

Request for Application Guide

REQUEST FOR APPLICATIONS

PROJECT TITLE:

2022-23 ECLIPSE Services Expansion

APPLICATION DUE DATE:

September 23, 2022 by 4 p.m. to dcyf.eceap@dcyf.wa.gov

EXPECTED TIME PERIOD FOR CONTRACT*:

January 1, 2023 – June 30, 2023

APPLICANT ELIGIBILITY:

This Request for Application is open to those applicants that have interest in providing ECLIPSE services within their ECEAP and Early ECEAP programming and satisfy the minimum qualifications stated herein.

*Contract start date is subject to change



Washington State Department of
CHILDREN, YOUTH & FAMILIES

1. Introduction.....	Error! Bookmark not defined.
1.1. Definitions	3-4
1.2. Purpose and Background	4-6
1.4. Minimum Qualifications and Requirements.....	8
1.5. Period of Performance.....	8
2. Application Information	8
2.1. RFA Coordinators.....	8
2.2. Estimated Schedule of RFA Activities.....	8
2.3. Questions about the RFA Process	9
2.4. Submission of Applications (Mandatory)	9
2.5. Application Requirements (Mandatory).....	9
2.6. Proprietary Information/Public Disclosure	9
2.7. Revisions to the RFA	10
2.8. Diversity Participation.....	10
3. Evaluation and Contract Award.....	10
3.1. Mandatory and Scored Explained.....	10
3.2. Responsiveness	10
3.3. Evaluation of Applications.....	11

1. Introduction

To better support children 0-5 that are experiencing the highest levels of stress and trauma, who are referred by the Department of Children Youth and Families (DCYF) - Child Services, there is an opportunity to select and implement tiered support models that provide specialized services in safe, nurturing Early ECEAP and ECEAP program environments.

Birth to Three ECEAP and ECEAP programming offers a comprehensive approach to supporting children and families through high quality early learning and development experiences, family support and engagement, and health coordination. ECLIPSE tiered intervention support models augment and individualize services to children and families. Support models funded by ECLIPSE include the tenants of inclusion, promotion, prevention and relationship-based interventions. This approach supports children and families in their continued development of strong attachments that foster resiliency, build on regulation capacity, and nurture healthy development across all developmental learning domains.

ECEAP and ECLIPSE layered funding approach to child and family centered therapeutic service delivery will inform a sustainable financial model for services to be replicated statewide to meet the unique needs of children 0-5 that have experienced abuse, neglect, early stress, and trauma.

1.1. Definitions

Applicant: An organization submitting an Application in order to attain a contract with DCYF.

Application: A formal offer submitted in response to this solicitation.

B-3 ECEAP: Washington’s comprehensive birth to three program for low-income children, and children with specific risk factors, also known as Early ECEAP.

Contractor: An organization whose Application is approved by DCYF and is awarded a fully executed, written contract for ECEAP programming with expansion dollars to provide ECLIPSE service implementation with individual children and families referred by the Department.

CWELN: Child Welfare Early Learning Navigator, DCYF staff delegated to collaborate with CPS caseworkers to support and connect families with young children to high quality early learning and family support experiences.

Department of Children, Youth, and Families (DCYF): The agency of the state of Washington issuing this Request for Applications (RFA).

Early Achievers: Washington’s tiered quality rating and improvement system, which helps early learning settings, offer high-quality care.

Early Childhood Education and Assistance Program (ECEAP): Washington’s state-funded comprehensive pre-kindergarten program for low-income children, and children with specific risk factors.

ECEAP Comprehensive Services: Individual, child and family centered services including education, health coordination, and family engagement services.

ECLIPSE: An acronym that means *Early Childhood Intervention Prevention Services*. ECLIPSE intervention and prevention services are trauma-informed, healing-centered, and early learning center-based for families with children birth to five (5). ECLIPSE services include therapeutic child, family, and classroom supports for eligible children enrolled in Early ECEAP and ECEAP.

Early Learning Facilities (ELF) program: Funding opportunity through Washington State Department of Commerce to help ECEAP contractors and WCCC providers expand, remodel, purchase or construct early learning facilities and classrooms necessary to support early learning opportunities for children from low-income households.

ESIT- Early Support for Infants and Toddlers is a federally funded comprehensive statewide program that provides early intervention services to children birth to age three who have disabilities or developmental delays.

Head Start: Federal comprehensive birth-to-three and pre-kindergarten programs for low-income children and children with specific risk factors. This definition also includes Early Head Start, American-Indian/Alaska Native Head Start and Migrant/Seasonal Head Start.

