



# LASSEN COUNTY

## Health and Social Services Agency

- HSS Administration**  
336 Alexander Avenue  
Susanville, CA 96130  
(530) 251-8128
  
- Public Guardian**  
336 Alexander Avenue  
Susanville, CA 96130  
(530) 251-8128
  
- Grant and Loans Division**  
1400 Chestnut Street, Ste. C  
Susanville, CA 96130  
(530) 251-8309
  
- Behavioral Health**  
555 Hospital Lane  
Susanville, CA 96130  
(530) 251-8108/8112
  
- Patients' Rights Advocate**  
336 Alexander Avenue  
Susanville, CA 96130  
(530) 251-8322
  
- Public Health**  
PO Box 1180  
1445 Paul Bunyan Road  
Susanville, CA 96130  
(530) 251-8183
  
- Community Social Services**  
1400 Chestnut Street, Ste A  
Susanville, CA 96130
  
- LassenWORKS  
Business & Career Network**  
PO Box 1359  
1616 Chestnut Street  
Susanville, CA 96130  
(530) 251-8152
  
- Child & Family Services**  
1600 Chestnut Street  
Susanville, CA 96130  
(530) 251-8277
  
- Adult Services**  
PO Box 429  
1400 Chestnut Street, Ste B  
Susanville, CA 96130  
(530) 251-8158
  
- HSS Fiscal**  
PO Box 1180  
Susanville, CA 96130  
(530)251-2614

# REQUEST FOR PROPOSAL (RFP)

## PROVISION OF MATERNAL CHILD ADOLESCENT HEALTH (MCAH) CALIFORNIA HOME VISITING PROGRAM SERVICES (CHVP)

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<b>RFP No.:</b>	<b>HSS-2023-01</b>
<b>RFP Issue Date:</b>	<b>June 16, 2023</b>
<b>RFP Submission Date:</b>	<b>July 14, 2023</b>
<b>Issued By:</b>	<b>Public Health</b>

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# REQUEST FOR PROPOSAL

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LASSEN COUNTY, CALIFORNIA



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# REQUEST FOR PROPOSAL

## PROVISION OF CHVP SERVICES

### LASSEN COUNTY, CALIFORNIA

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<b>RFP No.:</b>	<b>HSS-2023-01</b>
<b>RFP Issue Date:</b>	<b>June 16, 2023</b>
<b>RFP Submission Date:</b>	<b>July 14, 2023</b>

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#### I. Intent

This Request for Proposal (RFP) announces the intent of the County of Lassen to contract for the provision of evidence-based home visiting services using the Parents as Teachers Model for a five (5) year period, Fiscal Years (FY) 2023-2028.

The purpose of the RFP is to seek proposals from qualified individuals or organizations experienced in providing home visiting services to individuals and families.

#### II. Background Information

The California Department of Public Health (CDPH)/California Home Visiting Program (CHVP) intends to award Local Health Jurisdictions (LHJs) with SGF expansion funding for the purposes of implementing or expanding an approved home visiting model(s). The estimated annual CHVP SGF allocation for SFY 2023-24 is based on the approved funding formula applied to the full CDPH/CHVP SGF funding for evidence-based home visiting of \$49.7 million (2019 SGF EBHV expansion funds, \$16 million annually, and current 2022 SGF expansion funds, \$33.7 million annually). The goal of this funding is to increase the number of families participating in the three evidence-based home visiting (EBHV) models supported by CDPH/CHVP: Healthy Families America (HFA), Nurse Family Partnership (NFP), and Parents as Teachers (PAT).

#### III. Scope of Services

While additional or alternative approaches and activities may be proposed, the County expects that each proposal shall address, at a minimum, the following:

**A. Plan for Parents as Teachers (PAT) home visiting model**

**implementation and/or expansion.**

Develop a CHVP Implementation Plan using the CHVP template, which may include and is not limited to the following:

- Conduct a Community Needs Assessment to assess gaps in services and local needs and priorities for home visiting.
- Apply for model affiliation as applicable.
- Plan the infrastructure needed to perform all activities according to, and in fidelity of, the specific model guidelines and CHVP requirements.
- Adhere to all CHVP Policies and Procedures relating to implementation of PAT in Lassen County.
- Establish a plan and timeline for the recruitment, hiring, and training of staff to support implementation of PAT.
- Develop a plan to regularly collaborate with local family and early childhood system partners to provide a continuum of services and build a strong referral network into the program such as Lassen Links.
- Develop a plan to recruit and enroll participants.
- Establish a plan for the purchase of needed equipment, and other programmatic supplies for successful implementation of PAT home visiting model.

