



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

TO: All Interested Parties
DATE: **August 24, 2010**
SUBJECT: Partners in Prevention Fund; Request for Proposals

Fairfax County seeks community partners to implement identified prevention focused programs for youth and their caretakers to address the areas of teen depression/suicide and parenting skills.

Successful awardees will enter a contract with Fairfax County to run the identified prevention programs in the community to participants they have identified as being in need of services. Awardees will receive training on the prevention program model and will be expected to implement the prevention program with fidelity, to include gathering and reporting outcome data from participants.

If you are interested in submitting a proposal to perform these services, please complete the following bid proposal worksheet (Attachment A) in its entirety and submit it no later than **September 23 at 4:00 p.m.** to:

Fairfax County Department of Administration for Human Services
12011 Government Center Parkway
Contracts Management, Suite 738
Fairfax, Virginia, 22035
Email: rebecca.hoffman@fairfaxcounty.gov
Fax: 703-324-7339

If you have questions or comments, please direct them to Rebecca Hoffman at (703) 324-7809.

Sincerely,

Becky Offutt
Business Manager for Contracts

Enclosures

Department of Administration for Human Services
Contracts Management
12011 Government Center Parkway, Suite 738
Fairfax, VA 22035
Phone: 703-324-5551 Fax: 703-324-7339 TTY: 711
<http://www.fairfaxcounty.gov/admin/cm.htm>
Promoting Excellence in Human Services

Request for Proposals – Depression Screening and Parenting Skills Programs

Scope

This RFP is to solicit applications for the Fairfax County Partners in Prevention Fund (PIPF). The successful contractor will provide specific evidence-based programs and approaches addressing the countywide prevention system goals. These programs will provide the foundation for the contractor to develop self-sustaining prevention initiatives and build capacity in the community.

Through a competitive process, awards will be made on a one time basis to selected community partners for three specific programs: Youth ACT, Lifelines, and ACT against Violence. Each of these programs is described in the Background Section. Eligible organizations may submit proposals for one or multiple programs.

Contract period and renewal:

The term of this contract will be from the date of award through June 30, 2011 with the possibility of two 1-year renewals depending upon the appropriation of County funds for this project.

All funding will address the key prevention priorities. This funding can not duplicate or supplant existing county funding. A total of \$50,000 is available in Fiscal Year (FY) 2011 for specific Partners in Prevention Fund programs

Background

The Partners in Prevention Fund was established with funds from county agencies involved in a multi-departmental collaborative prevention initiative.

The Partners in Prevention Fund is designed to leverage existing Fairfax County, Fairfax County Public School, and community resources to build resilience in individuals, families, and communities and to support the county's key prevention principles.

Fairfax County is partnering with various community groups to provide evidence based programming to support the following prevention goals:

- Children are physically fit with good nutritional habits
- Children enter kindergarten fully ready to succeed
- Children and youth are safe from violence and bullying
- Children and youth are mentally well
- Families have skills and supports needed to raise healthy and thriving children

Through the Fairfax County Partners in Prevention Fund RFP, the county awards contracts to community organizations to implement identified prevention focused programs. Currently the fund supports several evidenced based programs to support the prevention system goals including Al's Pals, We Can! and Safe Dates. Three additional evidence-based programs have been selected to be piloted by one or more community organizations in the next year.

Contractors will be expected to implement the selected program(s) of their choice and work closely with key county staff. Program materials are provided by the County at no cost to the contractor. The programs are:

- 1) **Youth ACT.** This is a High School or Middle School depression awareness and suicide prevention program that can be implemented in one or more classroom periods by existing school staff. The program is also known as SOS Signs of Suicide. The program can be used in alternative settings that service youth such as social clubs, after school programs and juvenile justice systems. The program has documented a dramatic increase in help-seeking. The program's primary objectives are: to educate teens that depression is a treatable illness; and to equip them with techniques to respond to a potential suicide in a friend or family member. The action oriented approach instructs students how to **ACT** (**A**cknowledge, **C**are and **T**ell) in the face of this mental health emergency.

The Youth ACT program can be conducted in one or two sessions.

Further information can be found at:

<http://www.mentalhealthscreening.org/schools/index.aspx>

- 2) **Lifelines.** Lifelines is a comprehensive suicide prevention program for middle and high school students. The goal of Lifelines is to promote a caring, competent community in which help seeking is encouraged and modeled and suicidal behavior is recognized as an issue that cannot be kept a secret. Lifelines seeks to increase the likelihood that school staff and students will know how to identify at-risk youth when they encounter them, provide an initial response and obtain help, as well as be inclined to take such actions.

Lifelines can be conducted in four 45 minute sessions or two 90 minute sessions.

Further information can be found at: <http://www.hazelden.org/web/public/lifelines.page>

- 3) **Parents Raising Safe Kids.** This program, also known as ACT Against Violence is a national research based initiative designed to educate communities and families to create safe, healthy environments that protect children and youth from violence. The program's research based curriculum is designed to help families and caregivers from all types of backgrounds raise children without violence by learning: basic information on child development; risk factors for violence and its consequences; and protective factors and skills for effective parenting such as anger management, peaceful conflict resolution, discipline and media violence education. The program can be implemented in diverse settings including childcare centers, family support organizations, hospitals, public libraries, churches, prisons, adult education centers, schools, community agencies and shelters.

