Black Infant Health Program
Request for Proposals
Guidelines and Instructions

Greetings Contra Costa County Community Partners,

You are cordially invited to be a stakeholder in the efforts and service provision of the Black Infant Health Program. Contra Costa County Health Services, Public Health Division, has been a contractor of the California Department of Public Health (CDPH), Maternal, Child and Adolescent Health (MCAH) Division, and has been offering services to African American mothers and their infants for over 25 years.

Family, Maternal, and Child Health Programs is currently seeking proposals from community organizations in East (preferably in Antioch or Pittsburg) and West (preferably Richmond or San Pablo) Contra Costa County who are interested in leasing required facility space to host the BIH groups. Appropriate space is a requirement of the proposing agencies while the transportation and ChildWatch services are optional, although desired.

Background & Program Overview

CDPH/MCAH places a high priority on addressing poor birth outcomes that disproportionately impact the African American community. As the centerpiece of CDPH/MCAH’s efforts to address the disproportionate burden of infant and maternal mortality, low-birth-weight, and preterm birth experienced by African American women and their babies in California, the Black Infant Health (BIH) Program was established in 1989 with the ultimate goal of improving African American infant and maternal health in California and decreasing Black: White health disparities for women and infants. To learn more about the CDPH/MCAH Black Infant Health Program, please see this link to the website: http://www.cdph.ca.gov/programs/bih/Pages/default.aspx

To better meet the health-related needs of pregnant and postpartum African American women who are the target population for BIH, CDPH/MCAH has developed a BIH Program that features both a group intervention designed to encourage empowerment and social support in the context of a life course perspective, and complementary social service case management to link participants with needed community and health related services. Our program strives to provide BIH services in a culturally-relevant manner that respects participants’ beliefs and cultural values while promoting overall health and wellness. Recognizing that women’s health and health-related behaviors are shaped by non-medical factors, including the effects of stress related to limited social and economic resources, racism and discrimination. The revised BIH Program has been developed to address these social determinants of health in ways that are relevant, culturally affirming and empowering to participants.
Description of Available Funding – for the Contract Period July 1, 2015 - June 30, 2016

The BIH Program is funded with Maternal and Child Health (MCH) Services Block Grant (Title V of the Social Security Act) and State General Funds (SGF). The amount awarded to Contra Costa County for fiscal year 2015-2016 will depend on the actual federal award. Applicants receiving awards must be able to modify their budgets and proposed services should the actual allocation be different than the amount proposed. Final contract amounts will be determined after responses have been reviewed and federal notice of award has been received.

Timeline for Award Process

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>March 6, 2015</td>
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<td>Announcement of Funding Opportunity</td>
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<td>March 6th-20th, 2015</td>
<td></td>
<td>Call/Email Question Period: Contact Natalie Berbick, Infant Health Programs Manager, 925-313-6254 or <a href="mailto:Natalie.Berbick@hsd.cccounty.us">Natalie.Berbick@hsd.cccounty.us</a></td>
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<tr>
<td>April 3, 2015</td>
<td>3:00 PM</td>
<td>Proposals due: Either 1) An original and three (3) copies of the proposal OR 2) an electronic PDF version of the proposal must be received in the Family, Maternal, and Child Health program office at 597 Center Ave, Suite 365 Martinez, CA 94533. Email PDF to <a href="mailto:Anisia.Tamayo@hsd.cccounty.us">Anisia.Tamayo@hsd.cccounty.us</a>. There will be no exceptions to this deadline.</td>
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<tr>
<td>April 8, 2015</td>
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<td>Review Panel to Meet and evaluate proposals and develop funding recommendations</td>
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<td>April 10, 2015</td>
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<td>Approximate date of announcement of awards and initiation of contract negotiations</td>
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Description of Services to be Funded

The Black Infant Health Program requires the following support services for the clients to convene at community based centers in East and West Contra Costa County, respectively.

1. Facility access with conference room space to comfortably seat 15-20 people to use exclusively during the agreed upon times for the BIH Program. The facility space needs to be ADA compliant and accessible. Agencies would agree to maintain a clean, confidential, and protected meeting space. Space must include tables, chairs, and restroom access. The facility would also provide kitchen access in which food storage and preparation for the group sessions may take place, storage for program materials, and desk space for FMCH staff.

