Pediatrics Supporting Parents
RFP for Backbone Organizational Support | Q & A

The following is a summary of questions and answers about the PSP Backbone RFP. This document also includes questions that were raised during the April 28 Informational Call.

Grantmaking Timeline and Process

1. **What is the grant timeline?**
   We see this as a 3-year partnership, but more specifically, we are seeking proposals from organizations to partner with PSP and provide backbone support for a 30-month period from July 1, 2023 - December 31, 2025. In addition, we think a 3 - 6 month off-ramp period will be important to help as we wrap-up, and summarize the process and learning. We defer to your expertise to tell us what you would recommend as it relates to the off-ramp period.

   To clarify:
   - 30-month period of backbone support from July 1, 2023 - December 31, 2025
   - 3 - 6-month period to off-ramp from January 1, 2026 - March 31, 2026 / June 30, 2026 → We defer to your expertise to tell us what you would recommend.

2. **What is the structure of the grantmaking?**
   PSP's resources are managed as a Donor Advised Fund at the Silicon Valley Community Foundation (SVCF). SVCF is the funder of record and grant agreements are established with SVCF. However, the PSP Governance Body will recommend the grant and the PSP Project Manager will facilitate the grantmaking process with SVCF.

   Grantmaking for this partnership will be done in two periods:
   - The first grant will be for an 18-month period (July 1, 2023 - December 31, 2024)
   - The second grant will be for the remainder 15 - 18-months (January 1, 2025 - March 31, 2026 / June 30, 2026). Again, we defer to your expertise on the recommended off-ramp period.
   - By breaking the grantmaking into two periods we have the opportunity, as we have learned, to offer our partners the flexibility to adjust the scope of services and budget to reflect the remaining work.

Funding Amount

1. **Are budget details available?**
   We understand that this work will require multiple staff members and we want to be open to how organizations will approach this work. You are welcome to offer a range and we can dive into specifics if your organization proceeds to the next round. We do, however, believe that serving as the Backbone requires a 5-figure commitment per month.

2. **Is there a budget cap?**

No, but to help with budgeting, we believe that serving as the Backbone will require a 5-figure commitment per month.

Budget | Meeting-Related Costs

1. **Are the Governance Body and Learning Community meetings held in person?**
   The Governance Body and Learning Community Meetings are virtual. However, we hope to have a hybrid (in-person/virtual) meeting with the Governance Body this year (13 Governance Body participants) and an annual gathering of the full Learning Community (~50+ participants) beginning in 2024.

   a. **How often are these meetings?**
      The Learning Community meets virtually three times a year. Each Learning Community meeting includes two, 2-hour meetings which are held over two days (e.g., Session 1 is May 9th and May 16th with the meetings held from 1pm - 3pm ET on each day).

      In addition, during this past year, the Learning Community participated in three, 2-hour topic specific learning sessions. These topic-specific sessions were supplemental and optional. As we proceed through the implementation years (2023 - 2025), we suspect these meetings will be replaced by topic-specific Working Group discussions which will be virtual as well.

      The Governance Body meets virtually on a monthly basis for 2-hours.

   b. **Does the requested budget need to cover all travel and meeting expenses for participants? How many participants should be expected, both for the Governance Body and the Learning Community meetings?**
      For the hybrid (in-person / virtual) meeting noted above, we anticipate these happening annually. However, for the purposes of the budget, please only include meeting costs and your team's travel. The costs and expenses related to participants (e.g., travel, lodging, child care, etc.) will be funded separately.

   c. **Should subject matter experts or other guests be expected as well?**
      Yes, we often have guests during our Learning Community sessions, but it will be dependent on the needs of the Proof Point Communities and likely the development of the Working Groups.

2. **Do all expenses go through the backbone organization? It was mentioned that travel for meeting participants will be paid for separately. How much budget management should the Backbone be responsible for?**
   Ideally, a majority of expenses should go through the backbone especially as it relates to meeting expenses (e.g., costs associated with an in-person meeting). However, because we do not know the number of participants nor the extent of their needs, we will keep that expense separate.

