

# BHRS Community Health Promotion Request for Proposal

## Informational Meeting

Edith Cabuslay, MPH  
Community Health Promotion Unit, BHRS  
San Mateo County Health System

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**COUNTY OF SAN MATEO**  
**HEALTH SYSTEM**

# Presentation Overview

- Organizational context for RFP
- AOD Prevention / SAPT Funding
- Tobacco Prevention Program
- Tobacco Prevention Evaluation
- Contents of Tabbed Sections
- Questions



**COUNTY OF SAN MATEO  
HEALTH SYSTEM**

# Organizational Context

- Transition of Chronic Disease and Injury Prevention Unit to AOD Services
- Consolidation of prevention programs
- Funding sources and their reporting requirements
- Current RFP

# Assets of New Unit

- Lessons learned from tobacco control
  - Statewide movement
  - Countywide vision and implementation
  - Science-based and data informed
- Scope of work development and implementation
- Contract monitoring
- Value of evaluation in program development, program improvement, and strategic planning
- Public health approach
- Focus on community and health equity

# AOD Prevention Priorities and Outcomes

- Focus on addressing alcohol, marijuana, and other drugs specifically
- Policy, environmental, and systems change efforts prioritized by funder
- FY 17-18 to work with data and partners to set priorities
- Training academy to build capacity to conduct program activities
- Encourage organizational leadership in addressing industry sponsorship

# Tobacco Prevention Program

## Priorities and Outcomes

- Increase community capacity to conduct tobacco prevention programs and compete for state funding
- Support implementation of smokefree multi-unit housing policies
- Engage youth in tobacco prevention efforts

# Tabbed Section: Guidance

- Tab 1: Qualifications and Experience - **5** pages maximum
- Tab 2: Philosophy and Service Model - **2** pages maximum
- Tab 3: Staffing Patterns - **1** page maximum
- Tab 4: Cultural Competency - **2** pages maximum
- Tab 5: Claims/Violations - **1** page maximum
- Tab 6: Budget Narrative - **2** pages maximum
- Tab 7: References - **1** page maximum
- Tab 8: Statement of Compliance - **1** page maximum
  
- Total pages: **15**, does not include attachments, exhibits, or charts

# Qualifications and Experience (5)

- Experience and Statement of Qualifications: Describe your organization's history in serving San Mateo County, especially in providing alcohol, marijuana, tobacco, and other drug prevention programs and/or evaluation services? How long have you been involved in providing these programs/services? What is your track record with contract compliance, including accounting, record-keeping requirements, and implementing new projects?
- Describe your organization's history successfully managing contracts with public or private agencies?
- Provide information regarding expertise in serving special populations e.g. ethnic/linguistic, dual diagnosed individuals, or other.

# Qualifications and Experience (5)

- Has a claim of violation been made against you or your organization. How did you address the claims or violations?
- How many full time employees (FTEs) do you plan to assign to this project if you are selected? Do you have a plan for adequate staffing to cover absences and provide back-up coverage?
- Does the staffing reflect the diversity of the population to be served?
- What is the proposed support, training and supervision to enable staff, interns and volunteers to effectively provide the services?

# Philosophy and Service Model (2)

- Describe your organization's capability to work with community members, elected officials, and partnering agencies to organize grassroots campaigns for community policy change.
- Outline your organization's values and principles when conducting ATOD prevention services.
- Describe your organization's capability to conduct and to accomplish ATOD prevention and/or evaluation outcomes.
- How has your organization demonstrated its ability to meet any required timelines or other requirements in past contracts? How has your organization demonstrated compliance with County RFP and contractual requirements?
- Describe your organization's approach to delivering the ATOD prevention and/or evaluation services. Include clarity of understanding of the scope of services to be provided, and appropriateness of the proposed solution/services.

# Staffing Patterns (1)

- How many staff members (including full time equivalents) will be involved in implementing program activities?
- Describe the proposed staff members' experience and capability to conduct ATOD prevention or evaluation activities.

