

# REQUEST FOR QUALIFICATIONS

COMMUNITY ASSESSMENT FACILITATOR – Exploration and Assessment of Family Resource Centers in Region 5.

Funded by: The Sauer Family Foundation to Morrison County Health and Human Services (Fiscal Host) and Region 5 Counties (Cass, Crow Wing, Morrison, Todd, Wadena) – Building Strong Family Relationships; Assessment and Exploration Grant Funding.

Service provider: A contracted individual consultant, team or agency

Performance period: August 1, 2024, through July 1, 2025

Target contract period: September 1, 2024, through July 1, 2025

---

## PURPOSE

The Region 5 Children's Mental Health and Adult Mental Health Initiatives on behalf of the respective counties would like to assess the need and support the development of community resources to assist families in building their strengths and meeting their needs to promote thriving children and families and prevent maltreatment.

### Family Resource Centers<sup>1</sup> (FRCs)

FRCs exist in multiple states and counties across the United States and have proven to enhance parenting skills; foster healthy development and wellbeing of children, youth, and families; prevent child abuse and neglect; reduce out of home placements; increase school readiness; connect families to resources; develop family and community leadership; engage fathers; and promote family economic success.

FRCs are school or community-based, flexible, family-focused, and culturally sensitive hubs of support that provide programs and targeted services based on the needs and interests of families. While models for FRCs vary widely and no two look the same, they all emphasize community engagement, partnership, and the development of relationships between staff and families based on equality and respect. Resources available through FRCs range from basic needs (such as food pantries and utility assistance) to parenting classes, peer support, family development, leadership development, housing resources, and more. FRCs meet families where they are, help them build on their strengths, and connect them to resources so that they can sustainably meet their needs. They can play an important role in supporting family well-being and in addressing challenges so families can thrive, particularly those issues that are poverty-driven and systemic in nature and can result in unnecessary contact with child protection and/or other involuntary local government services.

---

<sup>1</sup> Family Resource Centers are also known as and referred to as Community Resource Centers, and these terms are used interchangeably. New legislation in MN relating to the development of Community Resource Centers was introduced and funding designated.

---

## BACKGROUND AND CONTEXT

Morrison County Health and Human Services (MCHHS) applied for a grant on behalf of Region 5 Counties (Cass, Crow Wing, Morrison, Todd, Wadena) from the Sauer Family Foundation in the amount of \$233,300 to assess the need for Family Resource Centers in each of the Region 5 counties. As a first step, these funds will allow MCHHS to contract with a Community Assessment Facilitator to complete a community assessment for each individual county to identify existing family resources, needs, barriers, and gaps of communities throughout Region 5 and propose recommendations to better support families in each community. The Community Assessment Facilitator will be responsible for three important factors of the proposed assessment: 1) facilitate the development of questions and the process for conducting focus groups with community members in geographic locations across the county; 2) host listening sessions to gather input from key service providers, families, and stakeholders, and 3) gather key data points that reflect current strengths, needs and gaps. This assessment will be used to determine the number of Family Resource Centers (FRC) in each individual county, the strategic locations of the FRC's, and the services most needed to address gaps and barriers. The grant-funded community assessment facilitator would network with other MN counties that are developing and launching Family Resource Centers, the National Family Support Network, the Sauer Family Foundation, and others across the state and nation who have successfully implemented Family Resource Centers. Following the first-year assessment phase, an additional multi-year grant may be submitted to the foundation for the development phase of the Family Resource Centers.