**B. Model Implementation.**

Develop CHVP Implementation Plan, using the CHVP template, including but not limited to the following:

- Recruitment, hiring, and training of staff to support implementation of PAT. (Staff should reflect the families being served.)
- Collaboration with local family and early childhood systems partners to provide a continuum of services for CHVP participants and maintain a strong referral system into the program.
- Purchase of needed equipment and other programmatic supplies for successful implementation of selected home visiting model.
- Execute all implementation and service delivery activities according to model guidelines and CHVP requirements.
- Adhere to all CHVP Policies and Procedures relating to implementation and expansion of PAT.

**C. Enroll Participants to Increase Caseload.**

Increase caseload capacity by a negotiated number decided between CHVP and the Subcontractor.

Adhere to all CHVP Policies and Procedures and model guidance relating to caseload capacity.

**D. Maintain Clean and Compliant Data for All Home Visiting Activities and Participants Per PAT Model and CHVP Guidance.**

All CHVP funded home visiting participants are required to sign the CHVP consent form.

PAT LHJs will coordinate data system requirements with the PAT National Office and the CHVP Data Team for use of the Penelope data system.

Subcontractor will enter the participant data into a secure and designated data system within seven working days of data collection.

Subcontractor will adhere to all CHVP Policies and Procedures relating to compliant data.

Subcontractor will coordinate with Penelope Data system to provide CHVP with participant-level data and other data as needed.

**E. Hazard Pay or Other Staff Costs.**

Fund staff costs associated with providing home visits or administration for programs, including incentive bonuses, overtime pay, and technology that supports individual employees.

**F. Training.**

Develop a process for identifying and prioritizing target audiences, training needs, and relevant topics for training of home visiting staff.

Develop, conduct, and assess training of staff.

Provide training opportunities that address the needs of families, including but not limited to health equity, reproductive justice, social determinants of health, etc.

**G. Technology.**

Develop and implement a process to assess how technology needs are identified, prioritized, and addressed for participant families.

Acquire and provide the necessary technological means for participant families to conduct and support virtual home visiting.

**H. Emergency Supplies.**

Develop and implement a process for identifying need for supplies and distributing emergency supplies, including gift cards and prepaid grocery cards to participant families.

Provide emergency supplies, including diapers, diapering supplies, gift cards, and prepaid grocery cards to participant families for the purpose of meeting the emergency needs of the family.

**I. Maintain Clean and Compliant Data for Special Support Activities Per**

**CHVP Guidance.**

Collect pertinent data and information regarding use of funds using CHVP-approved forms, guidance and mechanisms and report to CHVP regularly and upon request.

Maintain appropriate records and documentation to support expenditures.

**IV. Schedule of Activities**

The County intends to progress in this procurement in a series of orderly steps. The schedule that follows has been developed in order to provide adequate information for bidders to prepare definitive proposals and for the County to fully consider various factors that may affect its decision. This schedule is subject to change at the discretion of the County.

<b>Scheduled Activity</b>	<b>Proposed Date</b>
Release of Request for Proposals	Friday, June 16, 2023
Last day to submit written requests for Technical Assistance	Friday, June 30, 2023, 4:30 p.m.
Proposal Submission Deadline	Friday, July 14, 2023, 4:30 p.m.
Proposal Opening	Tuesday, July 18, 2023, 8:00 a.m.
Proposal Review and Selection	Tuesday, July 18, 2023
Post-Review Discussion with Bidders (If necessary)	Wednesday, July 19, 2023
Notification of Selection	Week of July 23, 2023
Board of Supervisors Approval of Award and Contract	Tuesday, August 15, 2023 (approximately)
Approximate Contract Start Date	July 1, 2023 (Contingent on Board approval)

**A. Written Requests for Technical Assistance:**

Requests for technical assistance must be received in writing by 4:30 p.m. Friday, June 30, 2023 via U.S. Postal Service, email, or fax to:

Lassen County Public Health  
 Attn: Michelle Godman  
 1445 Paul Bunyan Road, Suite B  
 Susanville, CA 96130  
[mgodman@co.lassen.ca.us](mailto:mgodman@co.lassen.ca.us)  
 Fax: 530-251-2668

Responders are encouraged to not wait until the last minute to seek technical assistance.

The questions submitted will be answered by the County in writing to all RFP recipients within five (5) days of the July 14th deadline. Such questions and answers issued by the County shall be sent via email, fax, and/or first class U.S. Postal Service to the last known business address of each individual or organization that received this RFP.

Questions or requests for technical assistance received after the deadline of 4:30 p.m. Friday, June 30th, will not be answered.

The County requires that other county management and employees **not** be contacted by bidders during the RFP process. Failure to comply with this requirement may disqualify those proposals from further consideration. Contact is limited to the County RFP Representative listed above for any and all inquiries.