2. Access to the facility to administer the BIH program for day and evening sessions on Tuesday, Wednesday, and Thursdays. Groups would require 15 hours per week. Scheduling of times and offerings of groups are to be negotiated with the agency.

3. Child Watch services as needed for up to 10 hours per week during the support group sessions. Staff person(s) providing ChildWatch would be required to pass all background checks and references, and demonstrate knowledge of early childhood development evidenced by experience and associated certifications. An infant and child-friendly room with space to accommodate up to 5 children per group, ages 0-3 years, would be the ideal setting.

4. Providers who offer van transportation services must have adequate insurance coverage. The vehicle must be one that can be approached, entered, and used by persons with disabilities. Agencies with van access to transport clients to the group sessions between the hours of 9-5 PM and within a 5 miles radius of the community agency/center are preferred. If transportation is not available, proposal is still encouraged.
Qualifications, Eligibility, and Funding Restrictions

Eligibility is limited to not-for-profit (5013c) community-based organizations and hospitals or public agency service providers. Applicants must be based in Contra Costa County to be eligible. Agencies must demonstrate sufficient capacity to provide services within Contra Costa County to meet the programmatic objectives. Applicants must demonstrate fiscal stability. An agency with unresolved outstanding federal/state tax obligations is not eligible to apply for funding. Funds may not be spent on the purchase of or improvement to buildings or office facilities or to make payments to recipients of services.

Contractual Obligations

Award of funds will result in a contract for services after final negotiations with Family, Maternal, and Child Health (FMCH) Programs regarding work plan and budget. There are general conditions, including Health Insurance Portability and Accountability Act (HIPAA), insurance and indemnity requirements, which are common to all County contracts. A copy of these conditions is available upon request from the FMCH Program office. FMCH Program contracts also require budgets to adhere to federal requirements and that contractors submit financial documentation with their invoices for payment. Contractors also need to be registered in the System for Award Management (SAM.GOV) database and provide the agency’s Data Universal Numbering System (DUNS) and Employer Identification Number (EIN).

Standards and Requirements

Eligibility/Supervision of Program Personnel

- Supervision of ChildWatch and Van Drivers is the responsibility of the agency/center manager or designee. Hiring, training, and performance evaluations of staff members are responsibility of the manager or designee.
- ChildWatch personnel must meet minimum qualifications for childcare licensing requirements. Also, Child Watch personnel must be familiar with center based child care practices.
- Van drivers must have a safe driving record and comply with city/county safety regulations and State driving rules of the road while operating agency vehicles.
- Emergency exits, fire extinguishers, other safety equipment, and instructions for safety and passenger conduct must be accessible and clearly visible in the vehicle.

Physical Plant Standards

All service locations must include:

- A comfortable environment for expectant mothers and their children; and
- Facility where illegal drug use is not tolerated;
- Access to a private, confidential space for clients to meet with program staff;
- A confidential and secure location for client files.

In addition, agencies must ensure the following:

- Compliance with Fire Regulations, Health and Safety Regulations, Building Codes, and Zoning Regulations: Buildings in which services are provided must be in compliance with city and county fire regulations, health and safety regulations, building codes, and zoning regulations. Emergency exits, smoke detectors, etc., must be clearly visible.
• **Compliance with Requirements for Accessibility for Persons with Disabilities:** The term “accessibility” means that service provider offices can be approached, entered, and used by persons with disabilities, including but not limited to those using wheelchairs or walkers, and those with sight impairments. The following codes and acts specify requirements related to accessibility:
  - Americans with Disabilities Act (“ADA”), 42 United States Code (“USC”): Title II applies to residential dwellings; Title III applies to hotels providing nonresidential accommodations (Path of travel for residents must be accessible).
  - Section 504 of the Rehabilitation Act of 1973, 42 USC: Applies to all programs and activities receiving federal funds.
  - Architectural Barriers Act, 42 USC: Applies to most new buildings built with federal assistance.
  - State Building Code, Title 22 of CA Code of Regs: Applies accessibility standards to public buildings, public accommodations and publicly funded rental housing.

**Fiscal Management**

The Contra Costa Health Services Department will reimburse the contractor for actual costs monthly. Administrative expenses may not exceed 10% of the award including any federally approved indirect rate. The agency is responsible for meeting all obligations outlined in the contract. All services funded through this RFP process are to be provided free of charge to eligible individuals.

