, Florida 34207
941-752-5276
mercerv@scf.edu
### Time Line

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
<th>Place</th>
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<tbody>
<tr>
<td>11-12-2009</td>
<td>4:30 PM</td>
<td>Proposals Due</td>
<td>SCF 5840 26th Street West Building 1, Room 228</td>
</tr>
<tr>
<td>11-20-2009</td>
<td>9:00 AM</td>
<td>Evaluation Committee Scoring of Proposals</td>
<td>SCF 7131 Professional Pkwy. E., CIT, Room 136</td>
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<td>11-27-2009</td>
<td>4:30 PM</td>
<td>Proposer Notified of Award</td>
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<td>12-01-2009</td>
<td>4:30 PM</td>
<td>Award Posted to Web Site</td>
<td><a href="http://www.scf.edu/pages/3467.asp">http://www.scf.edu/pages/3467.asp</a></td>
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<td>12-01-2009</td>
<td>12:00 AM</td>
<td>Program Begins</td>
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<tr>
<td>06-01-2010</td>
<td>11:59 PM</td>
<td>Program Ends</td>
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## PROPOSAL DETAILS

<table>
<thead>
<tr>
<th>Amount Requested</th>
<th>$ 32,020.00</th>
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<tbody>
<tr>
<td>Total Project Cost</td>
<td>$ 37,020.00</td>
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## GEOGRAPHIC SERVICE AREA

<table>
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<tr>
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<tbody>
<tr>
<td>Manatee County</td>
<td>X</td>
</tr>
<tr>
<td>Sarasota County</td>
<td>X</td>
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## USE OF FUNDING

Please give a detailed description of how the initiative funds would be used if awarded.

### Income

- **State College of Florida - Early Success Program**: $32,020.00
- **Family Network on Disabilities**: $2,500.00
- **Center for Autism, Resources, and Education**: $2,500.00

**Total Income**: $37,020.00

### Expenses

- **On-going Monthly Program Support to 12 Pediatric clinical practices, 6 in Manatee and 6 in Sarasota.**
  - 6 hours a month X 12 Pediatric Clinical Practices X 10 months @ $45.00 an Hour: $32,400.00

- **Professional Fees – Audit and Accounting**: $875.00
- **Professional Fees – Training**: $1,500.00
- **Postage**: $450.00
- **Supplies**: $450.00
- **Printing and Copies**: $545.00
- **Miscellaneous**: $800.00

**Total Expense**: $37,020.00

**Total Income/Expense**: $0.00
Finance Department Contact

Kim Ross

Contact Phone Number and Extension

941-928-0682

Contact E-Mail Address

KIMATFND@MSN.COM

Fiscal Agent Name

Family Network on Disabilities of Manatee/Sarasota, Inc.

Fiscal Agent Street Address

Physical Address: 6215 Lorraine Road
Bradenton, FL 34202
Mailing Address: P.O. Box 10707
Bradenton, FL 34282

Fiscal Agent City, State, Zip

Bradenton, FL 34202

DELIVERABLES

The recipient of Early Success funding will receive the awarded amount in a series of four payments. Use the sections below to record each of four stages in the proposed program at which Early Success will be invoiced.

<table>
<thead>
<tr>
<th>Support Documentation</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Survey and Tally from the Study Group of Pediatricians and office staff.</td>
<td>February 1, 2009</td>
<td>$8,005.00</td>
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<tr>
<td>Handouts for Contact Hours/CME submission.</td>
<td>April 1, 2010</td>
<td>$8,005.00</td>
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<td>Course delivery and Follow-up Support</td>
<td>May 1, 2010</td>
<td>$8,005.00</td>
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<tr>
<td>Post-Survey and Tally from the Study Group of Pediatricians and office staff.</td>
<td>June 1, 2010</td>
<td>$8,005.00</td>
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COMMENTS

Use this page of the proposal form to address any aspect of your proposal that was not able to be fully covered in the sections above; or make a concluding statement or comment.