#### **B. Proposal Opening:**

Proposals will be opened publicly at the Lassen County Public Health office at 8:00 a.m. on Tuesday, July 18, 2023. The only information disclosed at the opening will be the identity of the bidders.

#### **C. Post-Review Discussion with Bidders:**

Before making a final determination, bidders who submit proposals determined to be reasonably likely to be selected *may* be asked to meet with the evaluation committee to discuss and clarify elements of their proposal to ensure full understanding of the proposal and responsiveness to the RFP.

During such discussions, the County will not disclose rating information concerning competing bidders.

### **V. Format of Proposal and Content**

Proposals submitted in response to this RFP must be prepared and include the elements indicated below:

**Format:** Printed in 12-point Ariel font, paginated, and submitted with pages clipped together, *not* stapled or bound in a folder or notebook.

**Proposal Summary (Exhibit A):** Providing a clear and concise summary of the proposal, contact information, certifications, and signature.

**Completed Proposal Checklist/Table of Contents (Exhibit B):** Completed as indicated.

**Program Narrative:** Maximum nine (9) pages. Respond to all sections listed in

the Scope of Services above. List each section in the narrative by letter, followed by the corresponding response.

**Individual/Organizational Capacity:** A brief description of the individual's or organization's history and capacity to provide the services proposed and résumés of proposed paid staff or subcontracted organizations.

**Letters of Support:** Maximum of four (4).

## VI. Format of Budget Template and Narrative

The Budget Template and Justifications (Exhibit C) should briefly describe each of the following components: Personnel, Fringe Benefits, Operating, Equipment, Travel/Training, and Other Costs.

The County has approximately \$300,000 annually available for these services.

## VII. Proposal Submission Guidelines

Bidders must submit seventeen (17) copies of their proposal including one (1) with an original signature. The proposal must be formatted in accordance with the instructions of this RFP. Promotional materials may be attached, but are not necessary and will not be considered as meeting any of the requirements of this RFP.

Proposals must be enclosed in a sealed envelope or package, clearly marked "Lassen County RFP No. HSS-2023-01" and delivered by **4:30 p.m. Friday, July 14, 2023**, to:

Lassen County Public Health Office  
Lassen County RFP No. HSS-2023-01  
Attn: Michelle Godman  
1445 Paul Bunyan Road Suite B  
Susanville, CA 96130

Late or electronically submitted proposals, including those submitted via facsimile, will be disqualified and not considered by the evaluation committee.

Expenses incurred in preparation of the proposal, or any other actions related to responding to this RFP shall be the responsibility of the responder.

All proposals, response inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, displays, schedules, exhibits, and other



documentation submitted by the respondent shall become the property of the County.

### **VIII. Modification or Withdrawal of Proposals**

Revisions of proposals will not be permitted after the deadline for submission of proposals except as provided by Lassen County. Permission to make any revisions must be sought from Lassen County in writing. If Lassen County initiates a revision, it will do so in writing.

### **IX. Selection Process**

The County reserves the sole right to judge the contents of proposals. The selection process will be governed by the following criteria:

- The proposals must adhere to the instructions and format specified in this RFP.
- The evaluation will include a review of all documents and information relating to the respondent's services, organizational structure, capabilities, qualifications, past performance, and costs.
- Respondents may be required to make an oral presentation to the evaluation panel before the final selection is made.
- The County may evaluate any information from any source it deems relevant to the evaluation.

### **X. Selection Criteria**

The selection of a proposal and contract award will be based on the criteria contained in this RFP and as demonstrated in the submitted proposal. Respondents should submit information sufficient for the County to easily evaluate proposals with respect to the selection criteria. The absence of required information may cause the proposal to be deemed non-responsive and may be cause for rejection.

### **XI. Proposal Review and Evaluation Process**

All proposals will be reviewed for completeness as described above in Section VII Proposal Submission Guidelines. Only those proposals deemed to be complete will be submitted to the evaluation panel.

**A. Evaluation**

Proposals will be evaluated on six (6) elements totaling 100 points.

<b>Proposal Element</b>	<b>Maximum Point Value</b>
Quality of respondent’s plan for performing the services and activities and addressing the questions in Section V.	20
Ability of respondent to perform services as demonstrated by related experience and past performance.	20
Qualifications and characteristics of paid personnel and volunteers, background checks, education and training, and ability to engage the target population.	15
Capacity for internal quality assurance and improvement procedures to monitor and improve quality of services provided, documentation, record keeping, billing, etc.	15
Demonstration of collaboration, innovation, and creativity.	15
Quality of implementation plan and corresponding timeline.	15
<b>TOTAL</b>	<b>100</b>

**XII. Award Process**

1. Each apparently qualified proposal will be evaluated by a panel consisting of no less than three or greater than five members. Respondents may be asked to make a presentation to the Evaluation Committee regarding their qualifications and/or proposal.
2. The award of a contract will be based on the quality of proposal and the ability to meet the County’s needs.
3. Each respondent will be notified in writing or by email of the decision regarding their proposal.
4. The successful respondent and the County will enter into contract negotiations.
5. Negotiated contract(s) will be submitted to the Lassen County Board of Supervisors for final approval and award.

