Request for Proposals

Training and Provision of the Strong African American Families-Teen Program (SAAF-Teen)
For organizations that serve youth and families in Athens, GA

The Center for Family Research (CFR) at the University of Georgia (UGA) is issuing a Request for Proposals (RFP) to receive training to deliver the SAAF-Teen program to families in Athens, GA. This opportunity is part of CFR's Outreach efforts. The selected organization will be able to attend the training at no charge. The proposal deadline is **November 14, 2022 by 5:00 p.m.**

Eligibility for this opportunity is limited to organizations with a demonstrated history of success in providing community-based family programming in communities of color in Athens, GA**.**

INTRODUCTION

The Center for Family Research at the University of Georgia has been conducting research across the state of Georgia for over three decades. Much of the focus of CFR's research has been understanding processes of African American families in the rural south. This research has allowed the Center to better understand family contexts and how family strengths and practices provide protection for youth during their formative years. Our research has led to the development of several family based programs, including two that are currently being adopted by organizations and agencies across the U.S., through the Center's Dissemination Office.

The Center is offering a training on the SAAF-Teen program in February of 2023 for organizations that are interested in adopting the program. As part of CFR's Outreach efforts, our goal is work with a local organization to support program delivery in the city that is home to the University. We have developed this RFP process to select an organization that is both interested in adopting the SAAF-Teen program, but also has the capacity to deliver and sustain the program as part of their organization.

SAAF-TEEN PROGRAM OVERVIEW

The Strong African American Families-Teen Program (SAAF-Teen) was developed by CFR and tested as part of the Rural African American Families Health Study in 6 Georgia counties (Burke, Emmanuel, Jefferson, Laurens, McDuffie, and Screven). It is a 5-session interactive program for African American teens, aged 14-16, and their caregivers. The program focuses on strategies that help teens make positive decisions regarding their future and addresses risks that can deter positive development. Findings from the research study showed the following outcomes for teens and parents/caregivers who participated in SAAF-Teen as compared to those that did not:

Teen Outcomes	**Parent/Caregiver Outcomes**
• Fewer conduct problems • Less frequent substance use • Fewer substance use problems • Reduced depressive symptoms • Decreased frequency of unprotected intercourse • Increased condom efficacy	Improved protective caregiver practices which included enhanced • Communication about risky behavior • Problem solving between parent and teens • Parental monitoring • Support for teen's academic engagement • Racial socialization practices (e.g., instilling racial pride and teaching strategies for dealing with discrimination)

SAAF-Teen is currently featured on the following national registries of proven programs:

- Blueprints For Healthy Youth Development - https://www.blueprintsprograms.org/programs/1036999999/strong-african-american-families-teen/
- National Rural Health Resource Center - https://www.ruralcenter.org/resource-library/strong-african-american-families-teen-saaf-t-program
- Compendium of Evidence-Based Intervention and Best Practices for HIV Prevention - https://www.cdc.gov/hiv/pdf/research/interventionresearch/compendium/rr/cdc-hiv-saaf-t_rr_good.pdf.

To date, SAAF-Teen has been adopted by organizations in Georgia, Alabama, Washington, Louisiana, Pennsylvania, New York and Illinois. The types of organizations that have delivered the program include schools, faith-based organizations, domestic violence organizations, behavioral health organizations, juvenile justice programs, and community organizations.

Each session of the SAAF-Teen program is approximately 2 hours. During the first hour, teens and caregivers meet in separate sessions. Facilitators lead the teens through activities and discussions that address 1) planning for post-secondary education, careers and associated financial considerations; 2) risky behaviors, peer pressure and temptation; 3) sexual risk and safer sex, and; 4) important decision points and consequences. The caregivers are engaged in activities and discussions that address parenting teens as they get older and desire more independence, supporting school success, and protecting teens from dangerous situations and risky behaviors. During the second hour, the teens and caregivers participate in a family session which include family activities and discussions based on their separate sessions.

Three facilitators are required to deliver the SAAF-Teen program. One facilitator leads the Parent/Caregiver Sessions, while two facilitators share the responsibility of leading the Teen Sessions. All three facilitators work together to lead the Family Sessions. As a standard practice, we require organizations to have a minimum of five facilitators trained to better ensure that organizations will have adequate staff to deliver the program over time (e.g., schedule conflicts, attrition, etc.). All facilitators must fully participate in the three day curriculum training to be certified to teach the SAAF-Teen program.

