



Request for Bids:

F5SMC DHCS CYBHI Round 2 Grant: Infant and Early Childhood Network Manager

Background

As part of the State of California Department of Health Care Services effort to support the mental health and wellness of children, youth, and young adults, First 5 San Mateo County (F5SMC) applied for Round 2: Trauma-Informed Programs and Practices of the Children and Youth Behavioral Health Initiative (CYBHI) funding in the Spring of 2023 in partnership with colleagues from SMC Health Behavioral Health and Recovery Services. After a significant delay, F5SMC was notified in December 2023 that the proposal was funded in full in the amount of \$750,000 to support training two cohorts totaling up to 50 mental health clinicians in the practice of child-parent psychotherapy (CPP) over the two-year grant term. The CPP training component will be facilitated by UCSF Child Trauma Research Project staff member Dr. Vilma Reyes.

In addition to the CPP training objective, the grant supports foundational training (ECMH 101) for up to 200 individuals on trauma theory in early childhood to interested child- and family-serving stakeholders. These trainings serve as a foundation to launch the SMC Infant and Early Childhood Mental Health (IECMH) Professional Development Network, which is the third objective of the CYBHI grant.

The IECMH Network is envisioned as a network with offerings for mental health providers and others from child- and family-serving organizations to increase awareness of and support for the mental health needs of children up through age 5 and their families. While we know there is an increasing need for critical early identification and intervention services, many community partners face challenges in hiring and retaining qualified staff and funding training to keep staff up-to-date on evidence-based practices.

Our hope is that a professional network focused specifically on trauma-informed practices and the mental health needs of infants, young children, and their families will scaffold the important work of individual providers and organizations in several ways. Among other possibilities, the current vision for the SMC Infant and Early Childhood Mental Health Professional Development Network includes:

- **Global training to increase public understanding** of what mental health and trauma-informed practice mean in infancy and early childhood and ways everyone in our community can support the wellbeing of young children and their families
- Specific, **evidence-based, therapeutic training for mental health clinicians** in the community
- **Networking/collaboration** opportunities to increase connections between providers and

- facilitate referrals to appropriate services
- **Communities of practice** or consultation to support providers in their work with the hope of retaining trained and capable providers in our community, enhancing capacity, and reducing burnout

To support the foundational training and IECMH Network, the grant supports two additional roles: (1) Infant and Early Childhood Mental Health Content Expert and Network Facilitator, and (2) the IECMH Network Manager.

The contract for the IECMH Content Expert and Network Facilitator was approved by the F5SMC Commission on May 18, 2024 to the UCSF Infant-Parent Program, who has worked in close partnership with the UCSF Trauma Research Project to host a similar model for counties in northern California. Kristin Reinsberg, Director of the UCSF Infant-Parent Program, will serve as the content expert and facilitator for ECMH 101 community trainings for this project due to her familiarity with the joint CPP and ECMH 101 offering, her deep relationships with SMC early childhood mental health clinicians, and her clinical expertise.

This bid outlines the specifications for the third and last remaining leadership role to support this grant- the Infant and Early Childhood Mental Health Network Manager.

Statement of Intent

F5SMC is seeking quotes for the role of Infant and Early Childhood Mental Health Network Manager to support a tailored and distinct role for this project. We envision this role to be held by a single consultant. The consultant can either be embedded within a larger consultancy/agency or independent.

The other two roles- Child-Parent Psychotherapy Training and Learning Collaborative Trainer; and IECMH Content Expert and Network Facilitator—are already filled by consultants, as noted above. The consultants holding each of the three roles will work collaboratively to serve unique functions and to help craft and carry out the strategic vision for this effort in partnership with First 5 SMC staff.

The CYBHI Grant Implementation Plan is attached here as pages 7 - 12 of this document. It details the broad objectives and activities of the grant, along with the responsible parties and anticipated completion dates. The tasks and qualifications outlined below are suggested for the role of IECMH Network Manager but should not be limited to the detail provided. The final scope of work and deliverables will be established during contract negotiations with First 5 SMC prior to the start of the project.

