



Request for Quotation

San Mateo County Home Visiting Environmental Scan

Responses must be received via email by 4 pm on Tuesday, May 25th

Send responses to Myra Cruz ecruz@smcgov.org and Michelle Blakely mblakely@smcgov.org

Note regarding the Public Records Act:

Government Code Sections 6250 et seq., the California Public Record Act, defines a public record as any writing containing information relating to the conduct of the public business. The Public Record Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that eventually arises from this Request for Quotations is a public record in its entirety. Also, all information submitted in response to this Request for Quotations is itself a public record without exception. Submission of any materials in response to this Request for Quotations constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the County if requested under the Public Records Act without further notice to you and (2) you agree to indemnify and hold harmless the County for release of such information.

Statement of Intent

In August 2020, First 5 San Mateo County (F5SMC) and local Home Visiting Partners began participating in First 5 California's (F5CA) statewide Home Visiting Initiative. The purpose of the F5CA Home Visiting Initiative is to help counties create a sustainable, unified system that supports families with the home visiting services they need and maximize available funding to serve more families. The Home Visiting Applied Research Collaborative (HARC) defines coordination as the ***“intentional organization of activities between two or more [entities] to facilitate, in partnership with the family, the delivery of the right services in the right setting at the right time.”*** The quality of inter- and cross-agency collaboration and coordination is critical to achieving home visiting initiatives' goals of implementation with fidelity, scale up, and sustainability. For further information, see [Appendix A - F5CA RFA Summary](#), [Appendix B - F5SMC HV Planning Group Planning Document](#) and [Appendix C - F5CA & F5SMC Home Visiting Update to Commission April 25, 2021](#).

“During the COVID-19 public health emergency, home visiting plays a vital role in addressing the needs of pregnant women, young children, and families, whether in-person or virtually. COVID-19 is introducing or exacerbating stressors that challenge families and can result in increased risk of children being abused or neglected and impacts are operating at multiple levels – public health, economic, and child welfare. Home Visiting programs not only work with high risk populations directly but also help families navigate the different service systems and supports during crisis and transition. Families need preventive and supportive services now more than ever” (F5CA HV RFA, 2020).

F5SMC is seeking Quotes from qualified consultants, agencies or individuals and or firm to:

1. **Conduct an environmental scan of communities with concentrations of risk and systems in those communities that support family and child well-being.** The environmental scan would include data about families, existing and potential partners, and community assets relevant for children and families.
2. **Create information showing the quality and capacity of existing local services, including:**
 - The number and types of home visiting programs and the numbers of individuals and families who are receiving services under these programs or initiatives during the year
 - The extent to which services provided align with documented needs of families enrolled
 - The gaps in early childhood home visitation in the county (e.g., population eligible but not served, programs not operating at capacity)
 - Financing, mandates and sustainability (e.g. funding sources; operating budgets)
3. **Update/Record information across home visiting implementing agencies and agencies within other early childhood development and family support systems about coordinated processes, including:**
 - Common point(s) of entry for families
 - Common intake or eligibility screening process/tools
 - Formal process/forms/protocols to refer families to home visiting services
 - Formal process/forms/protocols to assess family needs for other family support services, refer families to local services based on assessed needs, and follow up on referrals
 - Shared accountability and staff responsibility for assessment, screening, referral, and follow through of service provision

- Formal agreements or memoranda of understanding (MOU) to support communication, coordinated funding, referral, implementation, and information sharing across funded home visiting implementing agencies (e.g., First 5 County Commission, Health, Public Health, and/or Behavioral Health Departments; non-profit and community-based organizations; Early Head Start, as applicable).
 - Data collection methods
 - Strengths and challenges implementing a coordinated entry process (intake, assessment, referral, and information sharing) and services connected to the coordinated entry process)
 - Whether and how families are being served by the programs that best meets their needs
4. **Update and compile existing information for SMC on communities of high risk including: Strong Start Index, Healthy Places Index, San Mateo County’s Community Collaborations for Children’s and Youth’s Success Project (CCCS), American Community Survey and Census data, and other relevant information for a snapshot**
 5. **Develop a description of the home visiting workforce in San Mateo County, including:** General demographic information, compensation data, and professional back ground and experience
 6. **Provide presentation and Facilitated Discussion(s) of the Environmental Scan**

The tasks below are examples of the activities that the consultant may be asked to undertake. They are examples only. **Final scopes of work and deliverables will be established during contract negotiations with F5SMC prior to the start of the project.**