TRAINING & IMPLEMENTATION AGREEMENTS

The selected organization will be asked to sign the SAAF-Teen Training and Implementation Agreement (see **Attachment 1** for template) prior to training. This document outlines the agreements made by the selected organization regarding training and implementation. A brief summary of the agreements are provided below. Please review Attachment 1 for the detailed agreements.

Training Agreements

- Submit the SAAF-Teen Training and Implementation Agreement by the specified deadline.
- Meet with the Dissemination Specialist prior to training.
- Register a minimum of 5 staff/representatives to participate in the training.
- Ensure that training participants are aware of expectations for training.

Implementation Agreements

- Participate in a post-training meeting to discuss next steps and receive an orientation to the SAAF-Teen *Impact* platform.
- Ensure that each person delivering the SAAF-Teen program is a Certified SAAF-Teen facilitator.
- Refrain from sharing SAAF-Teen materials with other organizations/individuals.
- Begin delivery of the first SAAF-Teen program within **six months** of training.

- Notify CFR of the planned start date of the program.
- Ensure that facilitators participate in the coaching component during the first implementation.
- Provide implementation updates via the SAAF-Teen *Impact* platform[1] by entering the following information: participant and group information, Pre and Post-Test surveys, attendance, and adherence and fidelity checklists.

As part of this Outreach effort, CFR will provide:

- The 3-day Training of Facilitators at no cost to the selected organization.[2]
- A printed and collated set of curriculum materials to the organization at least one month before the first planned implementation.
- Electronic access to all curriculum materials for continued program delivery.
- Two sets of the program videos as well as access to the Vimeo streaming site.
- Structured coaching during the first or second program delivery.
- Electronic access to promotional materials (e.g., brochure, Fact Sheet).
- Additional Resources (e.g., SAAF-Teen Resource Manual, SAAF-Teen Fidelity Manual).
- Access to the SAAF-Teen Impact Implementation Platform.
- Post training support and ongoing technical assistance.

BUDGET CONSIDERATIONS

The cost of training and curriculum materials will be covered by CFR. The selected organization should be prepared to cover the cost of supplemental materials (see list in **Attachment 2**). We suggest budgeting $300 for these materials.

The selected organization should also consider the staff/personnel time associated with coordinating and delivering the program. Coordination responsibilities include recruitment, establishing infrastructure, overseeing program materials, preparing materials, and reporting implementation information. During active program delivery, the time commitment for facilitators is 4-6 hours each week, which includes actual program delivery as well as preparation, set-up and clean-up time.

Finally, the selected site should consider costs associated with providing support to families to address potential barriers to participation (e.g., incentives, meal/snacks, childcare, and transportation). Local businesses may be willing to partner to provide food or items that can be used for incentives. The attached budget summary includes examples of implementation costs based on different scenarios.

Note: Because SAAF-Teen is an evidenced-based program, organizations may be able to apply for funding to support sustainability of the program. Organizations that have adopted SAAF-Teen have received funding from grants designed to address issues such as substance use, HIV prevention, behavioral/mental health and academic enrichment. Some organizations have also received funding from local, state or federal government and private foundations.

Projected Timeline:

1. **(By October 7, 2022)** RFP distributed to local organizations and agencies.

2. **(By November 14, 2022)** RFPs received from local organizations.

3. **(By November 30, 2022)** All finalists will meet with the RFP Review Team.

[1] Sites receive an invitation to the Impact platform after the SAAF-T Training.
[2] The standard fee for Georgia organizations is $8000.

4. **(By December 12, 2022)** Local organization identified.

5. **(By December 19, 2022)** Selected organization submits signed SAAF-Teen Training and Implementation Agreement.

6. **(By January 20, 2023)** Meet with CFR team to finalize training logistics.

7. **(February 20 – 22, 2023)** SAAF-Teen Training.

8. **(By August 2023)** Begin the first delivery of SAAF-Teen in Athens.

RFP SUBMISSION AND REQUESTED INFORMATION

Submissions should include:

A. Introduction: provide a brief letter (e.g., 1-2 pages) of introduction on the agency/organization letterhead including the following information:
   a. Mission and general description of services provided.
   b. Experience delivering community based programs with communities of color.
   c. Why your agency/organization is well-positioned to deliver and sustain the SAAF-Teen program in the Athens community.

B. Completed Agency Readiness Assessment: See **Attachment 3**.

Proposals can be submitted by email (preferred), USPS delivery, or dropped off at the Center, addressed to Aminah Bradley-Pikes as follows:

Email: aminah.bradleypikes@uga.edu

Mail or delivery address: Aminah Bradley-Pikes
Center for Family Research
University of Georgia
1095 College Station Road
Athens, GA 30605

Deadline for Submission: November 14, 2022

Proposals must be received 5:00 p.m. for consideration. This deadline will be strictly enforced; only those proposals received by the deadline will be reviewed.