Desired Tasks and Qualifications for IECMH Network Manager

Tasks:

- In partnership with F5SMC staff and IECMH Content Expert and Network Facilitator, develop and implement the strategy, sequence, and content of the IECMH Network

over the course of the grant term

- Hold primary responsibility for IECMH Network outreach and communications, including development of a plan to identify, outreach to, and maintain engagement with clinicians and the broader community of child and family serving providers to garner interest in the Network and Communities of Practice
- Create materials and content and establish infrastructure for the network (website, outreach materials, workplan)
- In partnership with F5SMC team, coordinate logistics for all IECMH Network convenings
- Co-host/facilitate Network convenings alongside IECMH Network Facilitator, providing support with logistics and TA, as well as content, as relevant/desired
- Organize peer support and get-to-know-you activities, consultation groups, learning communities, and other forums for networking
- Attend all DHCS CYBHI Round 2 Learning Sessions and serve alongside F5SMC as the primary point person for externally-facing requirements of the grant, including evaluation, implementation, and administration
- Support F5SMC staff with evaluation activities, including but not limited to collecting and compiling data from provider participants via registration or survey tools and serving on the internal evaluation team to co-develop or vet tools and/or questions and to make meaning of the evaluation results from grant activities and participants
- Attend regular internal planning and coordination meetings for the CYBHI Round 2 grant
- Support the effort to prioritize equity as a focus of grant implementation

Qualifications:

- Familiarity with early childhood mental health provider network/landscape in San Mateo County
- Strong collaboration and communication skills
- Strong organizational skills and ability to envision the steps and tasks needed to achieve desired outcomes
- Experience and comfort with conducting effective and engaging convenings in-person in San Mateo County and through online platforms
- Licensed or licensed-eligible mental health professional or advanced degree in related field
- Particular knowledge of and experience with trauma-sensitive practices and facilitation and ability to guide ongoing learning and maintain open dialogue utilizing these skills
- Experience with survey design and management
- Experience with group facilitation and adult learning principles, including planning for, leading, and evaluating meetings; structuring a series of convenings to achieve specific outcomes; establishing rapport and expectations with participants to deepen trust; and effective time-management skills

Budget

The proposed budget for the IECMH Network Manager role for the 24-month term should not exceed \$130,000. Budget estimates should include hourly estimates for the work proposed if based on deliverables.

Timeframe

The anticipated timeframe for service delivery for this role is from July 1, 2024 through June 30, 2026.

RFB Process

This Request for Bids is not a commitment or contract of any kind. First 5 SMC reserves the right to pursue any and/or all ideas generated by this RFB. 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 RFB may eliminate its response from further evaluation as determined at the sole discretion of First 5 SMC.

Response Submissions

Responses must address content areas 1 through 5 on the following pages and should be single spaced with 12-pt font. Submit an electronic copy of your response via email to Myra Cruz at ecruz@smcgov.org and Emily Roberts at eroberts@smcgov.org. **All responses must be received by 3 pm on Thursday, June 13, 2024.**

Review Process

All submissions will be reviewed by staff at First 5 SMC and other integral project partners, as desired. During this process, First 5 SMC may require a respondent's representative to answer questions orally and/or in writing or request an interview.

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

- Consultant qualifications and experience, including capability and experience of key personnel to deliver desired tasks,
- Overall project strategy, including approach to fulfilling proposed role and partnering with other agencies and individuals,
- Ability to conceptualize and communicate the value and function of an IECMH Network for mental health providers, broader stakeholders, families, and communities,
- Cost
- Clarity of oral and written expression
- Compliance with requirements of submission as outlined in this RFB document

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

1. Consultant (no more than 1 page)

Please provide the name and address of the consultant submitting this bid. Indicate the contact person for this project and provide their phone number and email address.

Include the number of years the entity has been in business and its experience working in the Infant and Early Childhood Mental Health field, as well as experience with early childhood mental health efforts or relationships in San Mateo County. Provide brief descriptions of similar projects that your entity has successfully undertaken.

2. Personnel (no more than 1 page)

Please provide the name and title of the individual who will be working on this project, the specific functions that they will be performing as IECMH Network Manager, and a brief description of their relevant qualifications and experience, including cultural competency. Include consultant's hourly rate. You may attach a résumé or CV if you'd like; these will not count toward the one-page limit for this section.

3. Timeframe (no more than 1 paragraph)

Provide the date by which your entity will be available to start this work, and any lead-time or startup requirements that you may have. If you have an internal deadline for project completion (e.g. because a key staff member is going out on leave), include that information here as well. Due to current circumstances, timeframes are necessarily fluid and will be regularly re-evaluated based on public health orders, and the capacity of potential participating agencies and of First 5 SMC. Please include in your response how you or your agency would address such changes in the timeframe or approach to accommodate such issues.

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 entity is able to meet these insurance requirements or note any questions or concerns you may have.** Please note that in some circumstances, these requirements have been waived and inability to meet these requirements does not automatically disqualify proposers.