Request for Application (RFA): A formal document in which DCYF pre-identifies a service and a specific method for Applicants.

Tribal Early Learning Program: Comprehensive early learning program slots (birth to age 5) administered and funded by tribal sovereign nations in Washington State.

1.2. Purpose and Background

In 2021, DCYF received proviso funding to expand ECLIPSE services to additional communities around the state. A study completed by Washington State Department of Social and Health Services (DSHS) Research Data Analysis (RDA) in early 2018 titled [State and County Estimates of the ECLIPSE Eligible Population](#) used a statistical risk profile based on the characteristics of the Childhaven ECLIPSE population in King County to estimate the potential population of eligible children statewide. The study found that there were several thousand children statewide with family risk characteristics comparable to children served through ECLIPSE and that fifty-seven percent of the potentially eligible children lived in four of the most populous urban counties: King, Pierce, Snohomish, and Spokane. Clark and Yakima counties had the next largest population of eligible children at 6 percent and 5 percent of the total, respectively.

A second study by DSHS RDA in late 2018 titled [Service Use, Risk Factors, and Assessments among ECLIPSE, ECEAP, and ESIT Clients](#) examined the overlaps between ECLIPSE, ESIT, and ECEAP populations. A key finding from study found that ECLIPSE, ECEAP, and ESIT had little overlap in client populations. Of the 52,445 children who participated in ECLIPSE, ECEAP, or ESIT, only 1,064 (2 percent) enrolled in another of the focal programs over a four-year period. The lack of overlap between the

ECLIPSE and ECEAP population began the discussion to redesign ECLIPSE from a stand-alone therapeutic program to an intervention service to be provided and integrated with promotion and prevention services offered through ECEAP comprehensive quality programming.

ECLIPSE services will be integrated within B-3 ECEAP and pre-K ECEAP programming to include infant and early childhood mental health consultation (IECMHC) at the promotion and prevention levels of care. A licensed mental health professional with Infant Mental Health (IMH) knowledge and experience will work closely with IECMHC to provide age appropriate mental health training to staff, implement age, and stage appropriate interventions with individual children and families.

Tenants of ECLIPSE Integration:

- **Dual Enrollment:** ECEAP and Early ECEAP high quality comprehensive early learning model will be paired with ECLIPSE mental health supports and services and expanded to additional programs throughout the state guided by data on critical mental health needs
- **Efficient Layered Funding:** ECEAP, B-3 ECEAP and ECLIPSE funds will be combined to meet the therapeutic needs of children and families enrolled in ECEAP and B-3 ECEAP
- **Strong Data:** ECLIPSE services will be integrated into the Early Learning Management System (ELMS), which houses ECEAP and B-3 ECEAP administrative data and child and family assessments. This connection supports the use of appropriate outcomes based positive behavior supports and requirements
- **High Quality Tiered Supports:** Following capacity for further data collection, individualized child and family interventions and classroom adaptations and supports will be analyzed for quality and effectiveness.

For the 2022-23 school year, DCYF will be awarding through this RFA process approximately \$1,018,000 in ECLIPSE Services funding. This award is to be layered on top of existing B-3 ECEAP and ECEAP funding to meet the needs of ECEAP children birth to five and their families who are referred by the department.

ECLIPSE services will be layered on top of either of these ECEAP models:

- School Day
- Working Day

ECLIPSE expansion is guided by the following principles:

- **Racial Equity:** Washington State is committed to closing opportunity gaps and eliminating race as a predictor of success.
- **Kindergarten Readiness Goal:** Washington State is committed to ensuring that children are ready for kindergarten with both race and income no longer predictors of success. Research demonstrates that ECEAP positively affects kindergarten readiness with benefits that persist through grade school. For more information, please visit the [Education Goals](#) section of the DCYF website.
- **Resilience Goal:** Washington State is committed to ensuring that parents and caregivers are supported to meet the needs of children and youth, and that children and youth are

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Early Learning Division | Approved for distribution by Jen Anderson, Expansion Specialist

supported by healthy relationships with adults. From a prevention standpoint, if parents are supported in meeting the needs of their children and youth, they will experience improved outcomes in safety and well-being.

- **Statewide Expansion:** As determined by the Washington State Legislature, the 2022-2023 proviso states “the department shall contract for ECLIPSE services to provide therapeutic child care and other specialized treatment services to abused, neglected, at-risk, and/or drug-affected children. The department shall pursue opportunities to leverage other funding to continue and expand ECLIPSE services. Priority for services shall be given to children referred from the department.”

