



## **Request for Proposal – Developmental Screening Toolkit**

**RFP#2025-01**

The Florida Association of Healthy Start Coalitions (FAHSC) is seeking proposals from qualified vendors or consultants to develop a user-friendly, research-based toolkit aimed at promoting awareness and understanding of the importance of developmental screening for young children as part of the Early Childhood Comprehensive Systems Health Integration Prenatal-to-Three (ECCS P-3) Project. This toolkit will be used by healthcare providers, educators, and community organizations to support early identification and intervention efforts. The budget for this project is \$10,000 and work must be completed by July 31, 2025.

### **Scope of Work**

The selected bidder will be responsible for:

- Conducting a brief review of current best practices and resources on developmental screening.
- Designing and developing an accessible, engaging toolkit that may include print-ready materials, digital content (e.g., infographics, videos, social media templates), and a facilitator's guide.
- Providing a draft for review, incorporating feedback, and delivering a final version.

### **Deliverables**

- A comprehensive toolkit (in PDF and editable formats)
- Facilitator's guide (optional)
- Summary of references and resources
- Usage guidelines

### **Proposal Evaluation Criteria**

Responses will be evaluated based on:

- Relevant experience – up to 10 points
- Qualifications – up to 15 points
- Approach and methodology – up to 10 points
- Timeline and budget – up to 15 points
- Samples of similar past work (not required) – up to 5 bonus points

## Submission Instructions

Submit the following by May 15, 2025:

- Cover letter and brief proposal (2-3 pages)
- Proposed timeline and budget
- Portfolio or work samples (if available)
- Contact information for at least two references

Submissions must be sent by email to [eccscontractmanager@fahsc.org](mailto:eccscontractmanager@fahsc.org) with delivery and read receipt enabled.

## Questions

Questions will be accepted by email until May 5, 2025 12:00pm Eastern Time at [khoo@fahsc.org](mailto:khoo@fahsc.org).

Responses will be posted at [www.healthystartflorida.com](http://www.healthystartflorida.com) on or before May 7, 2025

## Timeline Summary

4/29/25	RFP posting
5/5/25	Question submission due to <a href="mailto:khoo@fahsc.org">khoo@fahsc.org</a> .
5/7/25	Responses to questions posted at <a href="http://www.healthystartflorida.com">www.healthystartflorida.com</a>
5/15/25	Proposals submissions due to <a href="mailto:eccscontractmanager@fahsc.org">eccscontractmanager@fahsc.org</a> with delivery and read receipt enabled.
5/16/25	Award announcement posted at <a href="http://www.healthystartflorida.com">www.healthystartflorida.com</a>
5/19/25	Contract work begins