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

Complete the Proposed Activity and Budget table below, referencing the Tasks section under Desired Qualifications and Tasks on page 3 of this RFB and the Objectives and Activities in the Grant Implementation Plan on pages 8 - 12. Please detail your plan to complete these activities in the table. You may add rows if needed. Please note that activities and budget will be agreed upon and finalized during contract negotiations if your Bid submittal is recommended for funding.

Scope of Work Table

Activity	Estimated Hours	Estimated Cost	Person(s) Responsible

CYBHI IMPLEMENTATION PLAN TEMPLATE ROUND 2

Organization Name: First 5 San Mateo County (F5SMC) Contact Name: Emily Roberts Email Address: eroberts@smcgov.org
Project Title: Infant and Early Childhood Mental Health (IECMH) Workforce Development Initiative
Name of EBP/CDEP: Child-Parent Psychotherapy (CPP)
Award Track Type: <input type="checkbox"/> Training <input checked="" type="checkbox"/> Start-Up <input type="checkbox"/> Expansion <input type="checkbox"/> Integrated
Adjustments to Physical Space: Not applicable. <i>Were grant funds requests for adjustment to physical spaces? If so, please describe plans for modifications.</i>
Brief Project Description: <i>Include anticipated population(s) to be served.</i> F5SMC is proposing to implement and scale up Child Parent Psychotherapy (CPP) as an evidence-based practice in San Mateo County as one element of a broader IECMH workforce development effort. The core element of the proposal F5SMC submitted for CYBHI R2 was to conduct an 18-month long CPP training for a cohort of 50 clinicians and supervisors, including staff from our primary partner, San Mateo County Behavioral Health and Recovery Services (BHRS). This proposed implementation plan incorporates the assumption that our request for a no-cost extension of the grant term through March 2026 will be approved. CPP is an evidence-based practice that incorporates an initial set of intensive learning sessions and then 18-months of consultation calls in a small group, where participants practice and receive feedback on implementation of CPP with a caseload of families. This training cannot be completed in 14 months and remain in alignment with the EBP. We have therefore proposed an implementation plan that extends to June 2026.
Geographic location(s) of services offered: San Mateo County <i>List counties where services are currently being offered and any anticipated new locations to be served by this project (if any).</i>

CYBHI IMPLEMENTATION PLAN TEMPLATE ROUND 2

Goal(s): Implement and scale up Child Parent Psychotherapy (CPP) as an evidence based practice in San Mateo County as one element of a broader IECMH workforce development effort.					
Objective 1 (Please ensure all objectives follow S.M.A.R.T format): Enroll an additional 50 families in Clinic’s behavioral health program by August 2024. Provide foundational training to 200 individuals on trauma theory and trauma in early childhood to any interested child and family-serving stakeholders, and as a strategy for preparing the workforce for CPP training and beginning to launch the IECMH Professional Development Network, by June 2026.					
Activities	Description	Inputs	Anticipated Outcomes	Metrics	Completion Date
<i>What tasks will you need to complete to achieve your objective?</i>	<i>What are you planning to do?</i>	<i>What resources do you need to complete your objective?</i>	<i>What are you hoping your objective will achieve?</i>	<i>How will you know you’ve met your objective? What are your quantitative milestones?</i>	<i>Month Year</i>
Activity 1: Provide Ripple Effect Training	CTRP will offer Ripple Effect Training sessions in September 2024. Sessions will be open to any interested member of the IECMH workforce and individuals interested in joining the workforce.	CYBHI R2 funding.	100 individuals will participate in the Ripple Effect training.	Tracking numbers of participants who participate.	September 2024
Activity 2: Provide ECMH 101 Training	The Network Consultant will offer ECMH 101 training sessions on an ongoing basis. Sessions will be open to any interested child and family-serving stakeholders, including members of the IECMH workforce and individuals interested in joining the workforce.	CYBHI R2 Funding	200 individuals will participate in ECMH 101 training.	Tracking numbers of participants who participate.	June 2026