   For now, PSP will plan to cover participant expenses and will work with the Backbone organization and the communities to better assess those needs, and the preferred mechanism to reimburse / support participants.

Further, PSP values ongoing communication and transparency with our grantee partners, especially as it relates to budgetary needs. From a funding perspective, working with partners to assess budgetary needs is an important aspect of a healthy partnership. For the purposes of meeting expenses, we can be in conversation once event planning develops.

3. **For an in-person convening, are the participants generally engaged throughout the year or is it an opportunity to highlight the value of these orgs being connected to PSP and perhaps extending the invitation to new or potential partners for the PPCs to work with?**
   Learning Community participation is quite broad with a number of local partners joining each Learning Community session on a regular basis. They are actively engaged in those sessions, but the number of PPC partners engaged on a more recurring basis looks different across communities.

   For the purposes of an in-person meeting, we see it as an opportunity to gather everyone together to support engagement, strengthen relationships, share experiences, and deepen cross-community learning and collaboration. That being said, sustainability has been at the forefront of our work so inviting partners who are not yet engaged at the local or national levels, or potential funders (state, national, or public funders) could be a significant value-add for the Learning Community and the individual PPCs. Defining meeting objectives will be an important next step that the Backbone, in collaboration with the Learning Community, can work to flesh out.

Budget |General Questions

1. **Are there any budget restrictions? For example, are IT costs allowed?**
   PSP currently supports Google Drive for collaboration and sharing of resources and materials. It is the primary platform for communication and information sharing with the Learning Community and Governance Body. However, we welcome inclusion of IT costs, especially if your organization has systems in place that facilitate communication, collaboration, and communication.

4. **What is the allowable indirect cost rate, or will this be treated as contracted services?**
   We will establish a grant agreement with the Backbone Organization but the nature of the work is more aligned to contractual services. With a grant structure, we have an IDC cap of 15%.

5. **Is there a budget template that should be used?**
   No. We do not have a template. You are welcome to use your own.

6. **You mentioned the 3- or 6-month offboarding at the end of the partnership. Are you looking for the proposals to include our suggested time and the financial cost?**
   Yes. We are looking to your expertise to tell us what is needed. A 3-6 month tail is our belief of what is necessary but we welcome your perspective around the timing and the financial implications.

Geography

1. **Does it matter where or what community the applying institutions serve? Are there any geographic / location requirements for the Backbone Organization?**

No. This is a national initiative with partners and communities across the country. There are no geographic requirements for the Backbone.

Backbone Onboarding

1. **Will the current backbone be available to help onboard the new backbone?**
   We do hope there will be transition planning and support between the current backbone and the new backbone organization. Ideally this will happen at the end of June and possibly in early July.

Backbone Core Functions

1. **One of the Core Functions notes is Stewarding an annual budget process. Is the Backbone expected to administer the funds directly to the communities or does that happen through the Silicon Valley Community foundation?**
   No, the Backbone is stewarding the decision-making process. The administration of funds is the responsibility of the Silicon Valley Community Foundation. Once the Governance Body aligns on a funding decision, the PSP Project Manager will take their recommendation and launch the grantmaking process with the Silicon Valley Community Foundation.

   The Governance Body is responsible for making investment decisions about the amount of funding for each PPC on an annual basis. The Backbone will support that decision-making process and provide support to the communities as they work on their respective implementation budgets.

Proof Point Community Meetings

1. **Within the PPCs is there an expectation that they facilitate stakeholder meetings on a regular basis with their partners? Does how they operationalize engagement vary across communities?**
   In 2022 the communities worked to define their own governance structures, decision-making process, family engagement strategies, as well as the frequency of engagement within their local collaboratives. Yes, all PPCs have done this work and are meeting regularly with their collaborative partners, however how they engage and the frequency of engagement looks different across each community.