**Application Process**

Applicants may request an electronic version of this RFP by either emailing Anisia.Tamayo@hsd.cccounty.us, or calling 925-313-6254 and requesting a packet to be mailed to a physical address. All submissions are to be submitted electronically and only in Portable Document Format (PDF). Pages must be submitted in the same order as required in the RFP and numbered sequentially. **Late proposals will not be accepted. Facsimile (fax) copies are not acceptable.** Proposals must be complete when submitted; changes and additions will not be accepted after submission.

A comprehensive and specific proposal narrative should not exceed 10 pages, including the Project Budget and Justification. Supporting documentation is not included in the maximum page count. Please submit your proposal via email to Anisia.Tamayo@hsd.cccounty.us electronically time stamped no later than 3:00 pm on Friday, April 3, 2015 and only in standard (8 x 11 letter sized) PDF format. An e-mail confirming receipt will be sent to applicants.

If signature pages and attachments cannot be scanned into the application they must be delivered no later than Friday, April 3rd, 2015, 3:00 PM to:

**Contra Costa Health Department**
597 Center Ave Suite 365
Martinez, CA 94553
Attn: Anisia Tamayo

- Contents should be in the order outlined here with the pages numbered sequentially throughout the proposal including the forms and attachments.
- Only the attachments identified will be accepted.
- Proposals should be as concise as possible, must be in 12 point font with 1 inch margins on letter sized paper and must not exceed page limitations where specified. Do not assume that the reader knows your agency or program.
- Issuing an RFP does not obligate the Family, Maternal, and Child Health Program to award a contract to any provider, nor is the Family, Maternal, and Child Health Program liable for any costs incurred by the organizations in the preparation of proposals. The Family, Maternal, and Child Health Program retains the right to award parts of the contract to several bidders, to not select any bidders, and/or to re-solicit proposals.
Required Format of Application

Funding Application Cover Sheet (not counted in page limit)
The Funding Application Cover Sheet contains the applicant’s name, mailing address, telephone and fax numbers and the service category and amount requested. It must be signed by the applicant’s Chief Executive Officer and the President of the applicant’s Board of Directors. A scanned PDF version is acceptable.

Agency Capability – 6 pages maximum (counted in page limit)
a. Provide a brief agency history and description.
b. Explain the agency’s involvement with its target community.
c. Describe the direct services currently provided for pregnant women and families or affected others and the length of time these have been offered by the agency.
d. Describe the qualifications of project personnel including direct service and supervision.

Proposed Project Budget - 2 pages maximum (form included)
The application must include a line item budget, which includes the justification and narrative (see attached form) explaining how each line item will be expended. There is a cap of 10% on all administrative charges. Routine administrative charges may include Director’s time, agency rent and utilities, payroll, audits, maintenance, supplies, telephone and other shared program costs. The project budget should include information on other sources of revenue. Applicants will be required to maintain written documentation, including legible invoices and canceled checks.

Service Continuity Plan: maximum one (1) page (counted in page limit)
The applicant must describe in detail how and with what frequency services will be conducted when a staff vacancy or other disruption occurs within the program. What will be done to minimize interruption? Which services will be prioritized during the period and why? Who will be responsible for which aspects of service delivery? Who will provide supervision? How will clients be notified? How will the agency ensure that individuals funded by the FMCH/Black Infant Health Program (or other funders listed as grant references) for other activities will not be deployed from those activities to cover new vacancies? What process will be used if the proposed plan has to be redesigned due to other unforeseeable events?

Additional Supporting Documentation when applicable to service (not counted in page limit)
a. Tax-exempt status determination letters from the Internal Revenue Service and/or the State of California.
b. Job Descriptions for any primary positions to be funded under the proposed project. These should include educational/experiential qualifications for the position, as well as job duties and responsibilities.
c. Résumés or statements of qualifications of primary staff funded under the proposed project as well as any supervisory staff—even if not funded under this grant. If a prospective candidate has been identified, but not yet hired for any position to be funded, include the résumé here. Résumés should reflect an individual’s current job status. Proposals should not include résumés of individuals not involved in the proposed project.
d. Memoranda of Understanding and Letters of Collaboration may be included but must be project-specific.
e. Past Performance/Contract History - Information provides contact information on contracts held with the applicant agency. Those individuals listed will be contacted for an evaluation of the applicant agency’s performance. Applicants are encouraged to list those contracts that are most relevant to the service category applied for.
f. List of Board of Directors - including affiliations and city of residence.
g. Organization Chart – including the name of staff currently in each position and the FTE of each position.
h. Agency’s current operating budget
i. A copy of the agency’s most recent audited financial statement – include the auditor’s management letter, notes and statement of findings.