Please note that these principles are also tied to DCYF’s Strategic Priorities as an agency. For more information, please read DCYF’s [Strategic Priorities 2021-26](#).

1.3. Objectives and Scope of Work

Objectives

Through this RFA process, DCYF will award multiple contracts to allocate 2022-2023 ECLIPSE expansion to organizations:

- Able to provide the full infrastructure for high-quality ECLIPSE services (see DRAFT [ECLIPSE Minimum Service Delivery Requirements](#))
- That are in alignment with the DCYF [Sample ECEAP Client Service Contract](#), including the 2022-23 [ECEAP Performance Standards](#).

Contracts awarded as a result of this process are contingent upon the continued availability of funding. These contracts are client service contracts.

Contract Information: Applicants should be aware that contracts executed as a result of this RFA may have a different look and some new requirements. The [Sample ECEAP Contract](#) embedded in this Application is the contract in place for 2022-2023.

In order to support a mixed delivery system, DCYF encourages Applications from public and private organizations that can directly provide or subcontract for ECLIPSE services in schools, community-based settings or licensed childcare settings. DCYF also encourages Applications from organizations that can provide services to rural, remote and tribal communities and to children impacted by the child welfare system.

Scope of Work

Organizations funded for ECLIPSE services through this RFA must demonstrate capacity to provide program planning, management and oversight to lead all components of ECLIPSE services. Having adequate funding and staffing to provide ECLIPSE infrastructure requires contractors to have existing B-3 and/or ECEAP slots.

Successful ECLIPSE contractors must demonstrate that they can develop and maintain culturally competent systems for:

- Tiered intervention support models that augment and individualize services to children and families impacted by trauma, abuse, neglect and early stress in alignment with all ECLIPSE contractual requirements, including the ECEAP Performance Standards.
- Employment structure support, or contract with a Community Mental Health Agency, the ability to coordinate and collaborate with LMHP/IECMH professionals that have knowledge, experience, and endorsement in IECMH practice/trauma informed care.
- Training and supports for staff to learn about strengths-based approaches, developmentally appropriate practices, anti-bias and culturally competent practice, and clarifications around what supports ECEAP staff already provide to the child/family through ECEAP programming.
- Research-based or informed approaches to expand knowledge around trauma informed approaches, the impacts of trauma, child centered and developmentally appropriate 0-5 mental health and resiliency interventions, including cultural activities that are proven to reduce the effects of trauma. Include mental health transition planning for children who need continued care/supports upon exiting ECLIPSE services, as needed. Ensuring coordination of services to avoid duplication and to create partnerships in collaboration with family support and teaching team members.
- A mental health transition plan for children who need continued care/supports upon exiting ECLIPSE services, as needed.

Slot Enhancement Funding and Expectations: DCYF intends to award funding for child and family centered therapeutic service delivery; and for infant and early childhood mental health consultation at the promotion and prevention levels of care.

For the 2022-23 school year, the State Legislature has allocated funding for enhancing approximately 97 slots for B-5 ECLIPSE at an average of:

- \$10,784 per slot for a School Day slot
- \$4,208 per slot for a Working Day slot

This funding is to be layered on top of existing school day (SD) or working day (WD) ECEAP slots and is not funding for new or stand-alone ECLIPSE slots.

Applicants are not required to offer both SD and WD models. To be allocated slots through this RFA, Applicants must be able to do all of the following:

- Plan and deliver services;
- Hire staff;
- Attend trainings;
- Recruit children

Starting Dates: All contracts will start January 1, 2023.

Funding administered starting in January 2023 may be used for infrastructure and capacity building. Applicants who are awarded funding will be required to create and implement a plan with DCYF that

contains infrastructure and capacity building steps, and a timeline in which direct services to children will begin by late Winter or early Spring 2023.

1.4. Minimum Qualifications and Requirements

In order for an Application to be reviewed and scored, an Applicant must:

- Be a current ECEAP or B-3 ECEAP Contractor.
- Submit a completed Application in accordance with the RFA.

1.5. Period of Performance

Any contract or amendment to an existing ECEAP contract that may result from this RFA is expected to begin on January 1, 2023. Contracted services resulting from this RFA shall be at the sole discretion of DCYF.

2. Application Information

2.1. RFA Coordinators

The RFA Coordinators are the sole point of contact in DCYF for this RFA. All communication between an Applicant and DCYF shall be in writing with the RFA Coordinators listed below. DCYF may disqualify any Applicant who communicates to anyone besides the RFA Coordinator.