# Cultural Competency (2)

- How will you ensure effective, efficient, inclusive and culturally-sensitive provision of services to the target population?
- How will you ensure involvement in service planning and delivery of racial/ethnic/linguistic communities, LGBTQ, youth, women and consumers from rural and urban communities in San Mateo County?
- What is the multi-lingual capacity of your organization to provide services including outreach? What infrastructure or procedure do you have in place when no bilingual staff is available?
- Does your organization have any other areas of particular strength in serving culturally diverse populations such as deaf/hard of hearing individuals, isolated adults, immigrants, etc.?

# **Claims, Licensure, Non-Discrimination, and Health Insurance Portability and Accountability Act (HIPAA) Violations Against Your Organization (1)**

List any current licensure, HIPAA, non-discrimination claims against you/your organization and those having occurred in the past five years, especially any resulting in claims or legal judgments against you.

# Budget Narrative (2)

- Provide a clear narrative of the proposed budget.
- Provide budget justifications with an explanation for all costs associated with providing the requested services. The partnership must show at least a 20% matching funds in their budget and budget narrative. The matching funds must come from non-County sources. Matching funds can be in-kind, volunteer time, or donations. The budget narrative must also include a description of the required matching resources and other support the partnership will receive.

# References (1)

- List at least three business references for which you have recently provided similar services. Include contact names, titles, phone numbers and e-mail addresses for all references provided.
- References should be diverse (for example from peers, community agencies, County agencies, other counties, families, etc.)

# Statement of Compliance (1)

- Each proposal must include a statement of the proposer's commitment and ability to comply with each of the terms of the County's standard contract, including but not limited to the following:
  - 1) The County non-discrimination policy
  - 2) The County equal employment opportunity requirements
  - 3) County requirements regarding employee benefits
  - 4) The County jury service pay ordinance
  - 5) The hold harmless provision
  - 6) County insurance requirements
  - 7) The County Living Wage Ordinance
  - 8) All other provisions of the standard contract

# Statement of Compliance (1)

- In addition, the proposer should include a statement that it will agree to have any disputes regarding the contract venued in San Mateo County or Northern District of California.
- The proposal must state any objections to any terms in the County's contract template and provide an explanation for the inability to comply with the required term(s). If no objections are stated, the County will assume the proposer is prepared to sign the County standard contract template as-is.

# TPP Evaluation

- Provide independent evaluation of tobacco prevention program activities focused on 1) increasing community capacity to conduct tobacco prevention activities and compete for state tobacco control funding
- Provide evaluation of current and previous tobacco cessation program and provide recommendations

# Qualifications and Experience (5)

- Experience and Statement of Qualifications: Describe your organization's history in conducting evaluation activities, especially of alcohol, marijuana, tobacco, and other drug prevention programs? How long have you been involved in providing these services? What is your track record with contract compliance, including accounting, record-keeping requirements, and implementing new projects?
- Describe your organization's history successfully managing contracts with public or private agencies?
- Provide information regarding expertise in conducting evaluation activities with special populations e.g. ethnic/linguistic, dual diagnosed individuals, or other.

# Qualifications and Experience (5)

- Has a claim of violation been made against you or your organization. How did you address the claims or violations?
- How many full time employees (FTEs) do you plan to assign to this project if you are selected? Do you have a plan for adequate staffing to cover absences and provide back-up coverage?
- Does the staffing reflect the diversity of the population to be served?
- What is the proposed support, training and supervision to enable staff, interns and volunteers to effectively provide the services?

# Philosophy and Service Model (2)

- Describe your organization's capability to work with community members, elected officials, and partnering agencies in the process of conducting evaluation activities.
- Outline your organization's values and principles when conducting ATOD evaluation services.
- Describe your organization's capability to conduct evaluation outcomes.
- How has your organization demonstrated its ability to meet any required timelines or other requirements in past contracts? How has your organization demonstrated compliance with County RFP and contractual requirements?
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# Questions?

Edith Cabuslay, MPH  
(650) 573-2227  
[ecabuslay@smcgov.org](mailto:ecabuslay@smcgov.org)



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