Direct any requests for information or clarification regarding this RFP to Tracy Anderson:
Email: tnander@uga.edu
Phone: (706) 425-3033

TERMS AND CONDITIONS

Final Selection
The submission of a proposal does not guarantee selection. All proposals will be reviewed by a special committee comprised of the members of CFR's Dissemination and Outreach Team. Finalists will be invited to meet with the committee prior to final selection.

Attachment 1:

SAAF-Teen Training and Implementation Agreement

_____("Site") confirms plans to participate in the three-day training of facilitators (TOF) for the Strong African American Families-Teen (SAAF-Teen) program being sponsored by the **Center for Family Research** at the **University of Georgia Center for Continuing Education & Hotel** in **Athens, GA** on **February 20 – 22, 2023.**

In preparation for the three-day training, **[Organization Name]** agrees to:

- Sign this SAAF-Teen Training and Implementation Agreement and submit it to the Dissemination Specialist by **December 19, 2022**.
- Register a minimum of 5 staff/representatives to participate in the training.
- Meet with the Dissemination Specialist to discuss final training logistics by **January 20, 2023**.
- Ensure that training participants are aware of the following expectations:
  - Full participation in the 3-day training is required to become a Certified SAAF-Teen Facilitator (CSF).
  - CSFs are only authorized to implement SAAF-Teen with other CSFs, and only through approved SAAF-Teen Sites.
  - SAAF-Teen curriculum materials are only accessible via approved SAAF-Teen Sites (including **_____** the selected organization).

After the TOF, **_____** will become an authorized SAAF-Teen Site. To maintain the integrity of SAAF-Teen and for families to obtain optimal benefits, CFR requires sites to commit to the following guidelines when implementing the SAAF-Teen Program:

- Participate in a post-training meeting to discuss next steps and receive an orientation to the SAAF-Teen *Impact* platform[3]
- Ensure that each person delivering the SAAF-Teen program is a Certified SAAF-Teen facilitator who successfully completed the three-day training program facilitated by CFR Master Trainers.
- Refrain from sharing SAAF-Teen materials with organizations/individuals that are not approved SAAF-Teen Sites or Certified SAAF-Teen Facilitators.
- Begin delivery of the first SAAF-Teen program within **six months** of participating in the TOF.
- Notify the Dissemination Specialist of the planned start date for the first implementation at least one month prior to the program start date.
- Ensure that facilitators participate in the coaching component during the first or second implementation.
- Provide implementation updates via the *Impact* platform by entering the following information: participant and group information, Pre and Post-Test surveys, attendance, and adherence and fidelity checklists.

Site has executed this contract by its authorized representative:

Name_____

Position/Title _____

Organization Name _____

Address _____ Athens, GA _____

Phone number _____ Email address _____

_____ _____

Signature – Implementing Organization Representative *Date*

[3] Sites receive an invitation to the Impact platform after the SAAF-T Training.

Attachment 2:

Master List of Supplemental Materials Needed
Note: Quantities estimated for 12 teens/caregivers/families)

- ❑ Name Tags – @ 120
- ❑ Flipchart Markers - 8-10
- ❑ Assorted Color Markers (e.g., Crayola) – 3-4 packages
- ❑ Flipcharts – 3
- ❑ Painter's tape – 3 rolls
- ❑ Envelopes (#10 size) – @ 40
- ❑ Pens – 40 – 50
- ❑ Clip Magnets – 12
- ❑ Index Cards – package of 100
- ❑ Bed Sheet – 1*
- ❑ Small foam ball– 3
- ❑ Condoms** – Latex Condoms – @30
- ❑ Wet Wipes – 30-40
- ❑ Large balloons – 1 package of at least 30
- ❑ Small strips of paper – @30
- ❑ Poster board (11" x 14") – 15
- ❑ Glue Sticks – 12
- ❑ Scissors – 12
- ❑ Large Trash Bag – 2*
- ❑ Shallow box lids for clippings - 8*
- ❑ Magazines (for clippings)*

**Indicates items that are often donated rather than purchased*
***For demonstration purposes, the curriculum also suggests having damaged, expired and non-Latex condoms.*

Suggested Organizational Materials/supplies

- ❑ Bins – 3 (for Teen, Caregiver and Family materials)
- ❑ Envelopes (10x13) - @ 30 (CFR will provide curriculum materials organized in envelopes)
- ❑ Portfolio case for the posters
- ❑ Rubber bands, paper clips, binder clips, storage bags, etc.