- RFA Coordinators: Veronica Santangelo, Xyzlora Brownell, Jennifer Anderson
- Email Address: dcyf.eceap@dcyf.wa.gov

DCYF considers all oral communications unofficial and non-binding on DCYF. Applicants should rely only on written statements issued by the RFA Coordinators.

2.2. Estimated Schedule of RFA Activities

RFA Released	August 22, 2022
Webinar/Office Hours on ZOOM	Webinar and Office Hours for all Applicants (click on day to attend): <ul style="list-style-type: none"> • Sept. 8, 2022, 12:00-1:30 p.m. • Sept. 15, 2022, 2-3:30 p.m.
Submit Questions Regarding RFA Process (Optional)	No later than Sept. 16, 2022 by 4 p.m.
Questions and Answers (Q&A) Published on ECEAP Website	Q&As will be published on the following days: <ul style="list-style-type: none"> • Sept. 6, 2022 • Sept. 19, 2022
Applications Due (Required)	Sept. 23, 2022 by 4 p.m.
Review Period	Sept. 26 through Oct. 21, 2022
Announce Successful Applicants	Oct. 21, 2022
Contract Effective Date	Jan. 1, 2023

2.3. Questions about the RFA Process

DCYF will take questions through the ECEAP inbox (dcyf.eceap@dcyf.wa.gov) and during scheduled ECLIPSE office hours through 4 p.m. Sept. 16, 2022. Questions and answers (Q&A) will be published according to the Estimated Schedule of RFA Activities.

DCYF will email the written responses to each question to the party who submitted a question and will post all questions and answers on the ECEAP website <https://www.dcyf.wa.gov/services/early-learning-providers/eceap/expansion-of-services>.

Questions submitted after Tuesday at 4 p.m. will be published with the next Q&A.

2.4. Submission of Applications (Mandatory)

- 2.4.1. Completed applications must be submitted to dcyf.eceap@dcyf.wa.gov no later than 4 p.m., Sept. 23, 2022.
- 2.4.2. Allow sufficient time to ensure timely receipt of the Application by DCYF. Late or incomplete Applications will not be considered unless DCYF's email system is found to be at fault.
- 2.4.3. Submit Application through Survey Legend: [ECLIPSE RFA Application](#)
- 2.4.4. Submit [Budget Attachment](#) through email to the ECEAP inbox.
- 2.4.5. For your email subject line, enter "ECEAP ECLIPSE Application – YOUR ORGANIZATION NAME."
- 2.4.6. Submit Application budget template in Excel as directed. **Do not use PDF.**
- 2.4.7. When available, reviewers will pull data from ELMS on Applicants for scoring and funding decision making.
- 2.4.8. Answer each question fully. References to other sections for additional information are *not acceptable*. Each question will be reviewed on its own merits. Applicants should be thorough when responding to questions to ensure their expertise and experience is well conveyed.

2.5. Application Requirements (Mandatory)

Questions are reviewed as mandatory or scored.

- 2.4.9. A complete Application consists of the following items:
- 2.4.10. [ECLIPSE RFA Application](#) in Survey Legend
 - All questions are required to be answered fully.
- 2.4.11. [Budget Attachment](#)
 - Submit a complete Budget using the template provided in Microsoft Excel format to the ECEAP inbox with subject line "ECLIPSE RFA Proposed Budget – your organization name"

2.6. Proprietary Information/Public Disclosure

Materials submitted in response to this RFA shall become the property of DCYF. All Applications received shall remain confidential until the contract(s), if any, resulting from this RFA is signed by DCYF and the

successful Contractor(s); thereafter, the Applications shall be deemed public record as defined in [RCW 42.17.250](#) to .340, “Public Records.”

Any information in the Application that the Applicant desires to claim as proprietary and exempt from disclosure under the provisions of [RCW 42.17.250](#) to .340 must be clearly designated. The page and the particular exception from disclosure upon which the Applicant is making the claim must be identified. Each page claimed to be exempt from disclosure must be clearly identified by the word “Confidential” printed on the lower right-hand corner of the page.

DCYF will consider an Applicant’s request for exemption from disclosure; however, DCYF will make a decision predicated upon [Chapter 42.17 RCW](#) and [Chapter 143-06 WAC](#). Marking the entire proposal exempt from disclosure will not be honored. The Applicant must be reasonable in designating information as confidential. If any information is marked as proprietary in the proposal, such information will not be disclosed until the affected proposer has been given an opportunity to seek a court injunction against the requested disclosure.