CYBHI IMPLEMENTATION PLAN TEMPLATE ROUND 2

Objective 2: Train 50 IECMH Clinicians in Child-Parent Psychotherapy by June 2026					
Activities	Description	Inputs	Anticipated Outcomes	Metrics	Completion Date
Activity 1: Finalize contract with CPP trainer	F5SMC will execute contract with identified CPP content expert who will conduct the CPP trainings.	CYBHI R2 Funding	CPP trainer is ready to begin conducting training	Contract executed	May 2024
Activity 2: Conduct outreach for CPP training	F5SMC and CPP trainer will host 2 broadly advertised informational sessions regarding the availability of CPP training and follow up with a survey to potential participants to identify any barriers to participation.	CYBHI R2 Funding	Potential CPP training participants are identified.	Info. sessions and survey conducted	April 2024
Activity 3: Train Clinicians in CPP	CPP trainer will offer two cohorts of CPP training; one launching in May 2024 and the second in September 2024.	CYBHI R2 Funding	Up to 50 clinicians will complete the 18-month CPP training (including intensive learning sessions and consultation groups)	Tracking number of clinicians who enroll in the training, complete the initial learning sessions, and are assigned to a consultation group.	June 2026
Activity 4 Train Supervisors in CPP	Each CPP cohort will include supervisors of the clinicians being trained.	CYBHI R2 Funding	Up to 15 supervisors will complete the 18-month CPP training (including intensive learning sessions and a consultation group specifically for supervisors)	Tracking number of clinicians who enroll in the training, complete the initial learning sessions, and are assigned to a consultation group.	June 2026
Activity 5	As part of the training and consultation, clinicians will provide CPP to San Mateo	CYBHI R2 Funding	Up to 200 families will receive CPP. A	Tracking numbers of families	June 2026

**CYBHI IMPLEMENTATION PLAN
TEMPLATE ROUND 2**

Provide CPP to low-income SMC families	County families		majority (80%) of families receiving CPP services will show improvement in scores measuring symptoms related to trauma.	receiving CPP; administration of a standardized assessment tool pre- and post-receiving CPP.	
Activity 6 Provide stipends to agencies	Provide agencies that commit to supporting staff to complete the training with an agency stipend to help offset cost of staff time	CYBHI R2 Funding	Up to 10 agencies will be offered an average of \$20,000 to support staff training and integration of CPP.	Track CPP training participants and respective agencies receiving stipends	June 2026

CYBHI IMPLEMENTATION PLAN TEMPLATE ROUND 2

Objective 3: Launch an IECMH Professional Development Network by June 2026					
Activities	Description	Inputs	Anticipated Outcomes	Metrics	Completion Date
Activity 1: Finalize contract with Network Consultant	F5SMC will execute a contract with the Network Consultant responsible for facilitating ECMH 101 training, serving as content expert for IECMH network, consultation on CYBHI evaluation activities and aligning CPP with ongoing IECMH activities.	CYBHI R2 Funding	Network Consultant is onboard and ready to begin work.	Contract executed.	June 2024
Activity 2: Finalize contract with Network Manager	F5SMC will execute a contract with the Network Manager responsible for serving as operational point person for the Network: conducting outreach, communications, coordinating trainings, attending mandatory CYBHI learning collaboratives, and implementing evaluation requirements.	CYBHI R2 Funding	Network Manager is onboard and ready to begin work	Contract executed	June 2024
Activity 3: Outreach to develop IECMH Professional Development Network	Network Manager will develop plan to outreach to broader community of child and family serving providers to garner interest in the Network.	CYBHI R2 Funding	Secure broad awareness of and interest in the Network.	Plan created.	July 2024
Activity 4: Establish the IECMH Professional Development Network	Network Manager will create materials and establish infrastructure for the network (website, outreach materials, workplan), conduct outreach to create membership.	CYBHI R2 Funding	Materials and infrastructure created	Tracking numbers of individuals who join the network	October 2025

CYBHI IMPLEMENTATION PLAN TEMPLATE ROUND 2

Activity 5: Offer networking activities for network members	Network Manager will organize peer support groups, get-to-know-you activities, consultation groups, learning communities, and other forums for networking.	CYBHI R2 Funding	200 individuals will participate in networking activities (peer support groups, get-to-know-you activities) during the grant period.	Tracking numbers of individuals who participate in networking activities	June 2026
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Sustainability

<i>Plans for Sustainability</i>	Please outline your plans to sustain the project beyond the contract period. F5SMC is partnering with San Mateo County BHRS to secure Mental Health Services Act (MHSA) funding to sustain and scale up the IECMH Professional Development network and potentially for additional cohorts of CPP training.
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Budget

<i>Revised Budget</i>	Please provide a revised budget using the provided budget template based on the award size and scope of activities planned. This budget total should equal the award amount allocated by DHCS and must be itemized by specific resources required for each activity (e.g., training costs, staff salaries by level). This can be uploaded with your Implementation Plan via the form.
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Equity Framework

<i>Equity Framework</i>	Grantees are encouraged to adopt the Self-Assessment for Modification of Anti-Racism Tool (SMART) as the standard to meet the project evaluation requirement. Please indicate your plans for completing an equity organizational assessment via the Implementation Plan Form you will used to submit this document.
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