---

## SCOPE OF SERVICE

The position shall:

- Understand the standards, objectives, desired outcomes, and components of Family Resource Centers through partnering with Association of Minnesota Counties (AMC) and National Family Support Network (NASF)
- Work with the Region 5 CMHI and AMHI to develop/clarify the mission and vision of the project with your project team
- Work with the Communities of Excellence Mental Health workgroup in consultation on the assessment process and engagement of community members.
- Conduct community needs assessments for the possible development of Family Resource Center locations in any of the various communities in and across each of the individual Region 5 counties.
- Outreach to key partners in each Region 5 county to communicate the project.
- Identify, collect, and review existing needs assessments and relevant data as it pertains to community needs and Family Resource Centers.
- Have experience in community outreach and engagement, quality improvement, strategic planning, assessment, and analysis.
- Identify existing strengths and existing services in Region 5 communities as well as gaps and service deserts in Region 5.
- Build upon, identify, and engage community stakeholders in each individual Region 5 county.
- Identify existing and potential shared assets and resources among Region 5 counties.
- Confirm with each county Director or Designee the number and location of community-based focus groups in each Region 5 county. Conduct these according to the request with community members, including meeting with sub-populations based on the data and needs assessment.
- Confirm with each county Director or Designee the number and stakeholder groups for each Region 5 county. Conduct community stakeholder focus groups as indicated for each Region 5 County.

- Synthesize the focus groups' input, community needs assessments, strengths, and data into recommendations for each individual county and a preliminary development plan for potential Family Resource Centers in each county as well as possible shared locations among counties.
- Begin identifying existing parent advisory members and/or groups that could serve in an advisory capacity for the development of Family Resource Centers in each county.
- Work with MCHHS to submit required budget forms that align with the proposed work.
- Work with the Region 5 CMHI and AMHI to assess current state, develop action items, review data, discuss system gaps and strengths, and strategies.
- Participate in evaluation activities and complete an asset map for each Region 5 county.

---

## DELIVERABLES

The position shall initiate the following projects:

1. Become well educated in Family Resource Centers in all their various models and bring learnings to the Region 5 teams.
  - Review materials about Family Resources Centers (FRCs)
  - View webinars about FRCs
  - Visit high quality FRCs and interview others who have started and run FRCs.
  - Learn best practices and recommended strategies from those counties and states that have FRCs.
  - Participate in education sessions with Association of MN Counties technical support person, National Family Support Network, Foundations, and other opportunities.
  - Complete Standards of Quality for Family Strengthening and Support Certification Training
  - Understand the different models of FRCs, including school based or community based, and geographic implications.
  - Sharing learnings and clarify the vision and mission of the FRCs with the Region 5 teams.
2. Conduct Community needs assessments.
  - Identify existing parent groups or recruit diverse planning committee members that represents community including parents/caregivers/childcare providers.
  - Collect, identify, and review existing needs assessments to determine what is needed for additional assessments.
  - Review and use relevant existing assessment tools available through the National Family Support Network to assist in the community needs assessment process.
  - Develop plan for conducting community needs assessment.
  - Engage the Region 5 Communities of Excellence Mental Health workgroup in the process of community assessment to ensure a diverse group of voices is heard.
  - Conduct community needs assessment:
    - Share and promote the vision and mission, and any additional relevant information.
    - Listen and learn from families.
    - Listen and learn from existing social service organizations, school districts and other community stakeholders.
  - Review data from community needs assessment plan to share with Region 5 teams and other key community stakeholders in each county.
  - Develop initial evaluation framework-including identifying data points needed to make recommendations track outcomes and exploring data collection systems.
  - Identify potential models (school and community based) and possible community partners in each county as well as potential shared assets.

3. Develop
  - Identify potential sites readily accessible by community and where community needs/gaps exist in each county.
  - Develop educational/promotional materials such as flyers and brochures that outline our vision and desired outcomes.
  - Educate Region 5 teams, potential advisory members and stakeholders -including the Standards of Quality for Family Strengthening and Support on Strengthening Families Protective Factors.
  - Recommend the formation of Parent Advisory Committee, possible governance, members, and process for each county.
  - Build collaborative relationships with stakeholders in each county as well as the Region 5 teams.
  - Refine and draft mission, vision, program plan and budget for each county.
4. Other related tasks as assigned.
5. Anticipated part-time position.

