**F5SMC SOW Video Transcript-- 20250417\_115802-Meeting Recording**

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 **Jenifer Clark** started transcription

 **Jenifer Clark** 0:11
Hello everyone. My name is Jenifer Clark and I am the research and evaluation specialist here at First 5 San Mateo County.
I'm going to do a brief walkthrough of our scope of work excel form which is required for you to submit as part of your proposal to First 5 San Mateo County.
The scope of work form is an Excel spreadsheet and it is available to you to download in the attachments section of the RFP, which is on opengov.com.
Now the scope of work form should provide reviewers with a detailed look at the activities that you are planning to conduct.
As part of this project as well as the number and types of clients you will be serving.
I have prepared an example here for you to look at and you can see that along the bottom here we have these tabs called.
PC. PC.
Example PC.
Example 2.
PC #1, etcetera.
That PC stands for program component on this particular grant, you'll see the scope of work dates. The lead agency name, and the program name. Up here in the upper left and the program component number.
Is parent child developmental playgroups.
So that is one component of your program.
As part of that program, component developmental play groups, there are a number of different activities, each of which is expected to serve a different number of providers.
So you can see there is an initial intake activity and then there are a couple different types of groups.
There's a weekly group for parents.
With children with delayed motor milestones.
A weekly group for parents with depressive symptoms and their children to attend.
And twice a month, there's a group focused on learning about child development and parenting practices.
So you list all of the activities here parent, child, playgroup here in celebrations at the very end.
And you also list the time frame when these are going to happen. So it looks like this.
First type of group with motor milestones that's happening in the first half of the fiscal year quarters one and two, the group for parents with depressive symptoms is happening in the second-half of the fiscal year.
Q3.
The twice a month group is ongoing.
That's throughout the entire year and then we have a one time event here that's going to happen in May of 2026.
We also have the people who are responsible for these different activities.
And sometimes these are gonna be different people.
Sometimes they might be same people. Here we have an intake coordinator who's handling intake occupational therapist who's handling the.
Motor Motor milestones group mental health clinician, developmental specialist, etc.
The next column over here is the documentation column.
So for documentation you are going to be entering the information about how you are documenting that these services took place and who participated.
So for intake, we've got an intake form and a baseline survey.
For developmental screens we have, you know, an asq screen attendance logs.
We have a depression screen here for parents with depression.
Again, attendance logs and at the bottom.
A narrative report.
So there's a lot of different ways you can document how many people participated in each activity.
Over here at the right hand side of the of the document, we have the numbers served.
Now these numbers should be unduplicated within each row.
But they can be duplicated across the column.
Now what this means is that.
This weekly group for parents, for example, this parents with children with delayed motor milestones over the course of.
The program year you're anticipating serving 10 parents and 10 children. That's your target.
Just one thing to mention as well is we know this is a target.
It could.
You could, you know, have great attendance. It's oversubscribed.
You've got 30 parents who between them all have, you know, 40 kids. Or maybe there wasn't that much demand for this.
It could end up being lower.
That's fine.
This is just your kind of best guess.
At the time that you're writing your proposal.
So anyway, back to duplicated and unduplicated counts.
So you're anticipating 10 parents and 10 kids.
Those are unduplicated individuals.
Duplicated would be if all 10 people came to, you know, five different weekly groups. You would say, well, that was 50 service touches.
That is not what we want.
We want the actual, unduplicated number of individuals who are served in each line. All right, so.
In your, you're anticipating.
Who have an intake.
Intakes with 60 parents, among them, they will have 65 kids.
But where we can duplicate the numbers?
Is looking down, you know. So if you intake 60 parents into the program.
These ten parents are probably also in the 60.
Same with these 25 and then you know, there might be some parents within these two.
Fields.
Who are duplicated?
There might be a parent who has depressive symptoms and also has a child with delayed motor milestones, so they attend both. That's fine.
This part of the form should be unduplicated across.
OK. And then if you Scroll down further?
This is the annual overall target number for this particular program component. So this is unduplicated across the entire program component. So for all of the activities on this page, what was your?
Is your unduplicated target number.
This is also broken out by child age.
And for this particular.
Program. We aren't serving providers so providers is zeroed out here, but so here for this one. We just want your best guess at your unduplicated total number for the year for all the activities on this page.
A good rule of thumb is to just look at whichever one of these is largest, which in this case it's 75 and 70.
Because it should be unduplicated across here.
So look at the largest number in the columns and just use that as your best guess.
Just to give you another an example of how program components might be different, right?
Like program components, why you would need?
Why you might need to so that first program component example that we looked at was parent child developmental playgroups program component #2 is Baby's first year home visiting program.
So this is all within the program blossoming babies.
And.
And it's two different program components. You've got group based services and then you also have this home visiting program.
And again, you see initial intake and going across the annual target is 40 parents and 40 children.
You have weekly home visits, so you see this actually drops a little. Your intake in your, you know, enrolling 40 parents, some of them may decline services or drop out.
You're going to screen parents for postpartum depression.
That's a parent service.
Not a child service.
So that's why the number appears here.
In parents and caregivers served, but there's no children.
You're also going to screen babies.
For developmental risks or challenges, so again, you're having baby service numbers children, but not parents.
And then there are socialization groups. Because these are families being served to go visiting.
But of course it's nice if the parents can get together with each other.
And their babies can play together, etc. Those are monthly.
And we have the attendance logs and.
The numbers here are actually a little larger.
Than the numbers here.
Probably because maybe you know some spouses or Co parents or other family members like aunties or grandmothers or grandfathers.
Might attend.
So that's why those numbers are probably a little bit larger.
And again down in unduplicated, we have. So this is a baby's first year home visiting program.
So more of the kids here are age 0 to 2 and then these would probably be older siblings who are going to attend.
The socialization groups.
So.
That that's the example for how to complete our scoop of work form when you all are looking at a blank one.
This is what it looks like.
So you should fill out your lead agency name, program name, your activities, all of that information that we just discussed, please add as many lines as you need.
And umm.
Yeah, just let us know all of the details.
That as you're planning for your your program.
All right.
That's. That's it for that.

 **Jenifer Clark** stopped transcription