



**County Of Siskiyou Request for Proposals  
(RFP)**

**RFP #SSD 23-002**

**Health & Human Services Agency**

**Social Services Division**

**for**

**Parents as Teachers (PAT)**

**Service Provider**

**Proposals may be mailed, delivered, or emailed to:**

**Susan Cervelli**

Deputy Director, Social Services Division

Health & Human Services Agency

1312 Fairlane Road - Suite 1, Yreka, CA 96097

[RFP\\_RFB\\_Submissions@co.siskiyou.ca.us](mailto:RFP_RFB_Submissions@co.siskiyou.ca.us)

**Proposals Due by:**

**November 1, 2023**

**4:00 PM**

**County of Siskiyou  
Request for Proposals  
for Parents as  
Teachers (PAT)  
Services**

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

**Estimated Timeline of Events**

<b>Date</b>	<b>Activity</b>
October 16, 2023	Release of Request for Proposals (RFP)
October 20, 2023	Deadline to Submit Questions by 4:00 PM
October 25, 2023	Release of "Questions & Answers" by 4:00
November 1, 2023	Submission of Proposals due by 4:00 PM
November 3, 2023	Review of Proposals
November 6, 2023	Notification of Final Selection
December 12 2023	Professional Service Agreement Processed
January 1, 2024	Professional Service Agreement Start Date

## **1.0 Preface**

The Siskiyou County Health and Human Services Agency (HHS), Social Services Division (SSD) announces its intent to contract for the provision of an evidence-based home visiting service using the Parents as Teachers (PAT) Model to individuals and families in Siskiyou County.

Siskiyou County SSD has opted into the Family First Prevention Services Act (FFPSA). This has allowed SSD to build capacity for evidence-based prevention programs that will serve Siskiyou County. The requirements of these programs including PAT must be included in the California's Five-Year State Prevention Plan and can be found on the Title IV-E Prevention Services Clearinghouse.

The purpose of the Request for Proposals is to solicit proposals from qualified individuals or organizations specializing in providing home visiting services using the PAT model. This will be a two (2)-year Contract, with the first year being capacity building and the second year being on-going implementation and certification fees.

The PAT evidence-based home visiting model is comprehensive home-visiting, parent education model used by PAT affiliates. The model provides services to families with children ages prenatal through kindergarten. Affiliates follow the essential requirements of the model, which provide minimum expectations for program design, infrastructure, and service delivery. PAT provides support to affiliates to meet those requirements as well as further quality standards that represent best practices in the field.

There are four dynamic components to the PAT model:

- a. Personal in-home visits.
- b. Group Connections (including quarterly social activities to be organized by the proposer).
- c. Resource Network (Connecting families to resources with their communities)
- d. Child Screening (utilizing Ages and Stages Questionnaire tools).

These four components form a cohesive package of services with four primary goals:

- a. Increase parent knowledge of early childhood development and improve parent practices.
- b. Provide early detection of developmental delays and health issues.
- c. Prevent child abuse and neglect.
- d. Increase children's school readiness and success.

For more information about the Parents as Teachers program, please visit [parentsasteachers.org](http://parentsasteachers.org).

## **2.0 Scope of Work**

***Services the successful Proposer will be expected to provide, include but are not limited to:***

- a. Be approved by Parents as Teachers (PAT) as an affiliate and maintain that affiliate status by providing services with fidelity to the PAT model. PAT affiliate status is awarded by PAT after a comprehensive plan to provide PAT services is submitted and approved by PAT. Successful proposers will be expected to develop the required PAT implementation plan, with the assistance of the Siskiyou County HHSA, SSD staff after the Siskiyou County Board of Supervisors approve the contract awarded to the successful proposer.
- b. Begin participating in PAT training once comprehensive PAT has been approved by PAT with completion deadline of June 2025.
- c. Implement PAT consistently with the program model and abide by all model fidelity standards, as outlined in the Title IV-E Prevention Services Clearinghouse.
- d. Identify and maintain a minimum of six (6) staff to be PAT trained around Siskiyou County, inclusive of the PAT curriculum for use in home visitation.
- e. Fully utilize the existing service delivery network(s) within the communities to ensure that resources are maximized and a continuum of services will be available to children and families served.
- f. Utilize a data management system to track PAT activities program outcomes. (The Penelope Management Information System is free for PAT affiliates).
- g. Administer client satisfaction surveys to families served.
- h. Fully participate in all program evaluation required activities and utilize program and outcomes data to continually improve the quality of services provided and program outcomes.
- i. With parental consent, provide the names of PAT children and families served, so that recurrence of maltreatment and re-entry in foster care rates can be effectively measured.
- j. Submit all monitoring and progress reports timely.