---

QUESTIONS SHOULD BE DIRECTED TO

Melanie Erickson, Supervisor, MCHHS [melaniee@co.morrison.mn.us](mailto:melaniee@co.morrison.mn.us) 320-632-0267

---

**SUPPORT**

The position will receive technical support from MACSSA in collaboration with Association of Minnesota Counties, National Family Resource Center Network, and programmatic support from the Region 5 CMHI and AMHI members.

---

**TARGET TIMELINE**

RFQ distributed: July 15, 2024

- Qualification Response due by: August 2, 2024
- Target date for reviewing/scoring submissions: August 9, 2024
- Target date of interviews: August 16, 2024
- Finalist will be determined by: August 30, 2024
- Target contract start: September 1, 2024

RESPONSE FORM: REQUEST FOR QUALIFICATION- FAMILY RESOURCE CENTER

Business or Independent Contractor Name:

Contact Name:

Contact Phone Number:

Contact e-mail:

Summary of Experience:

Qualifications and supporting attachments:

Responses are **due no later than 4:30pm, August 2, 2024**, and delivered by email to: Nathan Bertram, Director MCHHS, [nateb@co.morrison.mn.us](mailto:nateb@co.morrison.mn.us)

QUALIFICATIONS AND EXPERIENCE

In the spaces provided, please respond to each of the items below providing an example as requested.

<p>1. Please take some time to introduce yourself and/or your agency. Please describe your understanding of the scope of service and share your preliminary ideas on how you would accomplish the deliverables as the Community Facilitator for a Regional Project.</p>	
---	--

<p>2. Describe your experience conducting needs assessments including data collection and review, focus groups, and identifying existing services, gaps, and needs. Include your experience identifying resources or partnerships to address gaps and needs.</p>	
<p>3. Should conflict or communication issues arise, how might you handle this or what ways might you resolve the conflict and enhance communication? Should conflict or communication issues arise, how might you handle this or what ways might you resolve the conflict and enhance communication?</p>	
<p>4. Describe your familiarity with the communities across the Region5. How will you engage community members and stakeholders across a large geographic area with diverse needs to obtain the necessary information needed for a comprehensive assessment for each county?</p>	

<p>5. One of the desired outcomes of Family Resource Centers is to reduce and prevent child maltreatment. Tell us how this desired outcome would come into play in your work conducting a needs assessment and identifying possibilities for Family Resource Centers.</p>	
<p><b>6. A Family Resource Center is modeled around the Standards of Quality for Family Strengthening and Support, of which Region 5 is committed to. These standards are listed below.</b></p> <p>*Provide examples of your work that aligns with these standards. and how might you bring this to your work as the Community Assessment Facilitator.</p>	
<p><b>FAMILY CENTEREDNESS</b> Working with a family-centered approach that values families and recognizes them as integral to the Program.</p>	
<p><b>FAMILY STRENGTHENING</b> Utilizing a family strengthening approach to support families to be strong, healthy, and safe, thereby promoting their success and optimal development.</p>	

<p><b>DIVERSITY, EQUITY, AND INCLUSION</b> Valuing, respecting, and embracing families' diversity, and advancing equity and inclusion.</p>	
<p><b>COMMUNITY STRENGTHENING</b> Developing a strong and healthy community by working collaboratively with various stakeholders and supporting families' civic engagement, leadership development, and ability to affect systems change.</p>	
<p><b>EVALUATION</b> Looking at areas of Program strength, as well as areas for further development, to guide continuous quality improvement and achieve positive results for families.</p>	

<p>7. What sets you/your agency apart from other agencies when thinking about providing a comprehensive community needs assessment RE: Family Resource Centers?</p>	
<p>8. What additional steps would you take to ensure that voices that need to be heard in the process do not get overlooked in each of the Region 5 counties? How would you create buy in for the participating in the process?</p>	