Attachment 3

SAAF Programs Agency Readiness Assessment

This readiness assessment is provided to support organizations in their efforts to evaluate their capacity for adopting and delivering the Strong African American Families-Teen Program (SAAF-Teen) with high quality and sustainability.

NEED – To what extent is there a need for SAAF-Teen the organization and community?

What needs do you see in your community that lead you to be interested in SAAF-Teen?

What needs do you see in your organization to adopt a program like the SAAF-Teen?

How do you think SAAF-Teen will meet the needs of your organization and community?

FIT – To what extent does SAAF-Teen fit with the organization and community?

What are the goals, mission, and priorities of your organization?

- *How do you see these aligning with SAAF-Teen?*

What is your organization's structure and what is the culture like?

- *Will SAAF-Teen fit within your organization's existing structure and culture? What might have to shift?*

What populations does your organization serve?

RESOURCE AVAILABILITY – What resources are available to support SAAF-Teen?

Do you have the funding to sustain SAAF-Teen as a program within your organization?
Note: CFR will provide training at no cost and will provide one set of printed/collated curriculum materials. Organizations are responsible for purchasing all supplemental materials (e.g., markers, scissors, poster board, etc.) and for replenishing curriculum materials as needed for subsequent program delivery. Refer to the provided budget as a reference.

What is your plan for marketing SAAF-Teen to potential families, stakeholders and community partners? Do you have the resources (funds/staff) to do this?

How are you thinking about recruitment and engagement of families? Who will do this work?

Who on your staff can devote time to coordinating SAAF-Teen (e.g. organizing materials for facilitators, providing other updates and information as requested)?

Which member of your team will be responsible for updating the SAAF-Teen *Impact* implementation support platform (e.g., participant and group information, attendance, fidelity and pre/post-survey data)?

Does your organization have the space to deliver SAAF-Teen or access to a facility with appropriate space?
Note: The program require two rooms. One should be large enough to accommodate all the families for the Family Sessions.

Does your organization have the equipment needed to implement the program (e.g., showing the program videos – DVD players or internet access and computer/screen to stream)?

STAFFING CONSIDERATIONS

The ideal facilitator for the SAAF-Teen Program is someone who…

- Has experience working with African American families
- Is part of the community they will be working with/has extensive knowledge about the community
- Has experience teaching/leading structured group activities
- Is comfortable discussing race-related issues and is able to create a safe, comfortable environment for participants to share
- Is able to implement a scripted/structured program with fidelity
- Has good oral and written communication skills
- Is able to adopt a strengths-based orientation towards families
- Is comfortable discussing issues related to sexual health with teens and their caregivers and is comfortable implementing condom education activities

Who will serve as your program facilitators?

- *How do you know these persons/this team is a good fit for the SAAF-Teen program?*

Do you have African American staff or representatives that can serve as facilitators?

○ Yes ◉ No

Do you have 5 staff who can be released from their daily responsibilities to be fully engaged in the three day facilitator training? The training is day is 8:30 a.m. – 5:00 p.m.

○ Yes ◉ No

Is there an administrator or senior leader from your organization that can attend training (all or in part)?

○ Yes ◉ No

COLLABORATION – What collaborations are important for successful implementation and sustainability of SAAF-Teen?

How will your organization collaborate internally and externally to support SAAF-Teen?

Has your organization/agency leadership given approval for your organization to participate in the training and provide the funding needed to deliver the program?

○ Yes ◉ No

What other stakeholders need to be brought into the conversation?

REQUIREMENTS FOR SAAF-TEEN ADOPTION – The selected organization will be asked to agree to the following requirements for adopting the SAAF-Teen Program:

- Meet with the CFR Dissemination Team to discuss this Agency Readiness Assessment as part of the RFP process. *Note: This meeting should include several members of the team, including the person(s) who will coordinate the program delivery, at least one person who will serve as a facilitator, and a representative from the agency leadership team.*
- Participate in a post-training meeting to discuss next steps and receive an orientation to the Impact Implementation Platform (Impact*)*.
- Utilize the Impact platform to report implementation progress (e.g., participant/group information, attendance).

- Ensure that facilitators participate in structured coaching with Master Trainers during the first delivery of the program.
- Provide fidelity data via Impact for at least one session for each delivery of the program.
- Ensure that pre/post surveys are utilized and data is entered into Impact.