

Request for Proposals
Class for Parents of Youth who are Experimenting with Substances

REQUEST FOR PROPOSALS

Notice is hereby given that proposals will be received by Jefferson County Public Health (JCPH) for: **Class for Parents of Youth who are Experimenting with Substances** at the office of the Deputy Director, 645 Parfet Street, Lakewood, CO 80215 OR by e-mail at jerwin@jeffco.us by 3:00 p.m., Friday July 19, 2019.

JCPH is seeking proposals from individuals or organizations interested in providing Class for Parents of Youth who are Experimenting with Substances.

The successful party or organization will provide some or all of the services identified in the Scope of Work.

Any contractor providing services under this contract shall comply with all federal, state, county and city codes or regulations applicable to such work.

Detailed information, including general terms & conditions, requested services, and requirements, is available at: Jefferson County Public Health, Attn: Jody Erwin, Deputy Director, 645 Parfet Street, Lakewood, CO 80215 or by calling 303-271-5717 or emailing jerwin@jeffco.us.

JCPH reserves the right to reject any submittals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposals ("RFP") does not obligate JCPH to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the JCPH to accept or contract for any expressed or implied services.

JCPH is an Equal Opportunity Employer.

Dated this 27th day of June 2019.

**Jefferson County Public Health
Request for Proposals
Class for Parents of Youth who are Experimenting with Substances**

1. Scope of Work

- Develop curriculum toolkit and participant materials for a two (2) hour class for parents or guardians of youth between the ages of 11 and 17 who are known to have recently used vape or tobacco products, alcohol, marijuana, or other drugs. Curriculum, toolkit and all related materials will become the property of Jefferson County Public Health.
 - The curriculum will include, at minimum, components related to understanding substance misuse in youth, encouraging help-seeking behaviors in youth, developing parenting tools related to substance misuse, and finding resources to assist the family.
 - The toolkit will consist of, at minimum, a detailed outline or slideshow of materials an instructor will present to participants, along with an agenda included estimation of time needed for each class component.
 - Materials for participants will include, at minimum, a printable page of contact information for local resources that parents of different income levels can access and a tip sheet or worksheet highlighting important information presented or discussed during class.
 - Toolkit and participant materials will be shared with JCPH Communities That Care staff at least two (2) weeks prior to first class.
 - All materials should be created in English and Spanish language.
- Administer registration for the program, to include:
 - a sign-up mechanism that allows parents to register for the class, specifying if they need the class in a language other than English; providing information to JCPH to use in written and electronic materials; and
 - staffing to respond, along with a phone number and email, that parents can use to get more information or ask questions.

- Work with Jefferson County Public Health Communities That Cares and/or Communications staff members to develop marketing materials to promote the classes:
 - Written or filmed content for, at minimum, a press release, a short video outlining why the program should be recommended to parents, and a card for providers and law enforcement to hand to parents of youth caught misusing substances.
- Provide staffing for classes on a weekday evening and/or weekend morning one time per month on a regular schedule mutually agreed upon by JCPH and contractor, for a total of 14 two-hour classes, including:
 - all preparatory work required by curriculum and any follow-up work;
 - all direct instruction at Jefferson County Public Health (645 Parfet Street, Lakewood, CO 80215), remaining after the class for up to one hour to answer individual questions or provide resources to parents/guardians;
 - provision of Spanish-language instruction on an as-needed basis;
 - collection of demographic information from each participant and/or encouragement of participants to participate in evaluations or program; and
 - a report following each class session including demographic information and instructor impressions from the class.
- Contractor will work with JCPH Jefferson County Public Health staff or their designee to develop and conduct program evaluation(s)

2. Budget and Length of Contract

Payment amounts and schedules will be based on the proposal and, if selected, subsequent negotiations. The length of the contract will be approximately 14 months, including 50 hours of initial work during the first two (2) months and approximately six (6) 6 hours per month thereafter.

JCPH will reimburse the Contractor at a rate of \$175.00 per hour for curriculum and materials development, with a maximum not to exceed \$8,750.00 (50 hours) prior to September 30, 2019; and at a rate of \$150.00 per hour for conducting classes, with a maximum not to exceed \$ 11,250.00 (75 hours) for the remainder of the term.

Classes will take place on a regularly scheduled date and time at Jefferson County Public Health (645 Parfet Street, Lakewood, CO 80215). Classes will be a minimum of two (2) hours in length and course instructors will arrive a minimum of 30 minutes prior to each class and remain 30 minutes after class or until all participants leave and clean-up is completed.

3. Contractor Knowledge, Skills and Abilities

- Experience with creating a curriculum for parents related to substance misuse;
- A minimum of two (2) years of experience conducting group classes for parents;
- Ability to provide instructors who have a minimum of two (2) years of experience conducting group parent classes related to substance misuse, are CAC certified, and can conduct courses in both English and Spanish languages; and
- Documented experience and capacity to field questions from potential participants and complete all administrative tasks related to class registration and participant reminders/follow-up, to include both phone, email, and on-line registration.

4. Submittal Requirements

In a brief letter of interest; please specify which set of services you are including in your proposal. Please include:

- Outlined approach to satisfy the work product(s);
- Proposed cost of services;
- Anticipated hours of availability;
- Statement of qualifications and relevant experience of individual(s) who will be involved in the project;
- Ability to meet department's requirement for minimum amounts of insurance; and
- Contact information for recent references

Please submit three hard copies or e-mail as an attachment.

5. Deliver Proposals to:

All submittals must be received by JCPH on or before 3:00 p.m., Friday July 19, 2019 addressed to:

Jody Erwin, Deputy Director
Jefferson County Public Health
645 Parfet Street
Lakewood, CO 80215
jerwin@jeffco.us

6. Selection Schedule

RFP release: June 27, 2019
Submittals due: 3:00 p.m., Friday July 19, 2019
Interview of finalists: TBD mid- July
Tentative contract start date: August 21, 2019

7. Selection Process

- A selection committee will review all proposals, select finalists for interviews, and make the final selection.
- JCPH reserves the right not to award any portion or all of the project if it finds that none of the proposals submitted will meet the specific needs of the project.
- Prior to the commencement of work, the selected contractor(s) will be required to sign a Purchase of services Agreement and Business Associate Agreement with JCPH.
- JCPH is not responsible for any costs incurred by the contractor in preparation of the proposal. Once submitted, all proposals will become public information.