The program consists of weekly two hour sessions for a minimum of 8 weeks.

Further information can be found at: <http://actagainstviolence.apa.org>

Tasks to be Performed

1. Identify and recruit program participants.
2. Identify the setting for the program delivery in consultation with the County.
3. Attend training on the prevention program models implemented.
 - a. The County will provide training and technical assistance.
 - b. Each contractor will be required to participate in a county-sponsored training session before implementing the program.
4. Obtain the necessary program materials from the County.
5. Implement the program with fidelity to the original design.
 - a. The effectiveness of the selected programs is based on consistent administration, implementation, and evaluation. Therefore, contractors must follow the selected program's protocol and evaluation exactly as described by each program.
 - b. Work closely with the County designee to ensure that program is implemented with fidelity. Adaptations to the program must be approved by the County.
6. Participate in data collection and program evaluation activities.
 - a. The County will coordinate the evaluation of each program and site and provide awardees technical assistance to identify key outcomes and required evaluation measures.
 - b. Specific program evaluation tools are required for each program and will be provided by the County following award.

Payments

1. The County will pay the Contractor based upon completion, acceptance, and approval by the County of each program milestone: one half of the program funds will be distributed upon the receipt of pre-tests, one quarter of program funds will be distributed upon the completion of a mid-program session with a county staff member in attendance, and one quarter of program funds will be distributed upon the receipt of post tests.
2. Pricing for each program is noted below. Contractors will be paid a per session / per person rate for programs run with less than 10 participants. The maximum total award per program offering will be paid for programs run with 10 or more participants.

Pricing Schedule

Program	Standard Number of Sessions	Per session/ Per person	Maximum Total Award per Program Offering
Youth ACT	2 sessions	\$45.00	\$1,080.00
Lifelines	4 sessions	\$30.00	\$1,440.00
Parents Raising Safe Kids	8 sessions	\$50.00	\$4,800

3. Fairfax County may provide a 10% bonus (up to \$2,000) to partner organizations that meet high-performing criteria as measured by the Implementation Support Team staff. Criteria includes incorporating families into programming, attendance and sustained participation of participants, marketing of the program, serving healthy snacks, leveraging other resources, publicizing the Partners in Prevention Fund efforts, and providing exceptional facilitation and management of the programs.

Conditions of Award

1. The County of Fairfax reserves the right to award a contract in the aggregate, by individual service, or any combination, whichever is in the best interest of the County.
2. A Selection Advisory Committee has been established to review and evaluate all proposals submitted in response to this Request for Proposal. The Committee shall conduct an evaluation of all proposals on the basis of the information provided with the proposal, and the evaluation criteria listed below.
3. Proposal Evaluation Criteria:
 - a. Offeror's experience and qualifications
 - b. Offeror's depth of response to the Proposal Summary Sheet. (Attachment A)
 - c. Offeror's proposed services address a demonstrated area of need, geographic or otherwise.
 - d. Offeror's proposal demonstrates service integration and linkages with appropriate County and community based service networks
 - e. Offeror's proposal demonstrates relationships with FCPS or other relevant County agencies.
 - f. Offeror's organization demonstrates cultural competence
 - g. Reasonableness of the offeror's plan to sustain the program after the award is spent
4. Offerors not selected for contract award will be notified in writing.
5. Should the offeror be selected, a contract will be executed to include the General Conditions & Instructions to Bidder located at the DPSM website at <http://www.fairfaxcounty.gov/dpsm/solic.htm>

Proposal Instructions

1. The offeror must submit Attachment A completed in its entirety and include any additional documents requested.
2. The proposal is due to the receptionist at the following address:
Fairfax County Department of Administration for Human Services
12011 Government Center Parkway
Contracts Management, Suite 738
Fairfax, Virginia, 22035
Attention: Rebecca Hoffman, Contracts Analyst
3. It may also be emailed to: rebecca.hoffman@fairfaxcounty.gov
4. If you have questions pertaining to this RFP, please submit your questions via email to Rebecca Hoffman at rebecca.hoffman@fairfaxcounty.gov by noon on September 16, 2010. Questions and answers regarding this solicitation will be posted on the DAHS website at <http://www.fairfaxcounty.gov/admin/cm/Solicitations.htm>.

Proposals must be received at the above address by **September 23 at 4:00 p.m.** Proposals received after the due date and time shall not be considered for contract award and may be returned to the offeror.

Proposal Summary Sheet

Qualifications of the Applicant:

1. What experience, talents, qualifications and support does your organization have that will make this project successful?

2. What types of staffing or support (if any) will you need to add to your organization to carry out this project?

3. What is your organizational structure? Please include an organizational chart.

4. Include a position description of all key personnel related to this project (please provide applicable credentials and resumes).

Project Description:

<p>1. Which program(s) are you interested in implementing? How many sessions of each program will you run?</p>
<p>2. Timeline – direct services are to begin within the timeline of:</p>
<p>3. Identify community partners/supportive organizations that will be involved in project planning and implementation.</p>
<p>4. Who will your program serve and in which communities (for example: ages, location, disabilities, etc.)</p>
<p>5. How do you know that this program is needed?</p>
<p>6. What commitments have you received – formal and informal – to support the activities for which you are requesting funding?</p>

7. What actions will you take to ensure that your program will be self sustaining after the award is spent?

8. Describe how your program will be integrated within existing county and/or community services.