***Services provided by Siskiyou County Health and Human Services Agency, Social Services Division.***

- a. Administering funds, monitoring, and evaluating the effectiveness of PAT services countywide.

- b. The HHSA, SSD will pay the initial affiliate fees and on-going PAT required training fee for successful proposer until expiration of contract in June 2025.

Proposers should feel free to include any other services not specified that they deem necessary to achieve the goals of this RFP.

### **3.0 Submission Requirements**

**Proposal Format:** Proposals must contain the following:

#### **1. Cover Letter**

- a. Please provide the Proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the Proposer.

#### **2. Qualifications**

- a. Provide specific information concerning the Proposer's experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.

#### **3. Company Profile**

- a. Provide a brief description of your company, including business structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

#### **4. Approach**

- a. Provide an analysis of the methodology developed to perform all required services and your response to the scope of work as referenced above.

#### **5. References**

- a. Please include at least three (3) references, including name, address, telephone number, and Email, for whom similar services have been provided.

#### **6. Price Proposal**

- a. Provide a transparent fee schedule that outlines all of the costs associated with the required services, broken down by category of products and services, and all on-going costs for recommended or required services.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

**Conflict of Interest:** Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

#### **4.0 Selection Process**

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Approach
3. Experience and references
4. Proposed costs

The County may meet or interview any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entities selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected Proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

#### **5.0 General Information**

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at the Siskiyou County Administration Building at 1312 Fairlane Road, Suite 1, Yreka, CA 96097 on or before **November 1, 2023, at 4:00PM** (ATTN: Susan Cervelli, Deputy Director Social Services). Please note "**RFP # SSD 23-002**" on the front of envelope.
- **Mailing:** Hard copy proposals by way of mail must be mailed to County of Siskiyou ATTN: Susan Cervelli, Deputy Director Social Service 1312 Fairlane Road, Suite 1, Yreka, CA 96097 and postmarked by **November 1, 2023**. Please note "**RFP # SSD 23-002**" on the front of the envelope.

- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Susan Cervelli, Deputy Director Social Services at [RFP\\_RFB\\_Submissions@co.siskiyou.ca.us](mailto:RFP_RFB_Submissions@co.siskiyou.ca.us) and must be received by **November 1, 2023, at 4:00 PM**. Please include “**RFP # SSD 23-002**” in the subject line.

Proposers shall provide One (1) original copy with signature and Three (3) exact copies of the original by hand or mail delivery, as instructed above.

Proposers submitting proposals electronically will only be required to send one signed copy.

Proposers are asked to direct all inquiries related to the project(s) to the following email address [RFP\\_RFB\\_Submissions@co.siskiyou.ca.us](mailto:RFP_RFB_Submissions@co.siskiyou.ca.us). Please include “**RFP #SSD-23-002 inquiry**” in the subject line.

The County will provide the following to assist the selected entity(s):

- Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).
- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- Advice on the project scope of work.
- Review and validation of project deliverables.

## **6.0 Other Information**

The term of the Contract is expected to be January 1, 2024, through June 30, 2025.

Proposers should ensure they meet the required insurance requirements as specified in Sections 5.04, 5.06 and 5.10 of the County of Siskiyou Contract For Services. (Attachment 1)

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.

## **7.0 Attachments**

1. County of Siskiyou Contract for Services Template