*Additional documentation may be required to complete the contracting process.
Review Process & Criteria

- **Administrative Review:** The Family, Maternal, and Child Health Program staff will review all submitted proposals to ensure proposals are complete and in compliance with instructions in this RFP. Proposals not conforming to these basic standards will be considered as not meeting the application deadline. Agencies that filed incomplete proposals will be notified of their ineligibility.

- **Review of Proposed Program:** Persons with expertise in the service category will evaluate and determine a preliminary score for each proposal, based on the guidelines listed in “Review and Award Criteria”. Preliminary scores will be combined to determine a ranking for all proposals.

- **Family, Maternal, and Child Program Review:** The Family, Maternal, and Child Health Program will review the recommendations and rationale for funding decisions and will determine the award amount. Additionally, Contra Costa Health Services/FMCH staff members may conduct a physical site visit to observe the facility and verify that it is compliant with standards and requirements. All final funding decisions will be made by the Family, Maternal, and Child Health Program.

- **Notification of Award:** Each agency submitting a proposal will be informed in writing of the funding decision. Final awards are subject to federal notice of grant award.

- **Appeals:** Applicants may appeal the process, not funding outcomes. Appeals must be submitted in writing to the Family, Maternal, and Child Health Program Director within seven (7) business days of receiving written notification of the funding decision. Appeals must identify what part of the RFP process is being appealed and the reasons for the appeal. The Family, Maternal, and Child Health Program Director will make decisions regarding appeals within five (5) working days of appeal receipt.

Review Criteria

*Applicants are encouraged to use the questions listed below to guide, in part, the content of their proposal. Keep in mind that reviewers may not be aware of your proposed program or your agency’s experience in Contra Costa County. A total point value for each proposal will be given per reviewer and averaged.*

**Applicant Capability, Outreach and Collaboration – 30 points**

- Does the agency have the capability to provide required facility space during desirable times of early afternoons and evenings?
- Does the agency have the capability to offer optional transportation and/or Child Watch support services for the clients?
- Does the applicant describe sufficient relevant experience in the successful provision of services similar to those it proposes to provide? Does the applicant have a history of working with the target population?
- Does the applicant demonstrate that it has established links with its target community area(s) and population(s) and with other service providers in this community?
- Has the applicant identified qualified individuals to carry out the proposed activities? Does the applicant currently employ them or do they need to be hired?
- Has the proposal convincingly demonstrated that the applicant has the administrative and programmatic abilities necessary to successfully administer this program?
- Does the proposal demonstrate linkages with other services?

**Geographic Desirability for Program Participants – 30 points**

- Is the facility located in the high-density areas of African American births in Contra Costa County (Richmond, San Pablo, Antioch, or Pittsburg)?
• Is the facility site accessible to public transportation?
• Is the facility area safe during afternoons and evenings? Are security precautions taken at the facility?
• Does the applicant explain where/when services will be provided including site location and hours of service?

Financial Information – 25 points
• Is the applicant’s proposed project budget appropriate and reasonable, given the services to be provided and stated staffing levels?
• Does the requested budget amount reflect the total cost of the proposed project? If not, does the applicant identify other resources that will support this program?
• Does the budget justification provide a basis for the level of service proposed and the number of clients targeted?
• Does the applicant’s project appear to be cost effective?
• Is the annualized program budget less than 60% of the agency’s total annual budget?

Service Continuity – 15 points
• Does the applicant have a plan in place that describes how the agency will provide services to clients during any period of time when the funded position is vacant?
• Does the plan adequately describe how the applicant will ensure that clients and system of care providers will be notified of a change in staffing and that no clients fall through the cracks?
• Does the plan describe how other system of care service providers will be notified about how referrals are to be made to the applicant during this vacancy?