It is anticipated that delivery of services under the contract will begin July 1, 2023, or soon thereafter. All RFP materials may be made public upon request.

**XIII. Cancellation**

Lassen County reserves the right to reject any or all proposals received as a result of this request, to negotiate with any qualified individual/organization, or to modify or cancel in part or in its entirety the RFP if it is in the best interests of the County to do so.

#### **XIV. Appeal**

Respondents will have ten (10) working days after notification of non-award to file an appeal. The appeal must be made in writing and specifically state the grounds for the appeal. Letters of Appeal should be directed to:

Barbara Longo  
Director, Health & Social Services  
1445 Paul Bunyan Road, Suite C  
Susanville, CA 96130

#### **XV. List of Exhibits**

Exhibit A - Proposal Summary and Statement of Responsibility (Signature Page)  
Exhibit B - Proposal Checklist/Table of Contents  
Exhibit C - Budget Template

**EXHIBIT A  
PROPOSAL SUMMARY AND STATEMENT OF RESPONSIBILITY (SIGNATURE PAGE)**

County of Lassen  
Health and Social Services

RFP No. HSS-2023-01  
California Home Visiting Program (CHVP)  
Services

<b>RFP No.:</b>	<b>HSS-2023-01</b>
<b>RFP Issue Date:</b>	<b>June 16, 2023</b>
<b>RFP Submission Deadline:</b>	<b>July 14, 2023</b>

Proposals must be enclosed in a sealed envelope or package, clearly marked "Lassen County RFP No. HSS-2023-01" and delivered by **4:30 p.m. (Pacific Daylight Time), Friday July 14, 2023**, to: Lassen County Public Health, Lassen County RFP No. HSS-2023-01, Attn: Michelle Godman, 1445 Paul Bunyan Road, Suite B, Susanville, CA 96130.

**Questions regarding this RFP should be directed to:**

Michelle Godman  
(530) 251-2608  
[mgodman@co.lassen.ca.us](mailto:mgodman@co.lassen.ca.us)

**This Proposal Summary and Statement of Responsibility (Signature Page) must be included with your submittal in order to validate your proposal. Proposals submitted without this page will be deemed non-responsive.**

**Firm Authorized Representative**

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Tax ID No.: \_\_\_\_\_ Email: \_\_\_\_\_

**RFP Contact Information (if different then above)**

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Certifications:**

1. Do you certify that all statements in the proposal are true? This shall constitute a warranty, the falsity of which shall entitle the County to pursue any remedy authorized by law, and shall include the right, at the option of the County, of declaring any contract made as a result thereof to be void.

YES       NO

2. Do you agree to provide the County with any other information the County determines is necessary for accurate determination of your qualifications to provide services?

YES       NO

To the best of my knowledge and belief, the information provided in this initial determination of responsibilities is true and correct.

Authorized Representative: _____ (Printed Name)
Signature: _____
Date: _____

## EXHIBIT B PROPOSAL CHECKLIST/TABLE OF CONTENTS

This proposal checklist identifies the various components that must be submitted with your proposal. This form is to be completed and included in the proposal and must be located directly behind Exhibit A.

Follow this sequence in presenting your proposal with the checklist serving as your table of contents.

Proposal Check List/Table of Contents	Page No.
Proposal Summary and Statement of Responsibility (Signature Page), signed by authorized representative (Exhibit A)	
Proposal Check List/Table of Contents (Exhibit B)	
Program Narrative	
Individual/Organization Capacity (including résumés)	
Letters of Support	
Budget Template and Justifications (Exhibit C) (add additional pages as necessary)	

**EXHIBIT C**  
**BUDGET TEMPLATE AND JUSTIFICATIONS**

Applicant

Detail Budget - FY 2023/24 through FY2027/28

Category Item/Service	Expenses (FY 23/24)	Justifications (FY 23/24)	Expenses (FY 24/25)	Expenses (FY 25/26)	Expenses (FY 26/27)	Expenses (FY 27/28)
<b>Personnel</b>						
<b>Fringe Benefits</b>						
<b>Operating Expenses</b>						

<b>Equipment</b>						
<b>Travel</b>						
<b>Training</b>						
<b>Indirect</b>						
<b>Other</b>						
<b>Total</b>						