Sample Tasks

Consultation to F5SMC Staff

- Review existing data sources to identify and prioritize communities where expectant parents and families with children ages 0-5 would benefit from home visiting services
- Compile information about all agencies, departments, and programs providing home visiting services in San Mateo County, including:
 - Geographic service region
 - Eligibility criteria
 - Service numbers
 - Data collection and management practices
 - Program evaluation results
 - Workforce information, such as demographics, wages, professional background, and experience
- Conduct Key Informant Interviews with home visiting service providers
- Conduct a Focus Group(s) with home visiting service recipients; 1-2 Case Studies

- Prepare a final report summarizing findings of the environmental scan and stakeholder conversations for review by F5SMC staff, Commissioners, and partner agencies
- Prepare for and attend County-wide project planning meetings
- Presentation of findings as requested, for example, to the San Mateo County Home Visiting Steering Committee (TBD), F5SMC Commission, or partner agencies
- Ongoing meetings, check-ins, and correspondence with F5SMC to manage the project, and F5SMC’s Research and Evaluation Analyst.

Budget

The proposed budget should not exceed \$20,000.

Timeframe

The timeframe for service delivery is June 2021 through December 2021.

This RFQ is not a commitment or contract of any kind. F5SMC reserves the right to pursue any and/or all ideas generated by this RFQ. The responses will be used to determine the respondent’s ability to render the services to be provided. The failure of a respondent to comply fully with the instructions in the RFQ may eliminate its response from further evaluation as determined at the sole discretion of F5SMC.

Release of RFQ	April 30, 2021
Deadline for Respondents’ Questions (Submitted to F5SMC via email)	May 10, 2021, 2021 5 p.m.
Answers to Respondents’ Questions Posted on F5SMC Website	May 13, 2021, 5 p.m.
Letter of Interest (LOI)	May 18, 2021, 5p.m.
Quotations Submittals Due	May 25, 2021, 4 p.m.
* Review of Qualifications/ Respondent Interviews (as needed)	May 26-27, 2021
Short-Listed Interviews (If needed)	May 27-28 2021
Announcement of Successful Applicant	May 31, 2021
Contract Negotiations, Execution and Start Date	June 1-14, 2021

Response Submissions

Responses must address content areas 1 through 5 on the following pages. Submit an electronic copy of your response via email to Myra Cruz ecruz@smcgov.org and Michelle Blakely mblakely@smcgov.org All responses must be received by 4 pm on Tuesday, May 25, 2021.

Review Process

All submissions will be reviewed by staff at F5SMC. During this process, F5SMC may require a respondent's representative to answer questions orally and/or in writing.

The criteria used as a guideline in the review will include, but not be limited to, the following:

- Qualifications and experience, including capability and experience of key personnel in [INSERT VERY BRIEF DESCRIPTION OF ACTIVITIES]
- Language capacity and cultural humility
- History of working with diverse groups
- History of successfully working with public agencies
- Some familiarity with issues confronting families with young children in San Mateo County and with the relevant sector
- Cost
- Clarity of oral and written expression

The decision made by F5SMC will be communicated via email and will be final.

1. Agency, Consultant, Firm, etc. (no more than 1 page)

Please provide the name and address of the agency submitting this quote. Include the number of years the agency has been in business and its experience working with the public sector. Provide brief descriptions of similar projects that your agency has successfully undertaken.

2. Personnel (no more than 1 page)

Please provide the name and title of everyone who will be working on this project, the specific activities that they will be performing, and a brief description of their relevant qualifications and experience, including linguistic and cultural competencies. Include each person’s hourly rate. You may attach résumés if you’d like; these will not count toward the one-page limit for this section.

Indicate which individual is the contact person for this project and provide that person’s phone number and email address.

3. Timeframe (no more than 1 paragraph)

Provide the date by which your agency will be available to start this work, and any lead-time or startup requirements that you may have. If your agency has an internal deadline for project completion (e.g. because a key staff member is going out on leave), include that information here as well.

4. Insurance (no more than 1 paragraph)

The County has certain insurance requirements that must be met. In most situations those requirements include the following: the contractor must carry \$1,000,000 or more in comprehensive general liability insurance; the contractor must carry motor vehicle liability insurance, and if travel by car is a part of the services being requested, the amount of such coverage must be at least \$1,000,000; if the contractor has two or more employees, the contractor must carry the statutory limit for workers’ compensation insurance; if the contractor or its employees maintain a license to perform professional services (e.g., architectural, legal, medical, psychological, etc.), the contractor must carry professional liability insurance; and generally the contractor must name the County and its officers, agents, employees, and servants as additional insured on any such policies (except workers compensation). Depending on the nature of the work being performed, additional requirements may exist. **Please indicate whether your agency is able to meet these insurance requirements or note any questions or concerns you may have.**

5. Activities and Budget (no more than 2 pages)

Complete the Proposed Budget table below. Add additional rows if/as needed.

Activity	Estimated Hours	Estimated Cost	Staff Responsible