A charge will be made for copying and shipping of documents requested through public disclosure, as outlined in [RCW 42.56.070](#). No fee shall be charged for inspection of contract files, but 24 hours’ notice to the RFA Coordinator is required. All requests for information should be directed to the RFA Coordinator.

2.7. Revisions to the RFA

DCYF reserves the right to modify this RFA at any time. In the event it becomes necessary to revise any part of this RFA, an amendment will be provided to all who receive the RFA. For this purpose, the published Applicant questions and DCYF answers and any other pertinent information shall be considered an addendum to the RFA. DCYF reserves the right to cancel or to reissue the RFA in whole or in part, prior to the execution of a contract.

2.8. Diversity Participation

DCYF strongly encourages the participation of minority and women-owned businesses, veteran-owned businesses and Washington small businesses as prime contractors or subcontractors.

No preference will be included in the evaluation of proposals, no minimum level of participation by these businesses shall be required as a condition of receiving an award and proposals will not be rejected or considered non-responsive on that basis.

3. Evaluation and Contract Award

3.1. Mandatory and Scored Explained

Items marked “Mandatory” must be included in order for the Application to be considered; however, these items are not awarded points. Items marked “Scored” are awarded points by the evaluation team.

3.2. Responsiveness

All Applications will be reviewed to determine compliance with administrative requirements and instructions specified in this RFA. The Applicant is specifically notified that failure to comply with any part of the RFA may result in rejection of the Application as non-responsive. DCYF reserves the right at its sole discretion to waive minor administrative irregularities.

3.3. Evaluation of Applications

Responsive Applications will be evaluated in accordance with the processes described herein. DCYF will designate evaluation teams that will score Application materials.

The Application must receive a score of no less than 80 percent of the total available points in each of the following categories:

- ECLIPSE RFA Application
- Budget

Below are the minimum points a Successful Applicant must receive in each section of the Application, along with a summary of total points that can be awarded:

ECLIPSE RFA Application <i>Threshold for first consideration = 68 points</i>	Possible Points
Survey Legend: ECLIPSE Service Delivery	10
Survey Legend: Promotion Prevention Frameworks	10
Survey Legend: Mental Health	10
Survey Legend: Social Emotional Screenings, Assessments and Curricula	10
Survey Legend: Priority Points	10
Survey Legend: Fiscal - utilization of funding	5
Survey Legend: Staffing Qualifications for (5 points for each): <ul style="list-style-type: none"> • ECLIPSE Program Manager • Mental Health Professional • Child and Family Support 	15
Survey Legend: Community Partnerships 1	5
Survey Legend: Community Partnerships 2	5
Survey Legend: Agency Early Care Services	5
Total Points Available	85

Budget <i>Threshold for first consideration = 16 points</i>	Possible Points
Budget Template	20
Total Points Available	20

DCYF reserves the right to award the contract to the Applicants whose Applications are deemed to be in the best interest of DCYF and the state of Washington. DCYF may choose to fund all or a portion of slots requested in Applications.

Awarding of Slot Enhancement Funding

DCYF will award slots in this order:

1. For applications meeting both of the 80 percent thresholds, DCYF will allocate awards based on two tiers. Tier 1 are the priorities that will be considered first, and Tier 2 are the priorities that will be considered second:

Tier 1:

- High state and county estimates of ECLIPSE eligible children at proposed site locations, referencing the [State and County Estimates of the ECLIPSE Eligible Population](#) report
- Sites proposed within CWLEN locations in areas not already served by ECLIPSE funding. These locations are:
 - Grays Harbor County
 - Mason County
 - Pacific County
 - Tribal Communities
- Sites proposed near DCYF Offices with high child placements for Black and American Indian/Alaska Native (AI/AN) children (see [References Document](#) for information)
- Sites proposed within Strengthening Families Locales in areas not served by ECLIPSE funding yet
 - Spokane
 - Port Angeles/Sequim
 - Bremerton

Tier 2:

- Sites proposed with high numbers or factors within the Research and Data Analysis Report (RDA): [Service Use, Risk Factors, and Assessments among ECLIPSE, ECEAP, and ESIT Clients](#)
 - [ECEAP and Head Start Saturation Study](#) Priority Groups
2. In the event that there is a remainder of slots available for a district priority level, and more than one Applicant is eligible for the final group of slots, the slots will be awarded to the Applicant(s) proposed sites with the *highest total scores*.
 3. In the event that there are funded expansion slots remaining after the process described above is completed, DCYF reserves the right to award remaining slots in the same priority order as described above to the Applicants with the next highest scores